

Department of Political Science

Auburn University



Ph. D. Program Handbook

2014–2015

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I. 2014 – 2015 CALENDAR

FALL 2014

August 18	Classes Begin
September 1	Labor Day Holiday
September 8	15 th Class Day *Last day to drop course with no grade assignment/potential refund
October 7	Mid-Semester *Last day to drop with no grade penalty ("W" assigned)
October 16-17	Fall Break
November 24-28	Thanksgiving Break
December 5	Classes End
December 8-12	Final Exam Period
December 13	Graduation

Important Dates at AUM:

August 18-19	Classes Begin
September 2	Student Holiday
December 8-9	Classes End
December 11-17	Final Exam Period

SPRING 2015

January 14	Classes Begin
January 19	MLK, Jr. Holiday
February 4	15 th Class Day *Last day to drop course with no grade assignment/potential refund
March 5	Mid-Semester *Last day to drop with no grade penalty ("W" assigned)
March 23-27	Spring Break
May 1	Classes End
May 2-3	Study/Reading Days
May 4-8	Final Exam Period
May 9-10	Graduation

Important Dates at AUM:

January 12-13	Classes Begin
January 20	Student Holiday
March 23-27	Spring Break
May 4-5	Classes End
May 7-12	Final Exam Period

GRADUATE SCHOOL DATES

FALL

September 19	Last Day to submit <i>Dissertation First Submission Approval Form</i>
November 13	Last Day for doctoral final defense and submission for <i>Form Z</i>
November 20	Last Day for PhD/Doctoral student submission of <i>ETD Final Approval Form</i> , electronic dissertation to AUETD, and <i>Survey of Earned Doctorates</i>
December 13	Last Day to request <i>Graduation Check</i> and submit <i>Plan of Study</i> for Spring 2015 graduation

SPRING

February 23	Last Day to submit <i>Dissertation First Submission Approval Form</i>
April 13	Last Day for doctoral final defense and submission for <i>Form Z</i>
April 20	Last Day for PhD/Doctoral student submission of <i>ETD Final Approval Form</i> , electronic dissertation to AUETD, and <i>Survey of Earned Doctorates</i>
May 9	Last Day to request <i>Graduation Check</i> and submit <i>Plan of Study</i> for Spring 2015 graduation

II. IMPORTANT CONTACTS

Cynthia Bowling

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Arnita France

PhD Program Administrator
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Steven Brown

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IMPORTANT PHD PROGRAM DATES

FALL

September 1	Comprehensive Exam Form
September 10	FY 2014-2015 Travel Requests
September 23, 24, 26	COMPREHENSIVE EXAMS

SPRING

January 15	Assistantship Requests for 2015-2016
TBA	Comprehensive Exam Form
TBA	COMPREHENSIVE EXAMS
April 20	Annual Evaluation

III. GRADUATE FACULTY DIRECTORY

GRAD LEVEL 2	OFFICE	PHONE	EMAIL
Joseph Aistrup Ph.D., Indiana University <i>State and Local Politics, Southern Politics, Water Policy, Research Methodology</i>	331 Tichenor	844-2183	jaa0025@auburn.edu
Theodore Becker Ph.D., Rutgers University, J.D., Northwestern University <i>American Politics, Public Law and Judicial Politics, Transformational Politics</i>	7080 Haley	844-6161	becketl@auburn.edu
Paula Bobrowski Ph.D., Syracuse University <i>Health Administration, Leadership, Technology Management, International Business, Marketing</i>	315 Tichenor	844-2182	bobrope@auburn.edu
Cynthia Bowling Ph.D., University of North Carolina at Chapel Hill <i>Public Policy, Public Administration Theory, Budgeting, State and Local Government</i>	8030 Haley	844-6152	bowlicj@auburn.edu
Mitchell Brown Ph.D., University of Maryland <i>American Politics, Research Methods, Race, Gender, and Poverty</i>	7012 Haley	844-6170	brown11@auburn.edu
Steven Brown Ph.D., University of Virginia <i>Public Law, Religion and Politics, Japanese Politics</i>	7080 Haley	844-6154	brown32@auburn.edu
Jill Crystal Ph.D., Harvard University <i>Middle East Politics, International Political Economy, Comparative Criminal Justice</i>	7008 Haley	844-6212	crystja@auburn.edu
Linda Dennard Ph.D., Virginia Tech <i>Complexity Analysis, Decision-making, Citizenship Development, Health Care Administration</i>	209H Goodwyn	244-3646	ldennard@aum.edu
Anthony Gadzey Ph.D., University of Denver <i>Economic Development Policy, International Political Economy, African Politics</i>	7010 Haley	844-6229	gadzeat@auburn.edu
Gerard Gryski Ph.D., University of Massachusetts <i>American National Government, Public Policy</i>	7082 Haley	844-9644	nyyanks@auburn.edu
Kathleen Hale Ph.D., Kent State University, J.D. <i>Public Policy, Public Administration, Intergovernmental, State and Local Government, Nonprofit Organizations</i>	8030 Haley	844-6155	halekat@auburn.edu
Murray Jardine Ph.D., Duke University <i>Political Theory, Political theology</i>	7066 Haley	844-6162	jardimu@auburn.edu
Kalu Kalu Ph.D., Texas Tech University <i>Public Administration, Comparative Politics, Management, American Politics and Institutions</i>	209 Goodwyn	244-3695	kkalu@aum.edu

James Nathan Ph.D., Johns Hopkins University <i>Foreign Policy, International Affairs</i>	209K Goodwyn	244-3337	Jnathan12345@yahoo.com
Jim Seroka Ph.D., Michigan State University <i>Public Policy, Eastern Europe</i>	7074 Haley	844-6151	serokjh@auburn.edu
GRAD LEVEL 1			
Mark Burns Ph.D., Indiana University <i>Health Services Policy, Public Administration, Organizational Behavior</i>	7094 Haley	844-6164	burnsma@auburn.edu
Curtis Ellis Ph.D., University of Oklahoma <i>American Politics, Public Policy, Electoral Politics, Congress, Agenda Setting, Representation, Institutions</i>	209A Goodwyn	244-3177	wellis3@aum.edu
Cathleen Erwin Ph.D., University of Alabama at Birmingham <i>Nonprofit Organizations, Strategic Management, Communications, Fundraising, Governance, Health Care Workforce, Information Technology</i>	7072 Haley	844-5051	coe0001@auburn.edu
William Franko Ph.D., University of Iowa <i>Political and Economic Inequalities, Political Behavior, State and Local Politics, Political Participation</i>	7068 Haley	844-6172	wwf0001@auburn.edu
Paul Harris Ph.D., Auburn University <i>Comparative Immigration Policy</i>	200 Cater Hall	844-8731	pah0005@auburn.edu
Stacey Hunt Ph.D., Rutgers University <i>Comparative Politics, Contemporary State Construction in Latin America</i>	7070 Haley	844-6168	slh0021@auburn.edu
Bridgett King Ph.D., Kent State University <i>Political Participation, Election Administration, Felony Disenfranchisement, Higher Education Policy and race/ethnicity</i>	7006 Haley	844-6301	bak0020@auburn.edu
Kelly Krawczyk Ph.D., Wayne State University <i>Nonprofit Management, Governance, Capacity Building, Fundraising and Development, Grant Writing</i>	8030 Haley	844-6460	kak0037@auburn.edu
Clifton Perry Ph.D., University of California, Santa Barbara; J.D. <i>Public Law, Ethics</i>	7096 Haley	844-6158	perrycb@auburn.edu
Joseph Vonasek Ph.D., Florida State University <i>Governmental Budgeting and Finance, Managerial and Fiscal Policy, Administrative and Organizational Behavior</i>	8030 Haley	844-5062	jav0009@auburn.edu
Hua Xu Ph.D., Rutgers University <i>Public Budgeting and Financial Management, Public Finance and Economics, E Government and Information Technology</i>	209L Goodwyn	244-3594	hxu@aum.edu

IV. PROGRAM OVERVIEW

The joint doctoral program in Public Administration and Public Policy is a collaboration of Auburn University and Auburn University at Montgomery (the two campuses are just 50 miles apart). Auburn University, located in a fast developing college town, is the land-grant academic institution of Alabama. Auburn University at Montgomery is located in the Montgomery area, which serves as the capital city of the state. Together, Auburn University and Auburn University at Montgomery serve the state of Alabama and neighboring areas in the Southeast.

In times demanding change, the Auburn University/Auburn University at Montgomery doctoral program prepares students to become a vital part of both academia and government. The faculty at both campuses share their knowledge and expertise transforming students into confident scholars, researchers, and policy leaders.

ADMISSION REQUIREMENTS

Only students with master's degrees from accredited universities or colleges will be considered for the AU/AUM joint PhD program. Applicants having an insufficient background in public administration and public policy may be required to take additional prerequisite courses as determined by the admissions committee. Applicants must submit transcripts, a CV or resume, a statement of purpose and GRE scores. Normally, scores of approximately 150 on the verbal, 150 on the quantitative, and 4.5 on the writing sections of the GRE are expected for admission.

DEGREE REQUIREMENTS

The PhD curriculum includes core courses, a research methodology sequence, the student's choice of either the Public Administration or Public Policy Track, and a series of electives where students develop expertise in a chosen area of specialization.

- Core Courses -- All students in the program take the core courses in Public Administration and Public Policy.
- Research Methodology -- Students will take a three course methodology sequence covering a broad scope of political inquiry, research design, qualitative methods, and quantitative analysis. Students must earn a grade of "A" or "B" in each of the methodology courses before they can progress to the general comprehensive exams.
- Tracks -- The PhD program has two tracks, Public Administration and Public Policy. Students are required to take at least three courses within the track he/she chooses. For Public Administration, this includes Public Finance, Human Resource Management, and Organizational Theory. In the Policy Track, students must take at least three of the following policy courses: American Politics and Public Policy, Comparative Politics and Public Policy, International Relations and Public Policy, Political Theory and Public Policy, and Public Law and Public Policy.
- Electives -- The other five courses are chosen in consultation with the PhD Director or student's committee. These electives should help the student develop expertise in a particular area of specialization

Minimum Credit Requirements

Hours of formal PhD course work..... 39

Minimum hours of formal coursework at each campus..... 9

Hours of Dissertation Credit..... 10

Total Hours for PhD course work..... 49

Hours needed past Baccalaureate degree: 75

Also: Comprehensive Exams, Oral Exam/Prospectus Defense, and Dissertation Defense

TIME REQUIRED TO COMPLETE PROGRAM

A student has 6 years to complete the required coursework and attain candidacy for the PhD. Once courses are completed, comprehensive exams passed, and the prospectus defended, a student has up to four years to complete the dissertation. Time of completion may differ for International students with F1-Student Visa.

FULL OR PART TIME STUDENTS

Students, except those with an F1-student visa, may attend part time. International students with F1-student visas are required by law to be full time students (9 credit hours or 3 courses per semester). Falling below full time status for International students without the consent of the Graduate School and the Office of International Students (<http://www.auburn.edu/oie/>) may cause severe problems (up to deportation from the country).

PROGRAM STEPS

Application and Admission

- Submit application per AU website directions. Email requests for GTA position consideration to the PhD Administrator, Arnita France. (Admission deadline for fall each year is July 1.)
- After admission receipt, schedule initial advising session with PhD Director before classes begin.
- Make sure that you have an AU PIN and that you obtain an S# for enrolling in courses at AUM from PhD administrator.

First Year

- Using course rotation information, begin electronic Plan of Study (PoS) on the Graduate School Website by the end of your second semester. Detailed instructions included on page 11. DO NOT submit this form to the graduate school at this time.
- Explore options for elective courses with the PhD Director. Develop a plan for 5 elective courses that will form your area of specialization, and file the "Specialization Courses Proposal" form with the PhD Director. This will be approved/modified by your Chair once chosen. If changes in electives are needed because of course availability or changes in interest, please modify the form and refile with Director and Chair.

Second Year

- Complete Coursework.
- Complete CITI training. Email your Chair and the PhD administrator proof of your completion.
- Choose a Dissertation Chair, and with his/her help, a committee. This person now serves as your advisor. Add these names and email to your PoS. DO NOT submit yet.

Semester Immediately Following Completion of Coursework

- Complete Student Comprehensive Exam course report (PS form) and email to the PhD Director and Administrator. This signifies that you will be taking the comprehensive exams that semester
- Have an official transcript (including all coursework) sent from AUM to AU.
- Finalize Plan of Study with all coursework and transfer work, and all members of your committee. Check with PhD Director for completeness. NOW, submit PoS to Graduate School.
- Complete Certification of Graduate Residency (GS form).
- Take written comprehensive exams.

After Passing Comps

- Upon passage of the written exam, work with your Chair to finalize your prospectus and schedule your oral examination to defend the prospectus.
 - a. Use GS Form A to apply for oral exam, at least one week prior to prospectus defense.
 - b. GS Form C is sent to your Chair. Upon successful completion of prospectus defense/oral exam, Committee members will sign Form C. Make copies for yourself, your Chair, and the PhD administrator and deliver to the GS.
 - c. Once Form C is received by GS, you are officially a Doctoral Candidate.

After Prospectus Defense

- After prospectus defense (or as Directed by Chair), submit IRB protocols if necessary.
- With Chair, identify an Outside Reader and confirm their agreement.
- Write Dissertation. Do not stop now. Keep writing. Work with Chair and committee to determine when your completed first draft is ready. (**This must be completed within 4 years of passing Comprehensive Exams.**)

When your Dissertation is Written

- *Graduation Check through the Graduate School is required at the end of semester **prior** to the semester you expect to graduate!*
- Note Deadline in the semester for the submission of the GS form “1st Submission Approval form.” This form must be signed by your entire committee, so leave plenty of time for all to read and sign. Submit this form, with outside reader, to the graduate school.
- At the same time the GS 1st submission form is submitted to the graduate school, submit PDF of your dissertation to graduate school for a **Format Check**.
- Deliver the same PDF to your Outside Reader if you have not already done so.
- Outside Reader receives GS Dissertation Evaluation form from GS, signs it (hopefully), and returns to GS. Chair will receive copy of this form.
- Complete any revisions requested by committee or outside readers.
- When your Chair determines you are ready to defend, submit GS form X (Chair will receive this from GS upon approval from Outside Reader). Form X should be submitted approximately two weeks before you intend to defend your dissertation.
- Faculty receive GS form Y, announcing the time and location of your defense.
- Defend Dissertation
- Follow all other directions on the final details of your graduation and final submissions of materials to the GS or other AU departments. (IRB reports, Survey of Earned Doctorates, Publishing Agreement, Caps, Gowns, and Hoods, etc).

V. COURSE OF STUDY & CURRICULUM

The curriculum includes five core courses (Seminar in Public Administration, Seminar in Public Policy, Research Design, Quantitative Methods, and Qualitative Methods). Other methodology courses are STRONGLY recommended. Students also take three public administration track courses or three public policy track courses (see below). In addition to the core and track courses, students take five electives to develop a concentration or area of specialization in either the Policy or Public Administration fields. The specialization is developed in coordination with your Primary Advisor and Committee and can be in areas such as: research methodology, comparative administration, human resource administration, and budgeting and financial management, to name only a few. It is important that you choose your electives carefully, as they should form the background knowledge for your dissertation and will be the basis of one day of your comprehensive exams.

➤ CORE REQUIREMENTS (25 hours)

All PhD candidates must take the following core courses. Full-time students can complete the core and track courses in 4 semesters. Courses designated POLI are at main campus; courses designated PUAD are at AUM.

- POLI 8000 / PUAD 7000 Seminar in Public Administration (3)
- POLI 8020 / PUAD 7020 Seminar in Public Policy (3)
- POLI 8010 Research Design & Analysis (Methodology I) (3)
- POLI 8130 Quantitative Analysis (Methodology II) (3)
- POLI 8120 Qualitative Analysis (Methodology III) (3)
- POLI 8990/ 8996 Dissertation (10)

➤ TRACK REQUIREMENTS (9 hours)

Students may choose either the Public Administration or Public Policy track.

Public Administration

Students take all three courses.

- POLI 8040 / PUAD 7040 Public Finance & Budgeting (3)
- POLI 8070 / PUAD 7070 Human Resource Administration (3)
- POLI 8080 / PUAD 7080 Organization Theory (3)

Public Policy

Students choose three out of five courses.

- POLI 8110 / PUAD 6110 American Politics and Public Policy (3)
- POLI 8450 / PUAD 6450 Comparative Politics and Public Policy (3)
- POLI 8550 / PUAD 6550 International Relations and Public Policy (3)
- POLI 8650 / PUAD 6650 Political Theory and Public Policy (3)
- POLI 8750 / PUAD 6750 Public Law and Public Policy (3)

➤ SPECIALIZATION REQUIREMENTS (15 hours)

The PhD specialization consists of a set of 5 related courses chosen by you, the PhD Director and your Chair. These courses should lead to expertise in a chosen field/area, and form the basis for writing the dissertation in a chosen area. This specialization could include up to 2 Independent Study courses on chosen topics or one of certificate programs offered by AU/AUM.

Ph.D. elective courses may be found in the AU course schedule

(https://banssb.prod.auburn.edu/pls/PROD/bwckschd.p_disp_dyn_sched) and AUM course schedule

(https://senator.aum.edu/prod/bwckschd.p_disp_dyn_sched). A full listing of courses may be found in AU bulletin

(http://www.auburn.edu/student_info/bulletin/) and AUM Graduate Catalog (http://www.aum.edu/indexm_ektid2908.aspx).

Students, with the approval of their advisor, may also take electives in other departments depending on their chosen area of specialization.

COURSE ROTATION INFORMATION

The core and track classes for the PhD program are currently on a 4 semester rotation. The following schedule is provided so that you can plan accordingly.

COURSE	(Locations)							
	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018
Seminar in PA			AU					
Seminar in Policy	AUM							
Research Design		AU						
Quantitative Methods			AU					
Qualitative Methods	AU							
HR								
Budgeting								
Org Theory								
American Politics								
Comparative Politics								
Intl Relations								
Political Theory		AU						
Public Law	AU							
Electives								
Dissertation								

PLAN OF STUDY (Graduate School Website) INSTRUCTIONS

1. On the first page, Degree Information, choose the correct major and degree, then enter the names and complete emails of your committee members. Make sure to follow the guidelines listed in the PhD checklist for PA and PP degree (found on the AU Department of Political Science website under PhD program).
2. On the second page, Auburn courses, list ONLY courses taken on the AU campus AND the required CORE courses regardless of which campus offered that course.
3. On the Transfer Courses page, list all courses EXCEPT core classes that were taken on the AUM campus. Also include any transfer hours you have been approved to include in your 13 PhD required courses, AND enough MA level course work to equal a total of 75 semester hours (PhD coursework + transfer hours)
4. On the page labeled Foundation courses, the ONLY courses that a student should place on this list were courses that you were required to take as prerequisites or as conditions of acceptance that DO NOT count toward your degree – this includes most general MA/MPA classes for which there is a PhD equivalent (i.e., the MPA level Policy Formulation class is the MA level precursor to the PhD course in Public Policy and thus cannot be counted toward the PhD degree).
5. When you are sure the PoS is accurate, before you take your Oral Exam (Prospectus Defense), you should submit the PoS to the graduate school, which will then circulate to your committee and the PhD Director for approval. Be sure to read the Checklist to make sure of the accuracy and timing of submission.

SAMPLE TIMELINE

The following timeline is strictly for reference purposes only. Your own courses and timeline will be dependent on when you enter the program, needed prerequisites, number of courses taken each semester, and field of specialization.

Fall 2014	Spring 2015
COURSEWORK: 7020, 8120, Track Course (9 Hours)	COURSEWORK: 8010, Track Course, Elective (9 Hours)
Summer 2015: Electives, Research, etc. Elective or Directed Reading (3 Hours)	
Fall 2015	Spring 2016
COURSEWORK: 8130, 8000, Track or Elective (9 Hours)	COURSEWORK: Track, Electives (9 Hours)
Summer 2016: Prepare for Comprehensive Exams	
Fall 2016	Spring 2017
COMPREHENSIVE EXAMS	DEFEND DISSERTATION PROSPECTUS
Summer 2017: Work on dissertation and prepare for job market	
Fall 2017	Spring 2018
WORK ON DISSERTATION Submit applications/interviews	FINISH DISSERTATION DEFEND DISSERTATION

*****Part Time Students** – *We recognize that some of our students are pursuing their PhD on a part-time basis. Your timeline will depend on whether you take 1 or two courses per semester. You should pay special attention to the course rotation, making sure to take courses when they are offered. Special attention should also be given to building in time for periodic review of course materials since there will be an extended period between when you begin courses and when you take comprehensive exams.****

ANNUAL EVALUATION

A completed Annual Evaluation form and an up-to-date copy of your CV are to be submitted annually via email to the Ph.D. Program Director and the program administrator. The due date is noted on the calendar in this handbook. The purpose of this form is to provide information to evaluate your progress as a graduate student, and advice the Director and faculty as two programmatic needs and course requests.. Please be as concise as possible in answering each question, and leave questions blank if they do not apply to you. The information you give should reflect the past academic year – that is, the current Spring Semester and the previous Fall and Summer.

After your materials are submitted they will be reviewed by all members of the Graduate Faculty. The Graduate Faculty will collectively evaluate your progress based on the information you provide in the self-assessment and your CV, your full or part-time status, your teaching evaluations, input from the Ph.D. Program Director and your dissertation chair (if you have one). The outcome of this evaluation will be used to make decisions about course offerings, funding, advising and retention.

Once this process is completed you will receive notification of whether you are making satisfactory progress, as well as any feedback the Ph.D. Program Director and Graduate Faculty have for you going forward.

A copy of the Annual Evaluation is included in Appendix B.

VI. REGISTRATION PROCESS

Registration at two institutions can be a little complicated. This information is meant to guide you through the processes at both institutions.

Once admitted to the Joint PhD program, the student will receive their initial acceptance letter from the AU Graduate School. This information will include a medical form that must be filed at AU, an AU Banner (902) number, your AU email, and your Personal Identification Number (PIN) for assessing the AU registration system. These will stay the same the entire time you are at AU. Once you are admitted, the PhD Administrator will work with AUM to attain your AUM identification information -- the AUM S-number, AUM email address, and your AUM PIN. All of this information, once processed, will be attained from the PhD Administrator (Arnita France). If problems occur with these numbers, please work through Ms. France to rectify the situation. Although your S-number will remain the same, your AUM PIN WILL CHANGE EACH SEMESTER. During advising time for the next semester, you will be able to attain your new AUM PIN from the PhD Administrator.

Students should register themselves for classes, with few exceptions, through the AUM or Auburn computer registration system. If you cannot register for a course, and have determined that the problem is systemic (you do not have a hold on your registration, the CRN is correct, etc.), then you should contract Ms. France at AU to assist you with registration.

A Note on Course Numbers: 8000 numbers refer to Auburn campus doctoral courses; 7000 numbers refer to doctoral courses at AUM. 7000 and 6000 courses are Masters level courses at AU and only 6000 courses are Masters level courses at AUM. *They may be taken as electives with the approval of the student's advisor.* MA level courses for which there are PhD level corollaries will NOT count toward your required 13 Doctoral courses or towards electives. For example, you may not take Human Resources PUAD 6040 at AUM AND Human Resources PUAD 7040 and receive credit for the MA level course. At times, the Admissions committee may require some MA level courses as prerequisites, especially if a student is admitted with no background in Public Administration. In this case, those courses are required as Foundation courses but do NOT count toward your Doctoral coursework.

If you have questions during the registration process, please contact Ms. Arnita France for assistance.

ENROLLMENT HOLDS

You must be sure that you do not have any holds on your account in time for registration each term. Holds may be placed on accounts for non-payment of tuition, unpaid parking tickets, overdue library books, etc. Student should check their Tigeri account in the weeks leading up to registration to be sure there are no holds and if so, that they are taken care of and can be removed (this is not an immediate process).

INDEPENDENT STUDY COURSES

A student is allowed to take up to 6 credit hours in POLI 7960/66: Directed Readings to satisfy coursework requirements. Taking more is possible subject to approval by the PhD director.

To enroll in a POLI 7960/66 course, a student must complete the university form titled "Proposal for Independent Study Courses" and obtain the necessary approvals (i.e. course faculty, PhD director, department chair).

Students who enroll in POLI 7960/66 are required to describe their plan of study on the appropriate registration form and obtain signatures of the faculty member who agrees to supervise the work and the department chair. Approval by the supervising faculty member and the department chair must be obtained prior to registration for the semester in which the independent study will be carried out. Typically, you must register for these courses no later than the 5th class day.

DISSERTATION CREDIT HOURS

Registration for 10 credit hours of dissertation is required (POLI 8996 or POLI 8990). Except by permission of the PhD director, a student should not register for dissertation hours during the fall or spring semester until his or her coursework is completed. Summer session registration for dissertation hours is allowed and encouraged where appropriate.

Distance Learning Independent Reading/Dissertation Courses

To facilitate enrollment for students who are not on-campus regularly, we have created distance education versions of two courses – Independent Readings (POLI7966) and Dissertation hours (POLI8996). Students who are working individually with professors but spend little to no time on-site at campus should enroll in these courses. IF you are out-of-state, working full time, and do not use University amenities, these courses are for you. You will still have access to the AU library. Students whose tuition is waived due to employment at either AU or AUM or as a graduate assistant should NOT enroll in these courses as your tuition waiver does NOT cover their costs.

The cost per credit hour for the distance education course is equal to the cost of one graduate in-state credit hour + an \$80 distance learning fee (currently \$539 total). There should be no other additional fees associated with this price. Most of the time, this cost is less than registering for the on-campus version of the course.

If you have questions, please contact the PhD administrator regarding which version of the course is the right one for you.

INCOMPLETES

The department does not favor the taking of incompletes. It is the belief that an incomplete should be approved only for reasons as stated by the University in the formal policies.

STUDENTS WITH DISABILITIES

Students who need accommodations for classes are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting with the appropriate professor during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

VII. COMPREHENSIVE EXAMS

During the spring or fall semester after course work is complete, students will take comprehensive exams administered by the department. The exam will consist of sections testing common core and track questions as well as one section that focuses on the students' area(s) of specialization. Students will have two opportunities to pass the comprehensive exams, and must pass each section before scheduling the oral examination. Upon successful completion of the comprehensive exams, students should prepare a prospectus to present to their dissertation committee during their oral examination. Admission to doctoral candidacy is contingent upon successful completion of all elements of the general and oral doctoral exams. After completion of the dissertation, the student must pass a final oral examination defending his/her dissertation work before their committee and an outside reader approved by the graduate school.

GENERAL TIMELINE FOR TAKING COMPREHENSIVE EXAMS

- Finish Coursework. Remember to work with your Chair/Committee to determine what your specialty area will be, and take electives and directed readings to support this area.
- You may take Comps during the Fall or Spring Semester. The semester after your course work is complete, you should complete the Comprehensive Exam Student Report form and return it to the PhD Director by the deadline. Work with your Chair to determine the breadth and depth of your Specialty Day Comp question.
- The Comprehensive Exam will be given on three designated days around mid-semester. You will know the exact dates at least one month prior to exam time. These are 8 hour exams, with a half hour lunch break. The day runs from 8 a.m. until 4:30 p.m. Students must take the Comprehensive Exams at either the AUM or AU campus at the designated location.

COMPS COVERAGE

- DAY 1 Covers the core courses - PA Seminar, Policy Seminar, and Methods 1 and 2 – if you entered the program prior to Fall 2011. If a student entered the program during or after Fall 2011, then the core will consist of the PA and Policy questions. *Under the new guidelines, a student must score a grade of A or B in all three methods courses to be eligible to take comprehensive exams.*
- DAY 2 Covers your chosen track – questions are based on (but not exclusively drawn from) the three courses covered in the PA track, or the three courses chosen to fulfill the policy track requirements.
- DAY 3 Covers your specialty area/electives. Each student should work with their Chair, who will provide the specialty day question(s), to determine the subject matter, scope and expectations of the comprehensive exam for this day.

TAKING THE EXAMS

The student should be at the designated location a couple minutes before 8 a.m. At 8 a.m., each student will be issued a laptop to type their exam answers and the questions for the day – it is up to the student to pace themselves appropriately and designate sufficient time to answer all questions. No internet access or electronic sources are allowed. The exam format is closed book, open note. Each exam day, students may bring 5 pages of typewritten notes (double spaced, 11 pt font or larger, front only) to reference during the exam. At 4:30, students must save their exams to a thumb-drive provided by the department. They should/can also save a copy to their personal drive if they wish. Each student should answer the questions in each category as instructed.

After the exams are completed, students will be assigned a code, and their blind answers will be sent to teams of 3 faculty members who will grade each exam question(s) according to the comp exam rubric. An average score of 3.0 must be achieved on each day to pass the exam. (The faculty average for each question/area is recorded, then these scores are averaged together to create a composite score for each day of the exam.) Students' final scores on the exam will be reported to both the student and their Chair about two weeks after exams are taken.

While waiting for exam scores, the student should be working with their Chair to prepare their dissertation prospectus. The Prospectus defense functions as the student's general oral exam (see departmental PhD checklist for paperwork directions). Ideally, the prospectus defense should be completed by the end of this semester if comps were passed, but definitely completed no later than the semester following successful completion of the comps. Once the written comps and the oral defense are passed, the student will be admitted to Doctoral candidacy (ABD).

Failing the exam(s): If a student fails one or more days of the comprehensive exam, then the student will be allowed to take the comprehensive exams a second time the following spring or fall semester. A student must retake the entire day of comps that was failed. For instance, if a student scores less than an average of 3 on the core questions, the student must retake the entire core exam a second time. If a student fails one or more days of the exam a second time, the student will not be allowed to take the exam a third time. Failure to pass exams a second time is most often an indication that the student should not be admitted into Doctoral candidacy. A formal appeal may be submitted in writing to the PhD Director(s) and the Department Chairs.

SPECIAL CIRCUMSTANCES

If a student is unable to take the exam on the predetermined date because of a) documented sudden illness, or b) unavoidable circumstance approved in advance by the PhD Director (examples might include unavoidable military service or unavoidable preplanned travel), then a late-exam may be scheduled at the discretion of the PhD Director. These requests will be granted very rarely, and only when the Director can determine that the late date was absolutely necessary AND waiting another semester to take the exam would be extremely detrimental to the student. Convenience to the student is NOT an acceptable reason to grant a late exam.

If a student feels like typing the exam would be extremely detrimental to his/her success (i.e., failure will occur if student is forced to type their answers during an 8 hour time frame), said student may request to take the exam by pen and paper. If the request is granted, the following procedure will be followed: At the end of each exam day, instead of saving to a thumb drive, the student will photocopy their exam, leaving the original with the faculty/staff person in charge of the exam and keeping the photocopy. The student is then responsible for typing the exam EXACTLY as written within 48 hours and taking a thumb-drive with the typed exam to the faculty in charge (no email). If a student's typed work deviates from the written exam, the student will fail their exam.

All other special circumstances will be determined at the Director's discretion with consultation of the graduate faculty.

RUBRIC FOR GRADING COMPREHENSIVE EXAMS

Each question on the Core and Track exams will be graded according to the following rubric by three faculty with expertise in the question area. For example: Barbara Sue writes an answer for both the PA and Policy questions on the CORE exam day. The exam is then sent to Professors Xavier, Yakutz, and Zabrina. Each Professor gives each question three scores (1 for each category explained below). The scores for both questions are then averaged, then the professors' composite scores are averaged. A student must receive an average of 3 to pass the exam for the day.

Standard 1 - Knowledge of Relevant Literature on Subject

1. Not Demonstrated (no or few authors/concepts cited)
2. Significant problems (some lit there but several concepts/authors wrong)
3. Adequate (enough authors/concepts presented to demonstrate knowledge of several parts of the literature)
4. Mastered Material (demonstrates a broad knowledge and understanding of the literature)
5. Superior Response (demonstrates a superior understanding of concepts, critiques, linkages, etc across a broad range of authors and ideas)

Standard 2 - Ability to Critically and Creatively Respond to Questions in the Relevant Field

1. Not Demonstrated (does not address question(s) asked and/or no ability to link literature to given question)
2. Significant Problems (addresses some of the question but does not use literature and/or logic to support it; or, cites literature but response is not relevant to question)
3. Adequate (provides some synthesis of the relevant literature and answers questions based on logic/literature)
4. Mastered Skill (addresses question through synthesis of material, discussion of relevant debates/critiques about literature, and critically answers questions acknowledging multiple facets/arguments)
5. Superior Response (masters material-see 4 above-AND adds own thoughts, critiques, creative solutions, etc, that add or could add originality to the literature/question answer)

Standard 3 - Written Communication Skills

1. Not demonstrated (response is incomprehensible)
2. Significant Problems (contains some answers to questions, but uses extremely poor grammar and spelling and serious problems with organization)
3. Adequate (is reasonably organized and responsive to all parts of question, may contain some minor lapses in organization or grammar)
4. Mastered Skill (is well-organized, answers all parts of the question in some detail, contains few grammatical problems. Nothing major- authors, concepts- is misspelled)
5. Superior Response (is well organized with thesis statements and continuous flow, answers all parts of the question in a detailed, concise manner, is easy to read, and has very few grammatical problems)

**Coursework Form for Comprehensive Exams
Public Administration & Public Policy PhD**

Student Name:

Semester Taking Comps:

Preferred Location to Take Comps?
AU AUM

CORE COURSES:	COURSE NUMBER: (ex. POLI8000 or PUAD7000)	INSTRUCTOR:
Seminar in PA		
Seminar in Public Policy		
Research Design & Analysis		
Quantitative Methods		
Qualitative Methods		

Choose your track

PA TRACK:

HR		
Org Theory		
Public Budgeting		

POLICY TRACK: *(Indicate 3)*

American Government		
Comparative Politics		
International Relations		
Political Theory		
Public Law		

SPECIALTY AREA:

Professor Responsible for Specialty Area:

VIII. THE DISSERTATION

In the AU/AUM Joint PhD program in Public Administration and Public Policy, the General Oral Exam consists of the defense of the student's dissertation prospectus. The purpose of the prospectus is (1) to establish the program of research that the candidate proposes to follow in the preparation of the dissertation, (2) to indicate the significance of the planned dissertation research and its relationship to the existing body of knowledge in political science and related areas of inquiry and (3) to provide the information on points (1) and (2) above in a clear and sufficiently detailed written form so that the candidate's dissertation committee can bring their judgment to bear in advising the student about the appropriateness and adequacy of his/her anticipated doctoral research question and methodology. The prospectus should be written with the input of a student's committee, particularly their chair, and will evolve with this input. The ability to propose a significant dissertation question, render hypotheses and create an appropriate methodology for the project, and the defense of this project, is the last step toward acceptance into Doctoral Candidacy.

THE PHD COMMITTEE

Your committee must be complete, and your Plan of Study approved by your Chair, the committee, and the PhD Director before you may apply to the Graduate school to take the General Oral Exam. Before approving the PoS, your Chair and the PhD Director will also ensure that you have completed your IRB/CITI training. Your committee should consist of:

Chair, Graduate Faculty Level 2

Two additional faculty with Level 2 status

One Faculty member with Level 1 or 2 status

All four faculty members must come from AU/AUM, at least three from the home departments, and at least one member from each campus (AU and AUM). Additional faculty members from outside the University may be added to the 4 person committee as needed and with approval of the AU Graduate School.

TIME FRAME

The dissertation prospectus should be presented to your committee **by the end of semester following successful completion of the Written Comprehensive Exams**. When the Committee concludes that the prospectus and defense is satisfactory, then they will sign the appropriate paperwork and the administrator will submit it to the graduate school.

Barring exceptional circumstances, failure to secure approval of the prospectus in a timely fashion will be regarded as unsatisfactory progress toward degree and will be taken into consideration when GTA funding decisions are made. Prolonged unsatisfactory progress, as addressed in the Graduate School policies, could result in dismissal from the program.

FORMAT AND CONTENT OF PROSPECTUS

The specific format of the prospectus, as well as its contents and length, should be worked out with the committee, and in particular the committee Chair. The prospectus is not a final product but a working document that may be significantly altered in light of ongoing discussions with the dissertation committee members and the actual initiation of the research itself. In general, most prospectuses are between 20-50 pages, depending on specific directions from your committee.

Issues that are often addressed in a dissertation prospectus include:

- (1) **The purpose or objective of the planned dissertation.** What is the puzzle or problem and hypothesis(es) that the research addresses? How will the existing knowledge base be different as a result of the dissertation? What are the limits or boundaries of the proposed dissertation? (Make clear that the proposal is feasible and focused.)
- (2) **Significance of the proposed research:** What important theoretical and/or empirical issue does the research address? In other words, why does it matter that this research be undertaken?
- (3) **The present state of knowledge related to the topic.** What do we already know (or think we know) in the area of proposed research? Is there consensus or disagreement? The bibliographical review included in the prospectus **should not** be an extensive literature review that lists references in a general domain but rather one that discusses the specific contribution or shortcomings contained in particular items **relevant** to the proposed research. (Although some faculty members may prefer to see an expanded literature section).

- (4) The research strategy to be employed.** How will the problem be investigated? What is your empirical model? What analytical methods, types of evidence, data collection strategies, and sources will be employed? Show how key concepts will be defined and, if appropriate, measured. Discuss what type(s) of evidence will support your hypotheses and what evidence could demonstrate that they are incorrect?
- (5) Enumeration of the specific and as yet unresolved problems the candidate perceives.** The prospectus defense is also a time for gaining help from the dissertation committee as a whole. It may be the first time that the student meets with the committee as a whole. Focus their attention on problems that need further consideration.
- (6) Outline of the chapters and a realistic proposed time-frame for completion of the project.**

COMPLETING YOUR DISSERTATION

At the defense, you should also have your committee sign the GS Electronic Dissertation Final Approval form at the Defense, and then leave that form with your Chair and PhD Administrator. Once all corrections requested at the defense are made and your Chair is satisfied all is ready to be formally submitted, the Chair will ask the Administrator to make copies of this form and submit to the GS.

HUMAN SUBJECTS RESEARCH

Research that involves human subjects in any capacity may require approval from the Auburn University Institutional Review Board (IRB). Students with the help of their chair should determine if they need IRB approval. For more information, see the website.

IX. PROFESSIONAL DEVELOPMENT

ASSISTANTSHIPS

Graduate Teaching Assistantships (GTAs) and Graduate Research Assistantships (GRAs) are available on both campuses. To be considered for one of these positions please contact the PhD administrator by the designated date each spring. Assistantships are discussed by Committee in February and are awarded based on merit. Thus, applicants interested in an assistantship should have their material submitted by the deadline. Notification occurs as soon as possible pending budgetary decisions and departmental needs. Normally, assistantships can be held for 8 semesters.

CONFERENCE TRAVEL SUPPORT

Students may apply for grants to partially cover expenses for conference travel. For information about eligibility and applying, watch for email instructions from the PhD director each year. Funds are limited so it is important that you get your requests in early.

The Graduate School also offers funds to aid in conference travel. See their website for instructions and application deadlines.

THE BIGGIO CENTER

The Biggio Center for the Enhancement of Teaching and Learning offers many programs and workshops to aid in professional development. Each year they offer the Preparing Future Faculty Program. PFF is an interdisciplinary year-long program (Fall semester 2014, GRAD 8940, and Spring 2015, GRAD 8950; one credit hour each) for advanced graduate students that wish to pursue a career in academia. The cohort meets for two hours every other week to discuss topics such as Carnegie classifications, learning styles, the academic job application and interviewing process, cultural awareness, academic freedom, publishing and grant writing, the tenure and promotion process, and various other aspects of faculty life. Students develop their own e-portfolios and prepare a teaching segment. Visit their website for more information <http://wp.auburn.edu/biggio/>

MILLER WRITING CENTER

The Miller Writing Center offers help on an as-needed basis for writing assignments as well workshops annually to help with the dissertation writing process. See their website for more information.

AU GRADUATE SCHOOL

The Graduate School offers many professional development opportunities for graduate students each year. In addition to monthly colloquiums, they provide opportunities to present research, a Three Minute Thesis competition and preliminaries for AU Research Week. Check out their website for more information.

X. PLACEMENT ASSISTANCE

The Joint Program is committed to assisting its students during the placement process. Each student's chair can provide subject specific advice on different employment opportunities and training. The Program assists by helping job candidates assemble and send out their application packets. The PhD administrator will assist in creating a placement packet that contains most required elements asked for by potential employers. This includes material that you will provide to her as well as material from faculty and the department. Find the link for this form on our PhD webpage and a copy in the appendix. Once you have all the elements you would like included in your packet secured with the PhD administrator in a master file, you may then fill out the form/checklist and submit it to the PhD administrator. If you are adding a personalized letter, paperclip it to the request form when you submit it. The Administrator and our Work-Study assistants will then place the materials you request in an envelope and mail it as a packet from the department. To make this process a success, remember to:

1. Be respectful of the staff's time and time constraints. Turn in your requests at least 2 weeks before the advertised closing date. Requests with less lead time may not always make the deadline.
2. If for some reason a school requests an unusual assortment of materials that are not included in your Master placement file, please provide all the material clearly noted as you turn in your request form and be ready to assist in the construction of a peculiar packet.
3. Be appreciative of the assistance we are providing. This is not a required benefit you receive, so work carefully with the staff to ensure success.

ACADEMIC HONESTY

Auburn University expects students to pursue their academic work with honesty and integrity. The Academic Honesty Code is available in the Student Policy eHandbook (www.auburn.edu/studentpolicies) and contains a list of those actions that are considered cheating and the possible consequences they carry. Violations of the Academic Honesty Code will NOT be tolerated in any PhD course.

XI. RESOURCES

AU LIBRARY

The AU library collection, housed in a newly expanded structure, contains over two million physical volumes and the equivalent of more than 2.8 million items in micro format. Current subscriptions are maintained for almost 20,000 serials. The AUM library is a regional depository for federal government documents. In addition, the AUM library houses approximately 225,000 volumes, 2.3 million microform units, and over one million non-fiche government documents.

AU, through the eleven public access sites operated by its Division of University Computing and via dial-in access, provides for our graduate students to have free use of Macintosh and Dos-based PCs, Sun workstations, and the IBM mainframe computer for World Wide Web access, e-mail, word processing and data analysis. Full staff support is available to assist in using SAS and SPSS statistical package.

The Air University library is a valuable supplementary facility located at Maxwell Air Force Base. Several additional research resources are operated by state government including the Supreme Court Law Library and the Alabama Department of Archives and History.

COMPUTER LAB AND MEETING ROOM

The Political Science Department at AU also provides two work spaces exclusively for graduate students on the 8th floor of Haley Center -- a graduate student lounge is available for studying, small group meetings, or a quiet lunch and a small computer lab, with some statistical programs specific to graduate coursework.

The computer lab has SPSS and Stata installed. Additionally, there are manuals for these programs available that you may use in the lab area.

XII. FREQUENTLY ASKED QUESTIONS

1) *Where is the joint AU-AUM program administered?*

The Department of Political Science at Auburn administers the PhD program. For further questions on administration of the Ph.D. program, please contact Ms. Arnita France at 334.844.6153/844.5370 or email her at francad@auburn.edu. Ms. France will be glad to help you with the admissions process or enrollment issues. For more detailed questions about the PhD program itself, please feel free to contact the current PhD Director, Dr. Cynthia Bowling at 334.844.6152 or by email at bowlicj@auburn.edu.

2) *Do I have to take the GRE? Can I substitute another exam?*

All prospective students **must** submit a GRE score from the last 5 years. No other exam is appropriate. If a student does not have an up-to-date score (i.e. took the exam more than 5 years ago), it may be possible to use an official letter from a previous school where the GRE score is recorded. If this is your situation, please check with the PhD Director to determine if this is appropriate.

3) *What is the typical course load?*

Students typically take 2-3 courses per semester. The maximum course load per semester is 12 hours (4 courses). The typical total course load is: 5 core courses, 3 track courses, 5 elective courses, and 10 hours of dissertation credit.

4) *Can I transfer classes from previous graduate programs?*

With the approval of the Ph.D. Director and your Committee, once one is formed, a student may transfer up to **two** courses from other universities. This is done when significant course work overlaps for an elective class, or a student has more than 1 MA level degree. However, core and track courses cannot be transferred. In sum, a student must have taken 75 hours of post-graduate coursework. If you have finished the MPA program at either AU or AUM, you may check with the Director or your Committee to determine if additional courses taken during the MPA program may also be counted toward your PhD degree.

5) *What do I need to become an Alabama resident?*

For information regarding Alabama residency please see the following link:

<http://www.auburn.edu/administration/registrar/helpful-resources/enrollment/residency.html>

6) *At which campus should I enroll in my courses?*

Core and track courses are offered either at the AU or AUM campus, depending on which professor is teaching the course that term. For electives, students may take courses at either campus, including courses in different departments if the student's advisor agrees. Every effort is made to facilitate the logistics involved in a joint program operating on two campuses. However, students should be aware that the start times for courses at AU and AUM are often different. Consult the respective school calendars before registering (AU: http://www.auburn.edu/main/auweb_calendar.html; AUM: http://www.aum.edu/indexm_ektid2904.aspx).

7) *What time of day are the courses offered?*

Most of the core and track courses are offered at 4 pm or later. Many electives are also at night, but some are available during the regular school day as well. A few electives may be offered as weekend courses at the AUM site. To assist students who travel significant distances to class, sometimes core, track, and/or popular electives may be offered back-to-back at 4 p.m. and 6:30 p.m. on the Auburn campus.

8) *What is a Dissertation Chair and Committee?*

This committee is formed in the first three semesters of selecting coursework and creating their Plan of Study (PoS) as well as preparing their prospectus, dissertation and a viable defense. The Committee is chaired by the student's advisor ("major professor or chair") who serves to review and comment on the dissertation chapters as they are written. The Chair works most closely with the student and therefore must be chosen carefully. Students are encouraged to get to know the faculty before making their Committee choices.

A few helpful hints:

- The Dissertation Committee must be formed in advance of the general comprehensive exams. Part of your written exams, your specialty area, is written by your Chair.
- The Dissertation Committee is composed of at least **four** members including the Chair.
- The Chair and at least two other member must be Level-Two members of the Graduate Faculty.
- At least one member of the Committee must be from AU and one from AUM.
- Adjunct Faculty for the department are approved for dissertation committees if they have graduate teaching status. If previously approved for another student, the approval continues in effect. For other adjuncts, faculty from other universities, or other unusual cases, students and their chair must submit their request and a CV to the Dean of the Graduate School for approval.

9) *What are the research forums?*

Research forums (or brown-bag series) are offered throughout the year to provide students with refreshers in methodology and assist in 'writer's blocks' and other challenges of dissertation completion. Opportunities exist as well for students to present their emerging research and to discuss it with peers and faculty. A social support system is also maintained and encouraged.

10) *What are the Comprehensive exams?*

The Comprehensive exams are taken at end of coursework. The exams are offered once a semester in the Fall and Spring (place and time to be announced). Each student will take three written exams: a core exam, a track exam, and a specialty exam.

Comprehensive Exams Details:

- The core exams are the same for all students.
- There are two track exams: one for public policy and one for public administration. The student will choose what track to take.
- The exams are open-notes (but closed book). Notes are limited to five one-sided double spaced pages.
- The specialty exam is tailored to each student's interests and expertise based on elective classes the student has taken.
- The exams are taken in a secure computer lab at the same time on both campuses.
- The exam questions are written by members of the graduate faculty in both departments (AU and AUM) and coordinated through the Ph.D. Director and the Ph.D. administrators.
- 3 professors from the core or track grade the exam.
- A student who fails one or two parts of the exam may retake those sections the following term, but only once. If a student fails all three parts, the chair and student will jointly revisit the question of whether this program is the best fit for the student.
- A student failing the exam more than once will not be allowed to continue the program.
- Passing exams is a prerequisite to starting the dissertation. Graduate School approval is not needed before taking the exams.

11) *What are the Oral exams?*

Following the comprehensive exams, each student will write a dissertation prospectus and defend it during the oral exam. The oral exam is taken before the student's committee and any interested faculty members.

Oral Exams Details:

- Scheduled shortly after the comprehensives have been passed.
- Students must get permission from the [Auburn Graduate School](#) at least ten days in advance.
- Students must be enrolled for at least one credit hour in the semester the oral exam is taken.
- The Committee must unanimously pass the student on the oral exam. If a student fails, a reexamination may be given with the approval of the Graduate Dean, but additional reexaminations require exceptional circumstances and approval of the Graduate Council.

12) What happens after I pass both my comprehensive and oral exams?

Students will work on their dissertation after passing their written and oral preliminary exams must register for at least one credit hour every semester for a total of 10 credits. All students register for dissertation/research courses at AU: **POLI8990/6**.

At least one complete semester must intervene between the Oral Exam and the Final Defense. The two exams cannot be taken in the same term or consecutive terms. The student must be registered for at least one hour of dissertation in the semester the Oral Exam and the Final Defense is taken.

13) What else do I need to graduate?

- Dissertation Committee approves a Draft.
- Draft sent to Graduate School who appoints an Outside Reader who must approve the draft before scheduling the Defense. The student's Chair may request the appointment of the Outside Reader at any time (rather than waiting until the draft).
- The Defense is administered by the Dissertation Committee and the Outside Reader.
- Students must file a request for approval to hold the Defense (final examination) with the [Graduate School](#) at least one week in advance – allowing at least ten days, however, is a good rule of thumb.
- Committee approval must be unanimous.
- Procedures for reexamination are the same as those for the Oral Exam.
- Students should request a **Graduate Check** from the Graduate School no later than the last day of the semester prior to the semester of graduation.
- See the Ph.D. Checklist for entire JPAPP process and steps.

A few helpful hints for navigating the joint program

- Students requiring transcripts from both campuses must request separate transcripts from each campus.
- To be listed in the AU Graduate School computer as an enrolled student, students registered only at AUM should request to be enrolled in GS 8XX0 at the Auburn Campus – a non-fee, non-credit course. Students should send proof of their AUM enrollment to the PhD administrator, who will enroll you in the course.
- Students enrolled may use the library at either facility by showing their ID.
- Students need both a Banner number (given to student when accepted by the program and AU graduate school) and a S# (obtained through the PhD Administrator).

CORE & TRACK COURSES

POLI 8000 / PUAD 7000 DOCTORAL SEMINAR IN PUBLIC ADMINISTRATION (3) LECTURE

Nature of public administration as a field of study and different theoretical perspectives as reflected in current research.

POLI 8010 RESEARCH DESIGN AND ANALYSIS (3) LECTURE

Development and testing of causal models in political and social science. Students will develop a complex research design under the close supervision of the instructor.

POLI 8020 / PUAD 7020 DOCTORAL SEMINAR IN PUBLIC POLICY (3) SEMINAR

Advanced study of the nature of public policy development and implementation.

POLI 8040 / PUAD 7040 DOCTORAL SEMINAR IN PUBLIC FINANCE (3) SEMINAR

Theory and practice of public finance in a comparative perspective.

POLI 8060 / PUAD 7060 DOCTORAL SEMINAR IN PUBLIC POLICY ANALYSIS AND RESEARCH (3) SEMINAR

Examination of advanced policy analysis and research methodology and the relationship between evaluation and quantitative analysis and policy formulation and implementation.

POLI 8070 / PUAD 7070 DOCTORAL SEMINAR IN HUMAN RESOURCE ADMINISTRATION IN THE PUBLIC SECTOR (3) SEMINAR

Major environmental values affecting public personnel administration and the major processes used in public personnel management.

POLI 8110 AMERICAN GOVERNMENT AND PUBLIC POLICY (3) LECTURE

Survey of the literature on the main institutions and policy processes of American national government, with emphasis on research design, methodology, and validity.

POLI 8120 QUALITATIVE RESEARCH METHODS (3) SEMINAR

Prerequisite: POLI 8110

In-depth analysis of the use of qualitative methods in political science research.

POLI 8130 QUANTITATIVE METHODS (3) LECTURE

Prerequisite: POLI 8110.

In-depth analysis of the use of quantitative methods in political science research.

POLI 8260 / PUAD 7080 PUBLIC ORGANIZATIONAL THEORY AND MANAGEMENT (3) SEMINAR

Development and refinement of research on administrative and organizational theory in public management. Credit will not be given for both POLI 7260 and POLI 8260.

POLI 8450 COMPARATIVE POLITICS AND PUBLIC POLICY (3) LECTURE

Theoretical approaches and important sub-field literatures. Applies insights and approaches to solving practical contemporary problems in public policy.

POLI 8550 INTERNATIONAL RELATIONS AND PUBLIC POLICY (3) LECTURE

Application of the scholarship in international relations to public policy, with a focus on war, defense policy, and conflict management.

POLI 8650 POLITICAL THEORY AND PUBLIC POLICY (3) LECTURE

Study of political theory in relation to issues of public policy.

POLI 8750 PUBLIC LAW AND PUBLIC POLICY (3) LECTURE

Role of the courts in public policy-making.

POLI 8970 SPECIAL TOPICS (3) LECTURE

Directed study of topics of interest. Course may be repeated for a maximum of 9 credit hours.

POLI 7960/7966 SPECIAL PROBLEMS (1-3) INDEPENDENT STUDY

Directed readings in political science, including topics such as American politics, comparative politics, international relations, political theory, public administration, public policy, public law, and methodology. Course may be repeated with change in topics.

POLI 7966 is the distance education version.

POLI 8990/8996 RESEARCH AND DISSERTATION (1-10) DISSERTATION

Research related to writing the dissertation. Course may be repeated with change in topics.

POLI 8996 is the distance education version.

POSSIBLE ELECTIVES AND COURSES FOR SPECIALIZATION AREAS

POLI 6150 INTERGOVERNMENTAL RELATIONS AND FEDERALISM (3) LECTURE

Mid-level introduction to American federalism and the intergovernmental system, including theory, historical developments, major themes, and emerging issues.

POLI 6170 ELECTION LAW (3) LECTURE

Legal issues surrounding the election process within a democratic political system.

POLI 6180 ADMINISTRATIVE LAW (3) LECTURE

General nature of administrative law; types of administrative action and enforcement; analysis of rule making and adjudication; administrative due process; judicial review.

POLI 6210 VOTING BEHAVIOR AND REPRESENTATION (3) LECTURE

Causes of voting and vote choice and their consequences for the behavior of representatives.

POLI 6270 ELECTION ADMINISTRATION (3) LECTURE

Elections and the shifting relationships among local, state, and federal governments.

POLI 6340 THEORY AND PRACTICE OF MEDIATION (3) LECTURE

Theoretical and comparative perspective on conflict resolution, with emphasis on the role of mediation in various societies.

POLI 6370 NONPROFIT MANAGEMENT (3) LECTURE

Comprehensive overview of the complex and diverse nonprofit sector in the United States, including theory and practice of governance and key management functions.

POLI 6410 SOUTHERN POLITICS (3) LECTURE

Introduction to the politics and to a lesser extent government of the southern region of the United States.

POLI 6510 ISSUES IN AMERICAN POLITICS (1-3) LECTURE

Topics in American politics. Focus will vary according to the instructor. Course may be repeated for a maximum of 6 credit hours.

POLI 6520 ISSUES IN COMPARATIVE POLITICS (1-3) LECTURE

Topics in comparative politics. Focus will vary according to the instructor. Course may be repeated for a maximum of 6 credit hours.

POLI 6530 ISSUES IN INTERNATIONAL RELATIONS (1-3) LECTURE

Topics in international relations. Focus will vary according to the instructor. Course may be repeated for a maximum of 6 credit hours.

POLI 6540 ISSUES IN POLITICAL THOUGHT (1-3) LECTURE

Topics in political thought. Focus will vary according to the instructor. Course may be repeated for a maximum of 6 credit hours.

POLI 6550 ISSUES IN PUBLIC ADMINISTRATION (1-3) LECTURE

Topics in public administration. Focus will vary according to the instructor. Course may be repeated for a maximum of 6 credit hours.

POLI 6560 ISSUES IN PUBLIC POLICY (1-3) LECTURE

Topics in public policy. Focus will vary according to the instructor. Course may be repeated for a maximum of 6 credit hours.

POLI 6570 ISSUES IN PUBLIC LAW AND CONFLICT RESOLUTION (1-3) LECTURE

Topics in public law and conflict resolution. Focus will vary according to the instructor. Course may be repeated for a maximum of 6 credit hours.

POLI 6610 WOMEN IN POLITICS (3) LECTURE

A theoretical, historical, social, and political examination of the role of women in American society.

POLI 6620 AFRICAN AMERICAN POLITICS (3) LECTURE

Political values, structure, and behavior of African Americans in the United States.

POLI 6710 PERSIAN GULF POLITICS (3) LECTURE

Examination of the politics of the Persian Gulf.

POLI 7000 RESEARCH METHODS (3) LECTURE

Statistics and other quantitative techniques for the analysis of policy and for administrative decision making.

POLI 7050 STATE POLITICS (3) LECTURE

Current and classical research on state government, politics, and policy. Students critique others' research and design their own for submission to a professional journal.

POLI 7130 POLITICS OF THE ADMINISTRATIVE PROCESS (3) LECTURE

Politics and public agencies and their employees at all levels of government.

POLI 7140 PUBLIC BUDGETING (3) LECTURE

Comprehensive theoretical underpinning for research. Focuses on models associated with descriptive and prescriptive budgeting research.

POLI 7150 PUBLIC PERSONNEL ADMINISTRATION (3) LECTURE

Personnel policies, processes, and politics in American governments, including history, theory, and practice.

POLI 7160 FINANCIAL ADMINISTRATION (3) LECTURE

Application of macroeconomic theory to public finance, with emphasis on capital budgeting, taxation, user charges, debt administration, cash management, and investment for small governments.

POLI 7260 ORGANIZATIONAL THEORY AND ADMINISTRATIVE BEHAVIOR (3) LECTURE

Structure and functioning of government organizations, with an emphasis on applied management and on leadership techniques.

POLI 7330 SEMINAR IN ADMINISTRATIVE LEADERSHIP, RESPONSIBILITY, AND DEMOCRATIC GOVERNMENT (3) SEMINAR Problems and ethics, democratic theory and leadership as they relate to public administration.

POLI 7350 SEMINAR IN PUBLIC ADMINISTRATION (3) SEMINAR

Introduction to public administration as practiced in the United States.

POLI 7360 SEMINAR IN POLICY AND ADMINISTRATION (3) SEMINAR

Formation, execution, and evaluation of public policy and an in-depth analysis of selected policy areas.

POLI 7520 PROGRAM EVALUATION (3) LECTURE

Theory and practice of program evaluation in the public sector with attention to program planning, process assessment, and impact assessment.

POLI 7630 DIVERSITY IN PUBLIC LIFE (3) LECTURE

Developing and institutionalizing diversity in complex public organizations as a major part of organizational culture.

POLI 7700 ECONOMIC DEVELOPMENT AND COMPETITION (3) LECTURE

Politics of economic development at the local, state, and national levels, especially the infrastructure offered by communities and the types of plans that might attract outside investment.

**Auburn University
Auburn University at Montgomery
Department of Political Science
Graduate Student Self-Assessment**

This form and an up-to-date copy of your CV are to be submitted annually via email to the Ph.D. Program Director and the program administrator. They are due the final day of classes at the end of every Spring Semester. The purpose of this form is to provide information to evaluate your progress as a graduate student. Please be as concise as possible in answering each question, and leave questions blank if they do not apply to you. The information you give should reflect the past academic year – that is, the current Spring Semester and the previous Fall and Summer.

After your materials are submitted they will be reviewed by all members of the Graduate Faculty. The Graduate Faculty will collectively evaluate your progress based on the information you provide in the self-assessment and your CV, your teaching evaluations, input from the Ph.D. Program Director and your dissertation chair (if you have one). The outcome of this evaluation will be used to make decisions about funding and retention.

Once this process is completed you will receive notification of whether you are making satisfactory progress, as well as any feedback the Ph.D. Program Director and Graduate Faculty have for you going forward.

Auburn University
Auburn University at Montgomery
Department of Political Science
Graduate Student Self-Assessment Report

Personal Information

Name:

Date:

Date of entrance into program:

Expected completion date:

Name of advisor/dissertation chair:

Most recent contact with your advisor/dissertation chair (provide an approximate date):

Date or expected date of comprehensive exams:

Passed? Yes No

Date or expected date of dissertation prospectus completion:

Date or expected date of dissertation prospectus defense:

Date or expected date of dissertation defense:

Include your dissertation abstract if completed:

Dissertation committee (mark the chair/co-chairs with an *; if you do not have a committee, list the name of your advisor on the first line):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Current GPA:

Research and Other Scholarly Accomplishments

Published/forthcoming work

Please list anything you have published during the last academic year. Indicate whether the work is forthcoming or in print by providing a full citation. List anything that you have published (e.g., book reviews, chapters, articles).

Work under review

Please list any work that is currently under review. Indicate when and where you have submitted the work.

Work in preparation for publication

Please list any work that is currently being prepared for potential publication. List only work you reasonably think might be under review within one year (i.e., do not list papers you wrote in a seminar that are likely dead). Indicate whether or not you have submitted this work for potential publication, when it was submitted, and when it was rejected. Provide a brief timeline of what you intend on doing with this work (e.g., presenting it at a future conference, future submission to some journal).

Conference papers

Please list any work that you have presented at professional conferences. Provide a full citation that indicates authorship, the title of the work, and where and when it was presented.

Reviewing

Please list any work you have reviewed for professional journals. Indicate what journal this was for, when you were asked to review, and when you submitted the review.

Research statement

Please provide us with a brief narrative (around 300-500 words) explaining what you have done and where you are heading with your research. This might explain how you are progressing on your dissertation or what papers you think could be turned into publications someday. In short, give us a brief run-down of where you are at and where you intend to head with your research.

Additional training

Describe any special training (e.g., ICPSR) you have taken or intend to take that is intended to further develop your research.

Teaching

Please list all courses you have taught or were a teaching assistant for over the past academic year. Include those taught over the past summer and those you are currently teaching. Indicate your role (primary instructor, TA, etc.). If you were not the primary instructor, please indicate which professor was the primary instructor.

Course Number	Course Name	Semester	Primary Instructor (if applicable)

Departmental Citizenship, Service to the Department, and Outreach

Presentations and Workshops

Please list any department presentations, workshops, seminars, or any other department symposia (e.g., job candidate presentations) you have attended in the past academic year.

Other Department Activities

Please list any other department events or activities you have participated in that you feel contribute to building a collegial academic environment.

Committees and Leadership

Please list any committees you serve on, including service among the graduate students. Indicate your role and provide any information you deem relevant.

Community Outreach

Please list anything you have done to reach out to the community.

Miscellaneous

Please provide any information that you think might be relevant beyond what is listed above.

Student Travel Request Form

Dept. of Political Science and Public Administration at AU and AUM

Please fill out the request completely.

Name: _____

Conference/Travel request: _____

Date of Travel: _____

Purpose of Travel (Include paper title if presenting):

IF you are not traveling to present a paper, please justify your request for funds:

Have you successfully completed your prospectus defense? YES NO

Have you applied for funding through the AU Graduate School? YES NO

If yes, were you granted funding? YES NO
How much? _____

Student Signature _____

Chair or Advisor Signature _____

Office Use Only

Priority 1 2 3 4 5

Amount Granted \$ _____

SPECIALIZATION PROPOSAL FORM
Public Administration & Public Policy PhD

Student Name:

Describe the area you would like to specialize in:

List and describe the 5 electives that you feel will provide you with the pertinent information for your specialization below. *For any Directed Readings or Special Topics, please describe the course content.*

COURSE TITLE & Description	COURSE NUMBER: (ex. POLI8000 or PUAD7000)	INSTRUCTOR:

Professor Responsible for Specialty Area:

Student Signature:

Committee Chair Signature:

PhD Director Signature:

Joint PhD Program, Placement Packet Request/Check List

Student Name: _____ Deadline for Application: _____

Contact/Address for Packet:

CONTENTS	Include in Packet? (check if included)	SUPPLIED BY?*
Letter of Interest	_____	_____
Rec Letter 1	_____	_____
Rec Letter 2	_____	_____
Rec Letter 3	_____	_____
Teaching Philosophy	_____	_____
Research Statement	_____	_____
Writing Sample	_____	_____
Transcript (official)	_____	_____
Transcript (unofficial)	_____	_____
Teaching Evaluations	_____	_____
Other _____	_____	_____
Other _____	_____	_____

*(Please indicate if you are supplying information especially for this particular application, ex: supplied by *Applicant*, or would like to use something from your file, ex: supplied by *File*.)*

(OFFICE ONLY) Date Mailed: _____

COMING SOON!