

Public Administration And Urban Policy

PhD Student Handbook 2005

**The Department of Urban Studies
And Public Administration**



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This handbook is designed to supplement the current Old Dominion University Catalog and assist students in the planning of their program. Any conflicts between the two documents are unintentional and will be resolved in favor of the University requirements as stated in the catalog.

Old Dominion University

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THE DOCTOR OF PHILOSOPHY IN PUBLIC ADMINISTRATION AND URBAN POLICY

INTRODUCTION

Old Dominion University promotes the advancement of knowledge and the pursuit of truth. It develops in students a respect for the dignity and worth of the individual, a capacity for critical reasoning, and a genuine desire for learning. The University fosters the extension of boundaries of knowledge through research and scholarship and is committed to the preservation and dissemination of a rich cultural heritage. Old Dominion University is old enough to value tradition yet young enough to facilitate change. In a spirit of creative experimentation, the University is ready to meet the challenges of the twenty-first century. This mission drives the Doctor of Philosophy program in Public Administration and Urban Policy.

The Doctorate in Public Administration and Urban Policy is a multi-disciplinary degree program designed to address the complex human, social, and technological problems of contemporary urban society. The program provides conceptual and theoretical knowledge as well as practical skills within a broad urban context. Graduates of the program receive a Ph.D. in Public Administration and Urban Policy degree and will be qualified to assume roles in public management, careers in higher education, and urban governance.

The doctoral program advances knowledge in the areas of public administration and urban policy. While maintaining breadth through cognate areas such as international management, marketing, finance, careers in higher education, business and government, community health, urban economics, industrial psychology, criminal justice, and sociology, the program offers both theoretical knowledge and research skills.

PROGRAM STANDARDS

The objective of the Ph.D. in Public Administration and Urban Policy is to assure that graduates become content area experts with 48 semester credit hours of doctoral level course work and 12 semester credit hours of dissertation credit. Specifically, students will master a common body of knowledge in three areas: the foundation in public and urban policy (12 semester credit hours of core courses), one of two concentration tracks with courses specific to either public administration or urban policy (12 semester credit hours of concentration courses), and a foundation in research (12 semester credit hours of quantitative and qualitative research courses). Additionally, each student will complete nine semester credit hours of unique cognate courses that are selected by the student with the advice and consent of the Ph.D. Program Director. Each student will also complete three semester credit hours of dissertation seminar after the completion of coursework or during the last semester of coursework and before beginning the dissertation process. Through this approach all program graduates will have the opportunity to develop a substantive body of knowledge in public administration and urban policy and will acquire analytical and research skills to enable them to become educators, leaders, and researchers in their chosen areas of specialty.

REQUIREMENTS FOR ADMISSIONS

Applicants for the doctoral program must have a master's degree in an appropriate discipline from an accredited institution of higher education. A minimum grade point average of 3.25 on a 4.0 scale and a total minimum score of 1150 on the Graduate Record Examination (GRE), including a minimum score of 500 on the verbal section is required. The department may consider substituting the Graduate Management Admission Test (GMAT) in lieu of the GRE. In this case, the minimum GMAT score required is 600. Upon admission, the student should contact the Ph.D. Program Director in the Department of Urban Studies and Public Administration for advisement.

Applicants to the doctoral program should request an application form from the Office of Admissions of Old Dominion University. The application should be filled out completely and returned to the Office of Graduate Admissions. Applications for admission to the program are accepted on a rolling basis and are considered as they are received. However, applicants are

encouraged to apply early in the spring semester so that the course of study may begin in the fall semester, as many of the core and concentration courses are offered in sequence beginning in the fall semester. Applications must contain the following materials and should be sent directly to the Office of Graduate Admissions:

- Three letters of recommendation, including at least one reference from an academic source and another from a professional source. Recent graduates from Master's programs who are not currently employed may submit three letters from academic sources.
- A three to six-page double-spaced written statement of academic and professional goals. The focus of the essay should be on how the Ph.D. degree will assist the candidate in advancing his/her professional development.
- Transcripts from all institutions of higher education attended.
- Aptitude scores on the GRE, or in cases of substitution, the GMAT taken within five years prior to applying for admission.

FINANCIAL AID

Old Dominion University offers financial assistance to graduate students. Types of aid include research assistantships, fellowships, grants, scholarships, and part-time employment. Nearly all forms of aid require that the student be engaged in full-time graduate study, and in the case of assistantships, students are also required to work 20 semester credit hours per week with an assigned faculty member.

Students may receive an assistantship or fellowship or sometimes a combination of both. Amounts for assistantships are typically \$5,000 to \$10,000 and fellowships from \$5,000 to \$12,000. Additionally, tuition is waived for Ph.D. research assistantships.

In addition to financial aid offered by the University, graduate students may be eligible for aid administered by other agencies. For information about part-time employment, scholarships and student loans, contact the Office of Student Financial Aid, Old Dominion University, Norfolk, VA 23529-0052, (757) 683-3683.

COURSE CREDIT REQUIREMENTS:

Students are required to complete a minimum of 45 semester credit hours of course work and maintain a minimum grade point average of 3.0 on a 4.0 scale. In addition to course work, students are required to take three semester credit hours of dissertation seminar and a minimum of 12 semester credit hours of dissertation credit.

RETENTION STANDARDS:

To remain in good standing after admission to the program, students must maintain a minimum, cumulative grade point average of 3.25 in course work attempted at the University. Students who fall below the minimum standard will have one semester to remedy this deficiency. Further, students may earn no more than three credit hours with the grade of C. Any student receiving a grade lower than a C- in course work will be removed from the program.

TRANSFER OF CREDIT POLICY

Upon the recommendation of the Ph.D. Program Director, students may transfer up to 12 credit hours of approved course work from a nationally accredited institution. Coursework must be beyond the master's degree and taken prior to admission to the Ph.D. program. This transfer is accomplished by submitting Graduate Form 1. Transfer of credit, however, is not automatic and must meet the following criteria:

- Must have been taken at an accredited institution subsequent to the award of the master's degree
- Must be a bona fide graduate course at the 600 level or above
- Must be compatible with and contribute to the student's program of study
- Must have been completed with a grade of "B" or better
- Must be acceptable toward a comparable degree at the institution that offered the course
- Must not have been completed by correspondence nor by exemption through an examination
- Must have been completed within eight years of the date of transfer. Any course that reaches the eight-year limit (from the date of original completion) prior to graduation from

the Ph.D. in Public Administration and Urban Policy program must be validated by the University at which the student completed the course work. Additionally, courses taken at Old Dominion University prior to formal admission must be approved by the Ph.D. Program Director if they are to be incorporated into the student's course of study. These courses will be included in the twelve-credit limit of courses accepted for transfer.

PROGRAM ORGANIZATION

The program is organized as follows:

- Prerequisites
- Core courses in Public Administration and Urban Policy
- Research component
- Concentration courses
- Cognate courses
- Dissertation seminar
- Dissertation process

Prerequisites

Applicants who have insufficient background in public administration and urban policy must take the prerequisites for the program. Such courses must be completed with a grade of B or better, and will not be included in the 60 semester credit hours required to complete the doctoral program. The prerequisites are as follows:

PAUP 651, Introduction to Public Administration

ELS 732, Quantitative Research Design or CHP 640 Data Interpretation Methods for HealthCare

Students taking ELS 732 should plan to take ELS 832 as the multivariate statistics course.

Students taking CHP 640 should plan to take HLSC 811 as the multivariate statistics course.

Core Courses (12 semester credit hours)

The core courses below offer an important theoretical framework for the Ph.D. degree program. The courses provide a foundation for understanding the production and application of social science knowledge in the field of public administration and urban policy. As a starting point for all students in the program, these courses help to develop a common frame of reference and give focus to the program. The core courses required are:

1. **PAUP 807- Urban Theory and Practice**
2. **PAUP 808- Administrative Theory**
3. **PAUP 810- Public Law and Urban Governance**
4. **PAUP 801- Public Policy Analysis**

Research Component (12 semester credit hours)

The research component is designed to introduce students to the field of social science research methodology as a problem-solving process. Students will be exposed to the philosophy undergirding social inquiry, statistical techniques, research design, and program evaluation. The research core courses are:

1. **PAUP 880- Logic of Social Inquiry**
2. **HLSC 812- Qualitative Research Methods or ECI 890- Qualitative Research Design**
3. **ELS 832- Statistics Applied to Research in education and Human Services or HLSC 811- Quantitative research Design- Multivariate**
4. **PAUP 853- Research and Evaluation Design.**

Concentration Area (12 semester credit hours)

The Public Administration and Urban Policy program offers individualized tracks for the student to develop competency in a specialized field of Public Administration or Urban Policy. Students may choose either a Public Administration or Urban Policy Track, as described in the Student Record attached to this handbook. Students may choose, with the approval of the Ph.D. Program Director, one Independent Study course to satisfy requirements in either the concentration or the cognate area.

Cognate Area (9 semester credit hours)

The cognate component of the student's program of study must be completed in a related area inside or outside the major discipline. This requirement is based on the view that Public Administration and Urban Policy professionals should be formally exposed to a second discipline from which they will obtain a broader perspective of governance, public management, and urban issues. Specific course selections should come from one department and should be selected jointly by the student and the Ph.D. Program Director.

CANDIDACY EXAMINATION

The candidacy examination, administered by the Ph.D. Program Director, ensures that the student has demonstrated a mastery of the subject matter in all fields of the program, has adequate knowledge of the relevant literature and has the ability to identify, utilize, and apply research skills and techniques. The student must have either completed all coursework or may be in the final semester of coursework when scheduled to take the examination. When the student, in consultation with the Ph.D. Program Director, has determined that the examination should be taken, the student must submit a Request for Permission Form to take the Ph.D. Candidacy Examination, Graduate Form 15, signed by the Ph.D. Program Director. The Ph.D. Program Director verifies the student's eligibility for the candidacy examination.

The candidacy examination will be given beginning on the first Thursday of November and on the third Thursday of March each academic year. The logistics for taking the candidacy examination are as follows. The first day of examination is designed for taking the "in-house" research and core modules, in that order. The examination begins at 9 A.M., and each component of the examination is allotted three (3) hours with a two-hour break between the two modules. The remaining modules, the concentration and cognate areas, are "take-home", open-book, timed examinations. These Modules will be disseminated to candidates following the last in-house modules on Thursday. Time limitation and length of the examination will be question-specific.

In order to advance to candidacy and to the dissertation process, a student must pass the written and oral examinations. During the oral examination, all members of the department faculty must be present and must render a written judgment on the student's performance on the Results of Ph.D. Examination Requirement, Form 10. The core and research core examination sections will be taken

“in-house” and will be timed, closed-book examinations. The concentration and cognate examination sections will be “take-home” and will be timed, open-book, and length-limited examinations. Successful completion of the examination may not be reported if there is more than one dissenting vote. Ph.D. examinations cannot be passed conditionally. Successful completion of the examination cannot be contingent upon other factors such as additional course work, the preparation of extra research papers, etc. Through the candidacy examination, the student should demonstrate the following qualifications:

- Mastery of the subject matter of all fields in the program;
- Adequate knowledge of the literature in these fields; and
- Ability to identify, utilize and apply research skills and techniques.

A student failing the candidacy examination may be permitted to take the examination one additional time. Students who do not successfully complete the candidacy examination for the second time will not be permitted to continue in the program, but may work with the Ph.D. Program Director to determine whether their course work would apply toward the Certificate of Accomplishment as Professional Public Manager or the Advanced Certificate of Accomplishment in Public Policy Analysis.

The department’s Program Manager is responsible for arranging the candidacy examination for the students. This includes scheduling the examination (given the first week in November and the third week in March), soliciting questions from the appropriate professors, assembling the questions, administering the examination, recording the results and reporting the outcome to the Registrar’s office. Test questions prepared by the course professors should be filed with the Program Manager not less than 10 days prior to the examination date. Outcome of the written candidacy examination will be reported to the student by the Ph.D. Program Director.

Dissertation Seminar

The student must integrate his/her professional, academic, and research expertise in the development of a dissertation prospectus. The seminar synthesizes the program’s diverse elements by focusing on the development of a prospectus for a public administration or urban policy issue. The course will help students to define and develop a dissertation topic, prepare the literature

review, and develop sound dissertation methodology through the presentation of their own work and the critique of the work of others.

This course will normally be taken after all parts of the candidacy examination have been completed and the Dissertation Committee has been approved. Copies of the Old Dominion University Guide For Preparation of Theses and Dissertations will be distributed during this course and the correct style and format for the dissertation will be reviewed. The seminar culminates with the preparation of a dissertation prospectus

Dissertation Prospectus

Upon completion of the Dissertation Seminar, the student may register for dissertation credits and formally prepare the prospectus for the dissertation. The Dissertation Prospectus, a plan detailing the need for the study and methods and procedures to be employed in implementing it, should be prepared according to University guidelines and as discussed in the dissertation seminar class. The prospectus must be approved by the student's Dissertation Committee and the Ph.D. Program Director. The Results of Ph.D. Examination or Requirement Graduate Form 10 must be completed at this time.

The Dissertation Prospectus should show that the student has technical mastery of the subject area and is capable of doing independent, mature and scholarly work that will be in some respect a significant contribution to knowledge and practice and will modify or enlarge what has been previously known. The Dissertation Prospectus must contain the following elements:

- The Research Problem section must clearly specify the problem to be investigated. The student must justify that the problem is amenable to treatment or test and is worthy of study and investigation.
- In the Theoretical Framework section a relationship must be shown between the problem to be investigated, previous research, and a body of theory. References to both theory and past research must be included.
- The Research Design and Procedure portion of the prospectus must be presented in great detail. Research objectives and hypotheses must be stated and the significance of these to the development of research and theory must be demonstrated. The design of the study must be justified. Data collection and analysis procedures must be explained in detail and justified.

Approval of the dissertation topic and the Dissertation Prospectus is not a pro forma activity and the student is cautioned never to regard it as such. Although students are required to register for dissertation credits upon completion of all course work, the candidacy examination and the Dissertation Seminar, no formal work on the dissertation should begin until the prospectus has been approved.

Dissertation Prospectus Defense

A candidate will select a topic for dissertation research under the guidance of his/her dissertation committee. The candidate will defend the proposal for the dissertation, demonstrating the originality of the research, requisite literature review, and the methodology that will be used in conducting the research. The committee will judge the merits of the proposal, making necessary suggestions and/or additions, and approve the proposal in writing, providing copies to the Graduate Program Director. Any proposal or dissertation research which involves human subjects must be reviewed and approved by the college's and/or University's Human Subjects Committee. The process and approval must be cited in the text of the dissertation.

Dissertation Process

The dissertation process involves the appointment of a dissertation committee, the development of the dissertation prospectus, admission to candidacy, the writing of the dissertation, the oral defense of the dissertation and certification for graduation.

Admission To Candidacy

Admission to candidacy (all but dissertation (ABD)) occurs after the student has:

- Completed formal course work
- Passed all parts of the candidacy examination; and
- Obtained approval of the formal dissertation prospectus from the Dissertation Committee and the Ph.D. Program Director

Dissertation Committee

After the candidacy examination has been passed and a dissertation topic approved, the collective responsibilities of the faculty in guiding the student is transferred to the Dissertation Committee. Refinement and final approval of the topic and the dissertation prospectus is the first responsibility of the Dissertation Committee. This new committee is formed to supervise the dissertation research and is announced in writing to the Ph.D. Program Director and the Dean with the Ph.D. Dissertation Committee, Graduate Form 16. Any changes to an approved committee must be initiated on a Request for Change in Ph.D. Dissertation Committee Graduate Form 17.

The Dissertation Committee may not be formed until all course work is completed and the qualifying and candidacy examinations have been successfully completed. The Dissertation Committee shall have at least three members, at least two of which must serve on the faculty of the Department of Urban Studies and Public Administration. A third member of the Dissertation Committee must represent the student's cognate or outside area of interest. All three faculty of Old Dominion University must be certified for graduate instruction. Membership may be extended to a non-university person with special knowledge of the dissertation subject area. Adjunct professors who are certified for graduate instruction also may be appointed as voting members of the Committee.

Dissertation (A Minimum of 12 Semester Credit Hours)

The candidate's program of study culminates in a dissertation representing a major research project that focuses on a contemporary issue directly related to Public Administration and Urban Policy and offers new or unique insight. Whether the dissertation is applied or theoretical in orientation, it must address some aspect of the field of public administration and urban policy and must both document and respond to a managerial or policy problem in the field. Students are required to register for dissertation credit, during each semester and summer session, as long as they continue to work with the Dissertation Committee, which can extend beyond the minimum twelve semester credit hours.

Oral Defense of The Dissertation

The oral dissertation defense is scheduled by the Chair of the Dissertation Committee in conjunction with the Ph.D. Program Director. Announcement of the defense will be made in the

appropriate university news media and communicated to appropriate members of the university community. The oral defense is open to the university community and all interested members are encouraged to attend.

The defense is chaired by the Dissertation Committee Chair who, acting as moderator, rules on questions of procedure and protocol that may arise during the defense. The aim of the defense is to explore, with the candidate, research methodologies employed in conducting the study, findings and conclusions revealed by the study and contributions the study is expected to offer. In this way, the candidate and examiners reach a more extensive insight into the candidate's research area.

During the oral defense, all members of the Dissertation Committee and the Ph.D. Program Director must be present and must render a judgment on the candidate's performance. In the case of extenuating circumstances, absent members of the committee may participate via teleconference.

Majority approval by the Dissertation Committee, including the Ph.D. Program Director, and the Dean of the College of Business and Public Administration constitutes successful completion of the defense of the dissertation and is so reported by Dissertation Committee Chair to the appropriate university administration offices. Any final revisions must be made after the defense before the final copy of the dissertation is submitted to the Dissertation Committee, the Ph.D. Program Director and the Dean for signature on the title page of the dissertation. At this time a Thesis/Dissertation Acceptance and Processing Graduate Form 6 must also be completed. In the event that the candidate fails to pass the dissertation defense, the Dissertation Committee may recommend that the candidate be disenrolled or allowed one additional chance at re-examination.

After successfully completing the oral dissertation defense, the candidate must bring a completed Thesis/Dissertation Delivery Graduate Form 11 with the properly signed original dissertation and four copies of the dissertation (plus any other copies he/she wishes to be bounded) to the Registrar's office. At this time, the student signs the microfilming agreement and submits the receipt from the Bursar's Office as proof of payment of binding fees, microfilming costs and copyright fees. All doctoral dissertations are published on microfilm through University Microfilms. The student may also copyright his/her dissertation. The

abstract will be published in Dissertation Abstracts International. Successful performance on this oral dissertation defense and adherence to all regulations outlined above complete the requirements for the degree.

Expense Responsibility

Preparing a dissertation costs money. Costs may total several hundred dollars. Financing a dissertation is the student's responsibility. Major costs are word processing, drafting materials, photography, photocopying, reproduction and interlibrary loans. With proper planning, these costs can be minimized.

Certification for Graduation

Certification for graduation is a formal process, which must be initiated by the student. The student must file a formal Graduate Degree Application and Departmental Certification Forms in accordance with deadlines established by the Registrar's office. If the application is not filed, there is no assurance that the degree will be granted when earned even though all other requirements have been fulfilled.

GENERAL UNIVERSITY POLICY INFORMATION

Time Limits

All requirements for a doctoral degree must be completed within eight calendar years from the date of beginning the initial course of study following admission to the doctoral program.

Validation of Out-of-Date Graduate Credit

Academic credit granted outside the time limit established for graduate degrees must be validated by a written examination before the work can be applied toward the requirements of a degree program.

Continuance Regulations

If a student's cumulative GPA drops below 3.00 the student will receive one semester of probation in the next enrolled semester. After the one-semester probation, one of three conditions exist. 1) The student regains good standing (a cumulative GPA of 3.00), 2) the student remains on probation one more semester if the semester GPA is greater than 3.00 but the cumulative GPA is less than 3.00, or 3) the student is indefinitely suspended if the semester GPA is not greater than 3.00 and the cumulative GPA is less than 3.00. Failure to obtain a cumulative GPA of 3.00 or above after two semesters of probation will result in indefinite suspension from the University. Please refer to page 69 of the University Catalog for further information.

Ph.D. Association

The Old Dominion University College of Business and Public Administration Students and Alumni Ph.D. Association is a very active organization designed to promote the educational, professional, social, and general welfare of its members. It promotes friendly relations between students, alumni, faculty, staff and community academics as well as practitioners, promotes and upholds the highest levels of credible, ethical and professional practices, and fosters empirical and normative study and research in business and public administration. Additionally, the Ph.D. Association provides information, mentoring, professional development, social activities and facilities to its members.

Membership is open to all part time and full time Public Administration and Urban Policy doctoral students in good standing on the roster of the College of Business and Public Administration and to doctoral alumni. Currently dues are assessed annually in the amount of \$10.00. These funds are used to support the various brown bag discussions, luncheons, and social functions of the organization.

Course Load Matrix

The following course load matrix is a time line to indicate the general time frames required to complete the program as a full time or part time student.

PH.D. COURSE LOAD MATRIX		
Section	Requirements	Available Courses
Prerequisites		
	Public Administration	PAUP 651
	Research/Evaluation	ELS 732 or CHP 640
Core		PAUP 801, 807, 808/898, 810
Research Core		PAUP 853, 880, HLSC 812 or ECI 890, ELS 832 or HLSC 811
	Public Administration	PAUP 804, 811, 820, 823, 830, 834, 838, 845, 881, 898
Concentration	Urban Policy	PAUP 802, 803, 804, 805, 811, 823, 830, 834, 838, 845, 880, 898
Cognate	Specialization inside or outside the Public Administration/Urban Policy	600/700/800 level courses in approved area
Dissertation Seminar	Dissertation Seminar	ELS 881, HLSC 881 or PAUP 881
Dissertation	Dissertation	PAUP 899

Appendix A: Student Record

MAJOR (CONCENTRATION): (12 hours)*

Public Management Track - Students may select four of the following courses for their concentration:

	<u>Semester</u>	<u>Grade</u>
PAUP 804 Program Evaluation	_____	_____
PAUP 820 Public Personnel Administration	_____	_____
PAUP 845 Organization Development and Change Management	_____	_____
PAUP 823 Ethics and Public Administration	_____	_____
PAUP 830 Theories of Conflict Resolution and Problem Solving	_____	_____
PAUP 880 Intergovernmental Management	_____	_____
PAUP 811 Urban Services Administration	_____	_____
PAUP 898 Directed Research	_____	_____
PAUP 834 Negotiation and Dispute Resolution	_____	_____
PAUP 838 Conflict Mediation and Arbitration	_____	_____

Urban Policy Track - Students may select four of the following courses for their concentration:

	<u>Semester</u>	<u>Grade</u>
PAUP 802 Urban Resource Allocation	_____	_____
PAUP 803 Urban Services Design and Implementation	_____	_____
PAUP 805 Urban Law and Public Policy	_____	_____
PAUP 804 Program Evaluation	_____	_____
PAUP 811 Urban Services Administration	_____	_____
PAUP 823 Ethics and Public Administration	_____	_____
PAUP 830 Theories of Conflict Resolution and Problem Solving	_____	_____
PAUP 834 Negotiation and Dispute Resolution	_____	_____
PAUP 838 Conflict Mediation and Arbitration	_____	_____

MINOR (COGNATE): (9 hours)

Courses may be taken outside of USPA, including, but not limited to, the following: international management, marketing, finance, accounting, educational leadership, business and government, community health, urban economics, industrial psychology, criminal justice, sociology, political science, and engineering management.

<u>Course</u>	<u>Title</u>	<u>Semester</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DISSERTATION SEMINAR: (3 hours)

URBAN /PAUP 881 Dissertation Seminar

<u>Semester</u>	<u>Grade</u>
_____	_____

DISSERTATION: (12 hours)

TOTAL PROGRAM CREDIT HOURS: (60 hours)

* Other course offerings by the department may be considered for substitution for courses listed in each concentration track.

Appendix B: Graduate Forms