

The University of Akron
Department of Public Administration and Urban Studies

DOCTORAL PROGRAM FORMS

July 2006

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The University of Akron
Department of Public Administration and Urban Studies

PHD PROGRAM OF STUDY PLAN
PUBLIC ADMINISTRATION FIELD OF STUDY

Student's Name _____ Date _____

Program of Study Committee Chair _____; faculty member _____

faculty member _____

Program Core Requirements (25 credits)				
Course Number	Course Title	Credit Hours	Semester Scheduled / Taken	Grade
3980:780	Ph.D. Colloquium	1	1 st Year	
3980:700	Advanced Research Methods I	3		
3980:701	Advanced Research Methods II	3		
3980:705	Economics of Urban Policy	3		
3980:708	Urban Policy: The Historical Perspective	3		
3980:710	Qualitative Research	3		
3980:716	Theoretical Foundations of Public Administration	3		
3980:740	Survey Research Methods	3		
3980:795	Pro-Seminar	3	Last Class	
Public Administration Field – required courses (12 credits)				
3980:711	Seminar in Public Administration			
3980:704	Public Bureaucracy			
3980:730	Ethics in Government			
3980:732	Governance and Administration			
INDIVIDUAL SPECIALIZATION IN:				

The University of Akron
Department of Public Administration and Urban Studies

PROGRAM PLAN & PROGRAM REQUIREMENTS, PAGE 2

RESIDENCY REQUIREMENT

Completed in Semesters _____ and _____

LANGUAGE REQUIREMENT

Describe competency

Date Completed _____

COMPREHENSIVE EXAMS

Committee approved date for exams _____ yes _____ no

General Field of Study Exam: Scheduled _____ Taken _____ Passed _____

Specialization Exam Scheduled _____ Taken _____ Passed _____

DISSERTATION COMMITTEE

Established _____ (date)

Form in file: _____ yes _____ no

Dissertation Committee Chair _____

DISSERTATION PROSPECTUS

Prepared and Reviewed

Defense Scheduled _____

Successful defense _____ (date)

Forms Submitted _____ yes _____ no

FILE ADVANCEMENT TO CANDIDACY FORM _____ (date)

DISSERTATION

Written Dissertation Completed and pre-defense copies to Department _____ (date)

Oral Defense _____ (date)

Revised and Final Copies to Graduate School and Department _____ (date)

**PHD PROGRAM OF STUDY PLAN
APPLIED POLICY FIELD OF STUDY**

Student's Name _____ Date _____

Program of Study Committee Chair _____; faculty member _____

faculty member _____

Program Core Requirements (25 Credits)				
Course Number	Course Title	Credit Hours	Semester Scheduled / Taken	Grade
3980:780	Ph.D. Colloquium	1	1 st Year	
3980:700	Advanced Research Methods I	3		
3980:701	Advanced Research Methods II	3		
3980:705	Economics of Urban Policy	3		
3980:708	Urban Policy: The Historical Perspective	3		
3980:710	Qualitative Research	3		
3980:716	Theoretical Foundations of Public Administration	3		
3980:740	Survey Research Methods	3		
3980:795	Pro-Seminar	3	Last Class	
Applied Policy Field – required courses (12 credits)				
3980:714	Seminar in Policy Analysis & Evaluation			
3980:706	Program Evaluation			
3980:709	Systems & Processes of Policy Analysis			
3980:741	Economic Analysis in Public Administration			
INDIVIDUAL SPECIALIZATION IN:				

The University of Akron
Department of Public Administration and Urban Studies

PROGRAM PLAN & PROGRAM REQUIREMENTS, PAGE 2

RESIDENCY REQUIREMENT

Completed in Semesters _____ and _____

LANGUAGE REQUIREMENT

Describe competency

Date Completed _____

COMPREHENSIVE EXAMS

Committee approved date for exams _____ yes _____ no

General Field of Study Exam: Scheduled _____ Taken _____ Passed _____

Specialization Exam Scheduled _____ Taken _____ Passed _____

DISSERTATION COMMITTEE

Established _____ (date)

Form in file: _____ yes _____ no

Dissertation Committee Chair _____

DISSERTATION PROSPECTUS

Prepared and Reviewed

Defense Scheduled _____

Successful defense _____ (date)

Forms Submitted _____ yes _____ no

FILE ADVANCEMENT TO CANDIDACY FORM _____ (date)

DISSERTATION

Written Dissertation Completed and pre-defense copies to Department _____ (date)

Oral Defense _____ (date)

Revised and Final Copies to Graduate School and Department _____ (date)

The University of Akron
Department of Public Administration and Urban Studies

DEPARTMENT OF PUBLIC ADMINISTRATION AND URBAN STUDIES

APPOINTMENT OF PROGRAM OF STUDY COMMITTEE
Ph.D. Program in Urban Studies and Public Affairs

STUDENT'S NAME: _____

SEMESTER DOCTORAL STUDIES BEGAN _____

FIELD OF STUDY - Public Administration Applied Policy (Circle one)

INDIVIDUAL SPECIALIZATION: _____

DATE: _____

COMMITTEE MEMBERS:

Name	Signature	Date
DPAUS Faculty,	Committee Chair	

Name	Signature	Date
DPAUS Faculty	Committee Member	

Name	Signature	Date
DPAUS Faculty	Committee Member	

Name	Signature	Date
CSU Levin School	Committee Member	

REVIEWED BY

Name	Signature	Date
Ph.D. Program Coordinator		

Name	Signature	Date
Chair, DPAUS		

The University of Akron
Department of Public Administration and Urban Studies

Doctoral Dissertation Committee Membership

This form should be submitted received at least three months prior to Prospectus Defense.

To: Graduate School
 From: _____, Dissertation Committee Chair
 Department of Public Administration and Urban Studies
 Date: _____
 Subject: Doctoral Dissertation Committee Selection and Recommendation

The following committee is hereby recommended as the Dissertation Committee for _____

Student's Full Name	Student Number	Graduate Faculty Status	GS use
_____	_____	_____	_____
Dissertation Committee Chair			
_____	_____	_____	_____
DPAUS Committee Member			
_____	_____	_____	_____
DPAUS Committee Member			
_____	_____	_____	_____
Committee Member CSU Levin School			
_____	_____	_____	_____
Committee Member, UA Outside Representative			
_____	_____	_____	_____
Ph.D. Program Coordinator			

Chair, DPAUS			

Appoved:

The University of Akron
Department of Public Administration and Urban Studies

GUIDELINES FOR DISSERTATION PROSPECTUS, FORMAT A

Title:

Name:

Date:

Statement of Problem: A statement of a problem is not simply a matter of announcing a subject or stating a topic. It should clearly indicate the general questions and concerns that prompt the inquiry and should show why the academic community would be interested in the problem and the research being proposed. The literature this problem builds on must be indicated. Thus, the student must state a problem, show why it merits attention, and discuss the contribution that will be made by the research.

Statement of Major Hypotheses or Research Questions: The student must state the major proposition or propositions that his/her research will be designed to explore. In developing this proposition or set of propositions, the student should draw upon and take cognizance of scholarly literature and research that bears significantly on the problem.

Scope of Proposed Research: The student must indicate the database or range of evidence that will be used to explore his/her hypotheses or thesis. This may be done in terms of some temporal, spatial, and/or substantive frame of reference.

Method or Technique of Research: The student should indicate clearly that he/she has thought through the, questions of what kind of knowledge or information is required to answer the questions being posed, how this knowledge or information can be obtained, and how it can be used once it is obtained. This would include a thorough discussion of relevant statistical applications. Human Subjects Review permissions must be completed and attached.

Expected Implications of the Research: The student should discuss the expected relevance of the research for the field. This should be connected to the relevant literature and prior studies this research builds upon.

Phases of the Research: The student should include some initial plan of research indicated the phases that will be required to complete the research and tentative estimates of the time that will have to be devoted to each phase.

Bibliography: The prospectus should include a bibliography containing references from the literature that are immediately relevant to the proposed problem and research. The bibliography need not be exhaustive but should clearly indicate the primary sources of data, theory, and methodology that will be used as a starting point for the research. The student *must* display wide exposure to the literature at the prospectus stage.

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GUIDELINES FOR DISSERTATION PROSPECTUS, FORMAT B

The following format suggests a larger and more comprehensive version of the prospectus. The doctoral dissertation committee should guide the student in developing the prospectus. Under this format, the prospectus will be more substantive and detailed and thus should be 70-100 pages. This form essentially represents a partial draft of the first three chapters of the dissertation. This format will take considerably longer to complete, but has the advantage of using the same structure as the dissertation and, therefore, is more easily expanded into the final version of the chapters in the dissertation.

Title:

Name:

Date:

Chapter One... nearly complete

Introduction to topic

Importance of the topic

What the field knows about the topic

What is unknown about the topic

The research "issue", see format A statement of problem description above,

Research approach, see format A, and 5 above,

What will be learned from the study, see format A above,

Conclusion

Chapter Two

Literature Review denoting what is known, provide full detail of at least three aspects of the literature pertinent to the research issue and arrange by topics ,

Key topics to be explored, those aspects of the literature for which detail was not provided above,

Synthesis and what is missing and a reason to learn more about this topic

Chapter Three

Research questions and Research Design

Why this method?, more detail provided in A,

Include explanation of data gathering and explanation. Include as attachments relevant materials including: Survey Questionnaires; Human Subjects Review Approval; etc.

Bibliography

The University of Akron
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AUTHORIZATION FORM TO SCHEDULE PROSPECTUS DEFENSE

This authorization must be obtained at least 4 weeks prior to the Prospectus Defense Date

Student's Name: _____ Today's Date: _____

Proposed Dissertation Prospectus Defense Date _____.

STATUS IN PROGRAM

How many credit hours have you completed? _____

Do you have any Incomplete or In-Progress Grades on Record? Yes _____ No _____

If Yes, list on the back all courses where there is an Incomplete or an In-Progress and attach the Incomplete Course form for each of these.

Date Comprehensive Examination was Passed _____

Date Specialization Examination was Passed _____

Date Dissertation Committee was established _____

Is Dissertation Committee Form on file with the department Yes _____ No _____

AUTHORIZATION FOR DEFENSE OF PROSPECTUS

Print: Program of Study Committee Chair

Signature

Date _____

Print: Ph.D. Program Coordinator

Signature

Date _____

Print: Department Chair

Signature

Date _____

**The University of Akron
Department of Public Administration and Urban Studies**

Dissertation Prospectus Defense Report

DATE: _____

TO: PhD Coordinator

FROM: _____, Dissertation Committee Chair

SUBJECT: Dissertation Prospectus Results

The Prospectus of _____ was defended on _____.
Student's full name, Student Number Date.

The Prospectus is attached to this report. The members of the Dissertation Prospectus committee hereby attest that they attended the defense and record the results.

Pass	Conditions imposed for a Pass	Fail	Dissertation Committee Members Signatures
			Committee Chair
			Committee Member
			Committee Member
			Committee Member
			Committee Member
			Committee Member
			Committee Member

A successful defense requires no more than one "fail" vote recorded. The conditions required and how they were met need to be attached.

REVIEWED BY

Ph.D. Program Coordinator _____ Date _____

Chair, Department of PAUS _____ Date _____

The University of Akron
Department of Public Administration and Urban Studies

DISSERTATION DEFENSE AUTHORIZATION FORM

This authorization must be obtained at least 4 weeks prior to the date of the defense.
Return the completed form to the department front office.

Student's Name: _____ Student Number _____

Today's Date: _____

Date Prospectus was successfully defended _____

Date Advancement to Candidacy Filed _____

Proposed Date for Defense of Dissertation _____

Two copies of dissertation are attached? Yes _____ No _____

AUTHORIZATION FOR DISSERTATION DEFENSE

1. Dissertation Committee Chair Certification

Has the candidate completed all dissertation project requirements? Yes _____ No _____
If no, explain on the back what needs to be completed and by what date.

Name of Dissertation Committee Chair

Signature

Approval Date _____

Name of Ph.D. Coordinator

Signature

Date _____

Name of Department Chair

Signature

Date _____

Received by Department Secretary Initials _____ Date _____

The University of Akron
Department of Public Administration and Urban Studies

Doctoral Dissertation Defense Report

TO: The Dean, Graduate Office

FROM: Dissertation Committee Chair _____

DATE: _____

SUBJECT: Doctoral Dissertation Defense Results

The Dissertation defense of _____
Student's full name Student Number

was successfully defended (with no more than one fail vote) on _____.
Date

The members of the Dissertation Committee hereby record and attest to the above:

Pass	Fail	Dissertation Committee Signatures
		Committee Chair
		Committee Member
		Committee Member
		Committee Member
		Committee Member
		Committee Member
		Committee Member

Ph.D. Program Coordinator _____ Date _____

Chair, Department of PAUS _____ Date _____