



AUBURN UNIVERSITY
COLLEGE OF LIBERAL ARTS



AUBURN
MONTGOMERY

Joint Ph.D. in Public Administration and Public Policy

Graduate Student Handbook

Revised May 31, 2018

Contents

- I. Calendar
- II. Important Contacts
- III. Graduate Faculty Directory
- IV. Program Overview
- V. Course of Study and Curriculum
- VI. Registration Process
- VII. Comprehensive Exams
- VIII. The Dissertation
- IX. Professional Development
- X. Placement Assistance
- XI. Resources
- XII. Frequently Asked Questions

I. 2017-2018 Calendar

	University	Ph.D. Program	Conferences & Meetings
August	16 AUM Classes Begin	16 New Student Orientation	8/31-9/3 APSA Annual Conference, San Francisco CA
	17 Biggio Center New GTA Orientation	16 GTA/GRA Orientation	
	18 Graduate Student Orientation	21 Last Day to Apply for Fall 2017 Comps	
	21 Classes Begin		
	22 Last Day to Add or Cancel AUM Classes		
September	4 Labor Day Holiday 5 AUM Student Holiday	26-28 Fall Comprehensive Exams	
	11 Last Day to Register for Fall 2017	TBD Brownbag	
October	10 Mid-Semester	16 Last Day to Submit Dissertation First Approval Form	4-7 SECoPA Conference, Hollywood FL
	12-13 Fall Break		
	20 Last Day to drop AUM Classes	TBD Brownbag	11-14 NASPAA Conference, Washington DC 16-17 Election Symposium, Auburn AL 22-25 ICMA Conference, San Antonio TX
November	3 Last Day to Withdraw	TBD Brownbag	
	6 Last Day for Spring 2017 Incomplete	17 Last Day to Submit Form Z	
	20-24 Thanksgiving Break 30 Classes End at AUM		

	University	Ph.D. Program	Conferences & Meetings
December	4-7 Final Exams at AUM	TBD End of Semester Event	
	8 Classes End		
	11-15 Final Exams		
January	16 Graduation	TBD Brownbag	4-6 SPSA Conference, New Orleans LA
	8 Spring Classes Begin at AUM		
	10 Spring Classes Begin		
	15 MLK Day		
	16 Student Holiday at AUM		
February		13-15 TENTATIVE Comprehensive Exams	2-4 APSA TLC Conference, Baltimore MD
		TBD Brownbag	
March	1 Last Day to Drop Classes	5 Last Day to Submit Dissertation First Approval Form	9-13 ASPA Annual Conference, Denver CO
	12-16 Spring Break	TBD Brownbag	TBD AIAPSA
	21 Last Day to Drop Classes at AUM		
	30 Last Day to Withdraw		
April	2 Summer/Fall Registration	23 Last Day for Ph.D. Final Approval Form	5-8 MPSA Conference, Chicago IL
	24 Last Day of Classes at AUM	TBD Brownbag	
	27 Last Day of Classes		
	4/26,30, 5/1-2 Final Exams at AUM		

	University	Ph.D. Program	Conferences & Meetings
May	4/30-5/4 Final Exams		
	5 Graduation at AUM		
	5-7 Graduation		
	17 Summer Classes Begin		
	28 Memorial Day		
June	20 Classes End 1 st Minimester	22 Last Day to Submit Dissertation First Approval Form	
	25 Minimester 2 Begins		
July	4 Independence Day	16 Last Day to Submit Form Z	
August	1-3 Final Exams		8/30-9/2 APSA Conference, Boston MA
	4 Graduation		

II. Important Contacts

Mitchell Brown
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AU Department of Political Science
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Janine Barnes
Ph.D. Program Administrator
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Andrew Cortell
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AUM Department of Political Science and Public Administration
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Cynthia Bowling
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Kathleen Hale
MPA Director
Graduate Certificate Coordinator
AU Department of Political Science
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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>	321 Tichenor	844-2183	jaa0025@auburn.edu
Paula Bobrowski Ph.D., Syracuse University <i>Health Administration, Leadership, Technology Management, 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>	7080 Haley	844-6152	bowlicj@auburn.edu
Mitchell Brown Ph.D., University of Maryland <i>American Politics, Research Methods, Elections Administration,</i>	8030 Haley	844-6170	brown11@auburn.edu
Steven Brown Ph.D., University of Virginia <i>Public Law, Religion and Politics, Japanese Politics</i>	7008 Haley	844-6154	brown32@auburn.edu
Andrew Cortell Ph.D., Columbia University <i>International Relations Theory, Political Economy, International Organization</i>	209D Goodwyn	244-3622	acortell@aum.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</i>			ldennard@aum.edu
Kathleen Hale Ph.D., J.D., Kent State University <i>Public Policy, Public Administration, Intergovernmental, Nonprofit Organizations</i>	8030 Haley	844-6155	halekat@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
Murray Jardine Ph.D., Duke University <i>Political Theory, Political theology</i>	7066 Haley	844-6162	jardimu@auburn.edu
Kelly Krawczyk Ph.D., Wayne State University <i>Nonprofit Management, Governance, Capacity Building, Fundraising</i>	8030 Haley	844-6460	kak0037@auburn.edu
Kalu Kalu Ph.D., Texas Tech University <i>Public Administration, Comparative Politics, American Politics and Institutions</i>	209I Goodwyn	244-3695	kkalu@aum.edu
GRAD LEVEL 1			
John Brooks Ph.D., University of California, Berkeley <i>American Politics, Public Administration, Methodology</i>	209J Goodwyn	244-3123	jbrook30@aum.edu
Sweta Byahut Ph.D., University of Cincinnati <i>Building Characteristics, Planning Legislation and Policy Development</i>	8052 Haley	844-8436	szb0054@auburn.edu
Cathleen Erwin Ph.D., University of Alabama at Birmingham <i>Health Administration, Nonprofit Organizations, Strategic Management</i>	7072 Haley	844-5051	coe0001@auburn.edu
Jonathan Fisk Ph.D., Colorado State University <i>Environmental Policy; State and Local Government; Public Administration</i>	8044 Haley	844-9644	jmf0055@auburn.edu
Megan Heim-LaFrombois Ph.D., University of Illinois at Chicago <i>Community Development; Participatory Planning; Urban Studies</i>	7080 Haley	844-5370	meh0085@auburn.edu

Nick Howard Ph.D., University of North Carolina <i>American Politics; Political Methodology; Legislative Organization; Congress</i>	209E Goodwyn	244-3177	nhoward8@aum.edu
David Hughes Ph.D., University of Georgia <i>Judicial Accountability; Informational Environments; Citizen Assessment of Courts</i>	209G Goodwyn	244-3594	dhughe10@aum.edu
Soren Jordan Ph.D., Texas A&M <i>American Politics; Research Methodology; Political Polarization; Congress</i>	7080 Haley	844-6265	scj0014@auburn.edu
Bridgett King Ph.D., Kent State University <i>Political Participation, Election Administration, Felony Disenfranchisement</i>	7006 Haley	844-6301	bak0020@auburn.edu
Pellumb Kelmendi Ph.D., Brown University <i>International Relations, Terrorism</i>	7080 Haley	844-5370	pzk0026@auburn.edu
Jay Mittal Ph.D., University of Cincinnati <i>Real Estate, Planning, Regional Science, GIS</i>	7080 Haley	844-8409	jzm0029@auburn.edu
Clifton Perry Ph.D., J.D., University of California, Santa Barbara <i>Public Law, Ethics</i>	7096 Haley	844-6158	perrycb@auburn.edu
Becki Retzlaff Ph.D., University of Illinois at Chicago <i>Planning and Development Regulation; Plan Implementation</i>	8018 Haley	663-7562	rcr0001@auburn.edu
Geoffrey Silvera Ph.D., Penn State University <i>Health Administration; Healthcare Management; Strategic Management</i>	7080 Haley	844-6234	gsilvera@auburn.edu

IV. Program Overview

The Joint Doctoral Program in Public Administration and Public Policy is a collaboration of the Department of Political Science at Auburn University (AU) and the Department of Political Science and Public Administration at Auburn University at Montgomery (AUM). The mission of the program is to build successful researchers, scholars, faculty members, teachers, and leaders for careers in higher education, public agencies, and non-profit organizations. To that end, the curriculum is designed to support the development of students' substantive knowledge, research skills, and eventual expertise in fields critical to public administration and public policy today. The program also builds on and reflects the expertise within the two partnering departments.

STUDENT LEARNING OUTCOMES

The Ph.D. program has six newly adopted key programmatic SLOs required for assessment. Students graduating from the Joint Ph.D. Program in Public Administration and Public Policy will:

1. Understand, analyze, and critique the literature including current scholarship and its strengths and weaknesses in the relevant subfields of the political science, public policy, and public administration disciplines (Literature);
2. Understand and identify methodological approaches used to address disciplinary problems and questions (Methodology);
3. Design and execute original research on contemporary disciplinary problems and questions, including connecting literature, theory, and methodology (Original Contribution);
4. Apply the most appropriate methodological approaches to advance understanding of a specific disciplinary problem or question (Analysis);
5. Clearly and effectively communicate in written and verbal forms disciplinary material in the comprehensive examination, the dissertation prospectus, and the dissertation (Communication);
6. Model and display behavior consistent with professional norms and objectives (Professionalism).

These SLOs are comprehensive and commensurate with the expectations of similar and higher ranked doctoral programs in the disciplines of political science generally, and public administration and public policy more specifically. The faculty approved these SLOs at the May 2016 program meeting.

DEGREE REQUIREMENTS

The Ph.D. curriculum includes core courses, a research methodology sequence, and an advisor-approved series of electives where students develop expertise in two of seven areas, also known as fields.

- 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.

- Additional Courses -- other courses are chosen in consultation with the Ph.D. Director and must be in two of seven fields, including:
 - American Politics and Policy
 - Global Politics and Policy
 - Public Administration
 - Nonprofit and Community Governance
 - Election Administration
 - Applied Research
 - Community and Urban Planning

Minimum Credit Requirements

Hours of formal Ph.D. course work	39
Hours of Dissertation Credit	10
Total Hours for Ph.D. course work	49
Hours needed past Baccalaureate degree:	75*

*These hours are transferred from one or more master's degree programs

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

MINIMUM ONE-THIRD CREDIT-HOUR REQUIREMENT AT EACH INSTITUTION

A minimum of one-third of the program's required 49 credit hours must be taken at Auburn University and a minimum of one-third of the required credit hours must be taken at Auburn University at Montgomery.

TIME REQUIRED TO COMPLETE PROGRAM

A student has 6 years to complete the required coursework and attain candidacy for the Ph.D. 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 an 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

First Year

- Begin electronic Plan of Study (PoS) in DegreeWorks on the Graduate School Website by the end of your first semester. DO NOT submit this form to the graduate school at this time.
- Explore options for core and elective courses with the Ph.D. Director. Begin talking to faculty about your interests, and thinking about a dissertation chair.

Second Year

- Complete Coursework.
- Complete CITI training. Email your Chair and the Ph.D. administrator proof of your completion.
- Choose a Dissertation Chair, and with his/her help, a committee. This person now serves as your advisor.

Semester Immediately Following Completion of Coursework

- Complete Student Comprehensive Exam application and email to the Ph.D. 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 Ph.D. Director for completeness, and receive her approval to submit. NOW, submit PoS email listing your dissertation committee to Graduate School, which will trigger the PoS approval process.
- Complete Certification of Graduate Residency (GS form).
- Take written comprehensive exams.
- Work on dissertation prospectus with dissertation advisor.

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. Your plan of study should be approved through DegreeWorks at this point. Once the PoS is approved:
 - a. Use GS Form A to apply for general 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 and your Chair. Deliver the signed form to the Ph.D. administrator, who will scan the form and send it to the Graduate School and file the original in your official file.
 - c. Once Form C is received by GS, you are officially a Doctoral Candidate (sometimes denoted as ABD, for “all but dissertation” complete).

After Prospectus Defense

- After prospectus defense, submit IRB protocols if necessary.
- With Chair, identify an Outside Reader and confirm his/her agreement.
- Write Dissertation. 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.**)

This first draft is extremely important. It should be considered the penultimate draft of your dissertation and be formatted according to the GS guidelines.

When Your Dissertation is Written

- The *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, for you to make corrections, 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. You and your Chair should receive copies by email Form Z, Final oral defense approval form. Take this form along with the ETD approval form, to your defense for signatures.
- Defend Dissertation.
- Take all signed forms to the Ph.D. administrator for submission to the graduate school.
- Follow all other directions about 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 expectation is that all Ph.D. students will take and pass with at least a grade of a B five core classes, a minimum of three field classes each in two fields (4 is preferred), and a minimum of ten dissertation hours, for a total of 49 hours.¹ In addition, over the course of their time in the program, students will attend professional development opportunities when able

Course requirements include:

POLI 8000/PUAD 7000 ²	Seminar in Public Administration	(3)
POLI 8010/PUAD 7010	Research Design & Analysis	(3)
POLI 8020/PUAD 7020	Seminar in Public Policy	(3)
POLI 8120/PUAD 7120	Qualitative Analysis	(3)
POLI 8130/PUAD 7130	Quantitative Analysis	(3)
Field 1	See below	(9-12)
Field 2	See below	(9-12)
POLI 8990/8996/PUAD 7992	Dissertation	(10)

Students will select two fields from which to take classes and take comprehensive exams. These fields include U.S. public policy, election administration, nonprofit organizations and community governance, global public policy, public sector administration, applied research, and community and urban planning. Additional fields may be added. Field courses cannot be counted for more than one field, even if the courses overlap fields (many will). With permission of the program director, graduate classes from other departments related to the field areas will be counted only if no other options for courses are available. The same will be true for directed readings.

Students with an MPA from AU or AUM who matriculate into the Ph.D. program will be expected to pick two specialty areas that will allow them to take coursework above and beyond those courses already taken in the MPA program. Students may not have course requirements waived for these 46 hours, as they will already have 30 hours of the MPA counted toward the graduate school requirements.

COURSE ROTATION INFORMATION

The core classes for the Ph.D. program are currently on a 4 semester rotation. Check with the Ph.D. Director for approval of coursework and planning.

¹ The graduate school requires a total of 60 post-bachelor hours to award a Ph.D.; thus we will transfer in 14 hours from each student's master's degree.

² POLI refers to courses taken at AU; PUAD refers to courses taken at AUM. Doctoral courses are numbered 8000 at AU and 7000 at AUM.

PLAN OF STUDY (DegreeWorks - Graduate School Website) INSTRUCTIONS

1. Visit http://grad.auburn.edu/degree_works.html to begin your Plan of Study in DegreeWorks. Visit the Ph.D. Program website or the Graduate School website for information on how to fill out the Planner.
Students should have 13 classes and 10 dissertation hours for the Ph.D. requirements and list up to a total of 75 post-BA hours (this is over the number of hours required).
2. 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 Ph.D. Director for approval.
Instructions for this are found on the graduate school website.
Be sure to read the Checklist to make sure of the accuracy and timing of submission.
3. Once the Graduate School has reviewed and accepted your Planner, we will lock it, print to PDF, and email your committee members that it is ready for their review. Your major professor will communicate the committee's acceptance or rejection of the Planner back to the Graduate School.

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.

Semester One

1-2 core classes
1-2 field classes

Semester Two

1-2 core classes
1-2 field classes

Semester Three

1 core class
2-3 field classes

Semester Four

1 core class
2-3 field classes

Semester Five

Comprehensive exams
Prospectus defense

Semester Six

Begin work on dissertation

*****Part Time Students** – *We recognize that some of our students are pursuing their Ph.D. on a part-time basis. Your timeline will depend on whether you take one 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 advise the Director and faculty as to programmatic needs and course requests. Information from this form is also used for annual assessments for continuing graduate assistantships. 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 members of the Graduate Faculty. The Graduate Faculty will 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. Students will be contacted if they are rated as not making adequate progress.

VI. Registration Process

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

Once admitted to the Joint Ph.D. program, the student will receive his/her 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 Ph.D. 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 Ph.D. Administrator. If problems occur with these numbers, please work through the administrator 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 Ph.D. 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 contact the Ph.D. administrator at AU to assist you with registration.

A Note on Course Numbers: At AU, 8000 numbers refer to doctoral course and 7000 and 6000 courses are Masters level courses (which may also be taken as elective credits). At AUM, 7000 numbers refer to doctoral courses and only 6000 courses are Masters level courses. *They may be taken as electives with the approval of the student's advisor.* MA level courses for which there are Ph.D. level corollaries will NOT count toward your required 13 Doctoral courses or towards electives. For example, you may not take Human Resources PUAD 6050 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.

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 or PUAD 7962: Directed Readings to satisfy coursework requirements.

To enroll in a POLI 7960/66 or PUAD 7962 course, a student must complete the university form titled “Proposal for Independent Study Courses” and obtain the necessary approvals (i.e. course faculty, Ph.D. director, department chair).

Students who enroll in POLI 7960/66 or PUAD 7962 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 or PUAD 7992). Except by permission of the Ph.D. 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/DISCUSSION COURSES

To facilitate enrollment for students who are not on-campus regularly, we have created distance education versions of two courses – Independent Readings (POLI 7966/PUAD 7962) and Dissertation hours (POLI 8996/PUAD 7992). 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. 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 as you do not need to pay the regular student “fees”. If you have questions, please contact the Ph.D. 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). Please note, attendance and participation in graduate level courses is a rudimentary and necessary part of a graduate education in public administration and policy.

VII. COMPREHENSIVE EXAMS

During the spring or fall semester after course work is complete, students will take comprehensive exams administered by the department. The traditional exam option consists of sections testing core and field knowledge. Students will have two opportunities to pass the comprehensive exams, and must pass each section before scheduling the oral examination. The comprehensive examination is administered by the department and is thus subject to change with adequate notification of students.

GENERAL TIMELINE FOR TAKING COMPREHENSIVE EXAMS

- Finish Coursework.
- You may take Comps during the Fall or Spring Semester. The semester after your course work is complete, you should complete the Comprehensive Exam application form and return it to the Ph.D. Director by the deadline.
- The Comprehensive Exam will be given on three designated days about four to six weeks into the semester. You will know the exact dates at least one month prior to exam time. 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, including the policy seminar, public administration, seminar, and 3 research methods courses. This exam lasts 8 hours plus a 30 minute lunch break.

DAY 2 First field—this exam lasts 4 hours.

DAY 3 Second field—this exam lasts 4 hours.

TAKING THE EXAMS

The student should be at the designated location a couple minutes before 8:00 a.m or as directed. At the designated time, each student will be issued a laptop (or directed to a computer lab) 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. At 4:30 p.m. (or as directed at AUM), 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 faculty members who will grade each exam question(s) according to a comp exam rubric. Students' final scores on the exam will be reported to both the student and his/her chair about a month after exams are taken.

While waiting for exam scores, the student should be working with his/her chair to prepare his/her dissertation prospectus. The prospectus defense functions as the student's general oral exam (see departmental Ph.D. 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. 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 and will be dismissed from the program.

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 Ph.D. Director (examples might include unavoidable military service or unavoidable preplanned work-related travel), then a late-exam may be scheduled at the discretion of the Ph.D. 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 of the student is NOT an acceptable reason to grant a late exam.

If a student feels that typing the exam would be extremely detrimental to his/her success (i.e., failure will occur if the student is forced to type his/her answers during an eight-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 his/her 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 the exam.

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

RUBRIC FOR GRADING COMPREHENSIVE EXAMS- NEW SYSTEM

The new scoring and assessment rubric is under development. A committee of three field professors will grade the exams. Students will be graded by field faculty on the breadth and depth of their knowledge of the key theoretical traditions, methods, and literature of the field, going significantly beyond what was specifically taught in the classes they completed. Exam answers will be scored as either 1) exceeds expectations (pass with distinction), 2) meets expectations (pass), or 3) below expectations (fail). Each exam answer must receive a minimum grade of meets expectations by consensus of the committee or from at least two graders to pass. If a student does not pass any part of the comprehensive exam, he/she will have one opportunity to repeat the exam the next semester it is offered. If a student fails the exam a second time, he/she will not be allowed to advance to candidacy.

VIII. The Dissertation

In the AU/AUM Joint Ph.D. 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 his/her 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 Ph.D. COMMITTEE

Your committee must be complete and your Plan of Study approved before you may apply to the Graduate School to take the General Oral Exam. Before approving the PoS, your Chair and the Ph.D. 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, with 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 the semester following successful completion of the Written Comprehensive Exams**. When the Committee concludes that the prospectus and defense are 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 during the annual review and 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 content 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 **is usually not** 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.
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 Ph.D. 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 Ph.D. administrator by the designated date each spring. Assistantships are discussed by committee each spring 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 Ph.D. 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 (PFF) Program. PFF is an interdisciplinary year-long program (GRAD 8940 and 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 (<http://wp.auburn.edu/writing/writing-center/>).

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 (<http://www.grad.auburn.edu>).

X. Placement Assistance

The Joint Program is committed to assisting its students during the placement process for academic positions after graduation. Each student's chair can provide subject specific advice on different employment opportunities and training. Students are also encouraged to attend the APSA conference as they go on the market to take place in their information interview process.

Today, most academic job applications are on-line. However, some schools require partial or full job packets submitted in paper via mail service. The program assists by helping job candidates assemble and send out parts of the application packets to be provided in hard-copy format. The Ph.D. 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 as well as material from faculty and the department. Find the link for this form on our Ph.D. webpage and a copy in the appendix. Once you have all the elements you would like included in your packet secured with the Ph.D. administrator in a master file, you may then fill out the form/checklist and submit it to the Ph.D. 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.

XI. OTHER

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 Ph.D. course.

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 packages.

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 LABS

The Political Science Department at AU provides 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. The Department of Political Science and Public Administration at AUM has access to a computer lab, with SPSS installed.

XII. Frequently Asked Questions & Advice

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

The Department of Political Science at Auburn administers the Ph.D. program. For further questions on administration of the Ph.D. program, please contact Ms. Janine Barnes at 334.844.5370 or email her at tuttjan@auburn.edu. Ms. France will be glad to help you with the admissions process or enrollment issues. For more detailed questions about the Ph.D. program itself, please feel free to contact the current Ph.D. Director.

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 Ph.D. 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, 4 field courses each in 2 areas, and 10 hours of dissertation credit.

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

A student must have taken 75 hours of post-graduate coursework to graduate. Thus, credits from your MA will be counted toward your Ph.D. degree to make up for the difference between 75 hours and the required 39 hours of Ph.D. coursework and 10 dissertation hours.

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 field courses are offered either at the AU or AUM campus, depending on which professor is teaching the course that term. 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/current-students/academics/calendar>).

7) *Are there requirements regarding a minimum number of credit hours to be taken at each campus?*

A minimum of one-third of the program's required 49 credit hours must be taken at Auburn University and a minimum of one-third of the required credit hours must be taken at Auburn University at Montgomery.

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

Most of the core and track courses are offered at 4 pm or later. Many field courses are also at night, but some are available during the regular school day as well. To assist students who travel significant distances to class, sometimes core, track, and/or popular electives may be offered back-to-back starting at 4:00 p.m. and 6:30 p.m. on the Auburn campus or 3:30 p.m. and 6:20 p.m. on the AUM campus.

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

This committee is formed in the first three semesters, and assists in 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 members 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 may be approved for dissertation committees if they have graduate faculty 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 the CV of the faculty member to the Dean of the Graduate School for approval.

10) *What are 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 encouraged.

11) *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.

12) *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. Other students may attend with the committees' permission.

13) 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, and 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 and at AUM PUAD 7992.

At least one complete semester must intervene between the oral exam and the final defense of the dissertation. 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.

14) 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 the entire doctoral program's 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 Ph.D. 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 Ph.D. Administrator).