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INTRODUCTION

This handbook provides prospective and current doctoral students with general information about policies and procedures in the John Glenn College of Public Affairs at The Ohio State University. This handbook is a supplement to the university’s Graduate School Handbook, which is the authoritative source outlining requirements, procedures, and deadlines. If you are a prospective student with questions about admissions requirements or the application process, please check our website or contact student affairs (614-292-9633 or GlennApply). If you are a current or prospective student with questions about the doctoral program or requirements, please contact the director of doctoral studies, Dr. Stéphane Lavertu (lavertu.1@osu.edu).

The John Glenn College of Public Affairs offers undergraduate and graduate programs leading to the following credentials: Bachelor of Arts in Public Management, Leadership, and Policy (BA), Bachelor of Science in Public Policy Analysis (BS), Master of Public Administration (MPA), an in-career Master of Arts in Public Policy and Management (MA), an online and in-career Master of Public Administration and Leadership (MPAL), dual MA and MPA degrees, graduate certificates in Public Management and in Criminal Justice Administration, undergraduate and graduate minors, accelerated combined BA/MPA and BS/MPA degrees, and the Doctor of Philosophy in Public Policy and Management (PhD). At any given point in time, the Glenn College typically has just over 400 undergraduate students and approximately 250 graduate students (25 doctoral and 225 master’s students). Classes and seminars are kept small to facilitate interaction between faculty and students. Located in Ohio’s fastest growing large city and the state capital, the Glenn College offers students regular interaction with public officials and administrators. This interaction occurs not only in the classroom but also through research projects, internship opportunities, and special events with our active alumni society.

The John Glenn College of Public Affairs includes core faculty members, courtesy faculty who divide their time between public affairs and related academic disciplines, and a number of local adjunct instructors who bring their professional experience into the classroom. A wide range of academic disciplines and professional fields are represented on the faculty, including public administration, public policy, nonprofit management, psychology, economics, political science, law, history, geography, sociology, engineering, and operations research. Many faculty members have experience in government and nonprofit organizations.

Professional and academic conferences in which the College’s faculty and doctoral students regularly participate include those sponsored by organizations such as the American Society for Public Administration, Association for Public Policy Analysis and Management, Public Management Research Association, Association for Research on Nonprofit Organizations and Voluntary Action, American Political Science Association, National Tax Association, American Economics Association, Academy of Management, and International Research Society for Public Management.
OBJECTIVES

The PhD in Public Policy and Management prepares individuals for university careers in teaching and research, and for research roles in government, nonprofit organizations, and other settings. The curriculum provides graduates with an ability to combine techniques and theory from several disciplines to address public sector problems and to advance knowledge of public policy and management through teaching and research.

Specifically, the PhD program seeks to provide students with the following:

1. An understanding of the intellectual and historical foundations of public affairs, including multidisciplinary approaches to addressing public problems;
2. An understanding of the theories and methods used to study policymaking processes and to conduct policy research—including policy analysis and evaluation;
3. An understanding of the theories and methods used to study organizations that operate in the public and non-profit sectors;
4. A basic foundation in microeconomic theory and its application to the public sector;
5. A thorough preparation in analytical foundations and competence in advanced research methods and appropriate tools for investigating public policy and management problems; and
6. An intensive concentration in a specialized topic area or discipline.

PROGRAM LENGTH

The program is designed to be completed in four years, although the length of time to complete the PhD program may vary, depending on prior academic preparation and the amount of time available for concentrated academic study. Students are expected to be enrolled in the program full-time for the duration of their study. The program requires a minimum of four full-time academic semesters of coursework plus an additional two to four semesters for the dissertation. The university and the Glenn College require that all credit-hour requirements be satisfied.

ADMISSION POLICIES

Admission to the PhD program is highly selective. The faculty is committed to maintaining small seminars, individual tutorials, and close student-faculty collaboration on research projects. Talented individuals from the United States and abroad with superior academic records and a strong interest in careers emphasizing research and scholarship in public policy and management are encouraged to apply. Our students come from a variety of academic backgrounds including public administration, the social and behavioral sciences, business administration, accounting, history, engineering, the physical sciences, mathematics, the biological sciences, education, law, and social work. Beyond strong academic credentials, we seek applicants whose research interests align well with one or more of our core faculty. The common bond among our faculty
and students is a dedication to addressing complex public policy and management problems through multidisciplinary research.

**How to Apply**

For a step by step guide on how to apply to the PhD program, including important deadlines and resources, please visit the [Graduate Admissions](#) page on our website.

**Deadlines:**

To be considered for **priority funding** (e.g., fellowships, assistantships, scholarships) applicants are strongly encouraged to submit complete applications by **December 1st for domestic applicants** and **November 1st for international applicants**. The final deadline for domestic and international applicants to submit a completed application is **March 15th**. Applications received after this date will be accepted on a case-by-case basis. All doctoral students begin the program during the autumn semester. We begin reviewing applications December 1st and will admit students until the student cohort is full, which may occur prior to the final March 15th deadline. Therefore, we recommend you submit your application as early as possible.

Faculty review for admission only those students who have submitted complete applications. Applicants are encouraged to check the status of their application materials online through [Graduate Admissions](#).

**Materials:**

All applicants for the PhD program are required to submit the following materials to Graduate Admissions via the online application:

1. A completed [Graduate School application](#)
2. Transcripts of all prior academic work*
3. At least three letters of recommendation, preferably from faculty or researchers, assessing the applicant’s potential for doctoral-level work*
4. An autobiographical statement summarizing the applicant’s preparation, career goals, and primary research interests as they relate to our PhD program*
5. A resume or CV. Be sure to include work experience, volunteer activities, academic and professional honors, honorary societies, extracurricular activities, any publications, and other significant activities*

*NOTE: If you choose not to attach these materials when completing the online application, you may attach them later, using the online uploader.

All international applicants must submit scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Michigan English Language Assessment Battery (MELAB), unless the applicant’s native language is English or the applicant has received a university-level degree from an English-speaking institution.
International applicants who wish to apply for a U.S. student visa for study at Ohio State must also submit a certified statement indicating that financial resources are available to defray the cost of graduate education.

**Admission Criteria**

An applicant must submit documentation that demonstrates, at a minimum, fulfillment of the following admission criteria:

- An earned baccalaureate or graduate/professional degree from an accredited college or university by the expected date of entry
- A minimum of 3.0 cumulative point-hour ratio (on a 4.0 scale) in all previous undergraduate work or in the last degree earned
- A minimum of 3.3 cumulative point-hour ratio (on a 4.0 scale) in all previous graduate work
- Prerequisite training that will enable the student to pursue the graduate program to which admission is sought
- Graduate Record Examination (GRE) General Aptitude Test scores which, when considered along with the above information, indicate the applicant’s ability to complete a rigorous program of doctoral studies (Successful applicants typically score in at least the 75th percentile for verbal and quantitative sections.)
- A minimum score on the Test of English as a Foreign Language (TOEFL) of 100 is preferred on the Internet Based TOEFL (This requirement applies to applicants from a country where the first language is not English, unless a degree was earned from an English-speaking institution. Additional TOEFL information and minimum university score requirements may be found online.)
- A clear and concise Statement of Purpose that outlines how the applicant’s research interests and career goals fit with our program
- Strong letters of support, preferably from university faculty members or researchers, commenting on the applicant’s potential for success in a rigorous academic program

**FINANCIAL AID**

Various forms of financial aid are available to doctoral students. Students interested in receiving financial aid should indicate so in the appropriate section of the Graduate School Application. Among the most common forms of financial aid are Graduate School Fellowships and Graduate Associate (GA) positions, which include Graduate Research Associate (GRA) positions and a limited number of Graduate Teaching Associate (GTA) positions. In addition, other funding opportunities may be applicable or available depending on academic areas of interest, demographic status, and/or level of graduate study.

**Deadlines for Graduate Fellowships**

Applicants with high undergraduate grade point averages who complete their applications by December 1st (November 1st for international applicants) can be nominated by the college for a
university-wide fellowship competition. **Fellowships** provide a waiver of academic tuition and fees, a monthly stipend without work commitment, and a subsidy of the student health insurance premium.

**Graduate Associateships**

Graduate associates are hired for research, teaching, and administrative positions in the college. Students supported through John Glenn College of Public Affairs funds must be full-time students pursuing the PhD degree. The awards are academically based. Grade point averages are initial criteria used in evaluating candidates. Additional consideration is given to pertinent work experience and special skills. Graduate associateships are also available campus-wide. Students may be apprised of new positions through our PhD email listserv and Buckeye Careers Network, our web-based searchable job/internship database linked from our [Career Services](#) web page. Many Glenn College faculty members also have funded projects. Students interested in working with a particular faculty member on a funded project are encouraged to reach out to the faculty member directly.

**Critical Difference for Women**

In an effort to become a national leader in creating an institutional environment for women to study and work which allows them to reach their full potential as scholars and professionals, The Ohio State University has established the **Critical Difference for Women** program. There are several scholarships funded under this program, including professional development grants, re-entry scholarships, and grants for conducting research on women.

**Loans**

**Federal Direct PLUS Loan for Graduate Students**

To qualify for the Federal Direct PLUS Student Loan, you must demonstrate financial need through filing the Financial Aid Form (FAFSA) and then submitting a Graduate PLUS Application to the [Student Financial Aid Office](#).

**Guaranteed Student Loans**

These student loans are obtained through your local bank or lending institution. Loan repayment commences six months after leaving school, at which point you will begin to pay interest and repay principal. The interest rates have been less than conventional loan rates, but more than the National Direct Student Loan rates. The processing of the application for the Guaranteed Student Loan usually takes six weeks or longer for out-of-state students. Consult your local lending institution for applications and guidelines.

**Short-Term and Long-Term University Loans**

These loans are designed for emergency needs related to educational expenses and require an application. For more information about application processes, borrowing limits, and repayment terms for short- and long-term university loans please see the Student Financial Aid Office’s information on [Loan Programs](#).
AWARDS

Students have the responsibility to seek out awards that can help finance their education. The Glenn College frequently informs its student body of relevant opportunities via electronic communications, but students should regularly seek resources for awards and scholarships such as the Student Financial Aid Office’s Scholarship Programs and the Graduate School’s Funding web pages. Some awards of particular interest to students may include the following:

**Presidential Fellowship**

The Ohio State University Graduate School’s Presidential Fellowship is the most prestigious award given by the Graduate School to recognize the outstanding scholarly accomplishments and potential of graduate students entering the final phase of their dissertation research or terminal degree project.

**K. Patricia Cross Future Leaders Award**

The K. Patricia Cross Future Leaders Award recognizes graduate students who show exemplary promise as leaders of higher education, whose work reflects a strong emphasis on teaching and learning, and who demonstrate a commitment to developing academic and civic responsibility in themselves and others. Deadline: October 1. Contact: Suzanne Hyers, (202) 387-3760.

**Alumni Grants for Graduate Research and Scholarship**

The Alumni Grants for Graduate Research and Scholarship (AGGRS) provide up to $2000 for dissertation research support to doctoral candidates without any other research support from their department or advisor due to lack of funds.

**Ray Travel Award for Scholarship and Service**

The Edward J. Ray Travel Award for Scholarship and Service (Ray Award) provides reimbursement or partial reimbursement for expenses incurred during travel to conferences and meetings to present original research. The Ray Award gives substantial weight to the applicant's service to his/her department, the university, and the surrounding community.

**Graduate Student Pelotonia Fellowship Program**

The Pelotonia Fellowship Program provides two-year research fellowships for up to 16 of the best and brightest Ohio State graduate students who want to help cure cancer. Cancer is a complex disease and curing it will take a multidisciplinary effort. So, no matter what the field of study, from traditional scientific fields to fields such as business, history, and engineering, all graduate students may apply.

**Glenn College PhD Student Small Research Grant**

The college encourages PhD students to pursue scholarly research while enrolled in the doctoral program. The Glenn College PhD Student Small Research Grant provides up to $2,000 annually to help support doctoral student research through a competitive application process that takes place during spring semester of the academic year. Students may submit proposals for research funding of $200 to $1,000. More than one student may be awarded funding in a given
competition, not to exceed $2,000 total to be allocated each year. Funds can be used to support a variety of research activities such as the purchase of data, original data collection, and travel expenses related to data collection. Small Research Grant funding cannot be used to cover stipends or supplemental compensation to the applicant. This funding is not intended to support conference travel expenses. For more information on conference funding, please refer to the PhD Conference Funding Policy and Procedures document in Appendix IV.

**Robert W. Backoff Research Award**

Each year, the Robert W. Backoff Research Award recognizes outstanding scholarship by a doctoral student in the John Glenn College of Public Affairs. This is a non-monetary honor that is awarded each year at pre-commencement. To be eligible for this award, students must be in good standing (as of April 15th) and not yet hold the degree of PhD. Papers either submitted for publication or accepted for publication during the current academic year are eligible. Co-authored papers are also eligible, but the paper submission should include a letter from at least one coauthor that details the nominee’s contribution. Students can nominate their own work for the award.

The paper will be judged primarily on the following:

- Advancement of knowledge
- Significance of the topic for public affairs
- Quality of the research
- Analysis and interpretation of the findings (if applicable)
- Clarity and organization of the writing
- Selectivity/quality/reputation of the publication
- Builds upon the nominee’s areas of study in the doctoral program

**PROGRAM SUPPORT**

**Page Hall Computing Facilities**

The Glenn College maintains a state-of-the-art computer lab and workspace exclusively for doctoral students (room 230). There is an additional computer lab open to all Glenn College graduate students in room 030. The computers in room 040 are also available when no class is in session. Computer labs are typically available 24 hours a day and include printers.

**Library**

Ohio State’s Library is one of the largest in the nation, with a collection of over six million volumes. These holdings, housed in the campus’ Main Library and 15 on-campus branch libraries are supplemented by over 100,000 serial subscriptions, including all of the important scholarly journals essential to advanced research. The university’s library system is augmented by the State Library of Ohio, OhioLINK, the Columbus Metropolitan Library, and the research library of Battelle Memorial Institute, all located within minutes of campus. Additionally, the library system employs one of the world’s most sophisticated information search and retrieval systems, which offers both standard and customized searches of information and databases throughout the world. This system permits students to determine quickly the location, circulation
status, and availability of all materials. Materials may also be checked out and delivered to campus addresses quickly via electronic request from collections of cooperating research libraries throughout Ohio and the nation. In addition, the Glenn College has a dedicated public affairs librarian, Carly Dearborn, to assist with customized searches, orders, and training. Ms. Dearborn also serves as the Public Policy Archivist. She can be contacted at 614-247-1605 or dearborn.8@osu.edu. She also maintains a web page of public affairs resources.

**Travel**

The faculty strongly encourages student participation in professional organizations as a means of career development. The Glenn College has a fund to provide some financial support for student participation in scholarly meetings to present papers, doctoral consortia, and other related activities if the student is on the conference program. Student should submit requests for travel funding to the Director of Doctoral Studies, as outlined in the PhD Student Conference Funding Policy and Procedures document included as Appendix V.

Students are responsible for having all the necessary permissions and university paperwork submitted before incurring any expenses related to the conference.

**Health Services**

Ohio State offers Student Health Insurance which provides coverage for students who wish to use the university Health Service clinics. Insurance premiums are paid each term along with instructional fees. Premiums vary with the type of coverage. Students may request individual, individual-plus-spouse, or family coverage. It is the responsibility of the student to stay informed and up to date about their chosen health care benefits.

**Housing**

Housing is available on campus in two residence halls reserved for graduate, professional, and non-traditional students. The residence halls provide single furnished rooms with access to vending machines, laundry, and kitchen facilities. Information and applications can be obtained by contacting the University Housing.

In addition, students may seek off-campus or family housing. Off-Campus and Commuter Student Services maintains a listing service of over 300 area apartments, including students searching for roommates. Limited family housing is available in university-owned Buckeye Village, approximately one mile from campus. A university bus service is available for students to travel to and from campus at no charge. The Office of International Affairs also provides additional assistance to international students in need of temporary housing upon arrival. The Public Affairs Student Association (PASA) Facebook page also serves as an informal resource for housing and other tips.

**Parking**

Parking without a parking permit is not permitted in any Ohio State parking lot. Students may purchase an Ohio State parking permit at the CampusParc Customer Service Center located in the South Campus Gateway at 1560 N. High Street. Customer Service Center Hours are as follows:
Autumn/Spring Semester: 7:30 a.m. – 6:00 p.m., weekdays
Summer Term: 7:30 a.m. – 5:00 p.m., weekdays

Please refer to CampusParc for full details about permit eligibility and prices. Permits may also be purchased online.

Child Care

Child care is available for Ohio State students and employees. Please visit the Office of Human Resources’ Child Care Program website (https://hr.osu.edu/childcare/) for more information.

Research Centers

Other resources are available to doctoral students on the Columbus campus of Ohio State. Some of the research centers on the Ohio State campus that may be relevant to our students include the following:

- Battelle Center for Science, Engineering and Public Policy
- Center for Interdisciplinary Law and Policy Studies
- Center for Health Outcomes, Policy, and Evaluation Studies
- Center for Human Resources Research
- Center for Urban and Regional Analysis
- Criminal Justice Research Center
- Drug Enforcement and Policy Center
- Institute for Population Research
- Kirwan Institute for the Study of Race and Ethnicity
- Mershon Center for International Security Studies
- Ohio Education Research Center
- Ohio State Center for Real Estate
- See https://www.osu.educenters.html for a full listing

CURRICULUM AND REQUIREMENTS

PhD Curriculum

The PhD curriculum incorporates a wide array of courses and experiences to provide students with the foundation necessary to advance public policy and management research and practice. The Glenn College doctoral seminars are concentrated in five core areas of instruction: public affairs foundations and inquiry, public policy processes and analysis, public sector economics, organizational theory and behavior, and research design and methods. These core areas provide a
common body of knowledge and skills for all doctoral students with an eye toward careers in multidisciplinary research environments.

Students have considerable flexibility in designing their remaining program of study, which requires four elective methods courses and three or more elective courses to develop specialized expertise. Examples of specialization topic areas include public management, nonprofit management, public economics, public finance, energy and environmental policy, education and workforce policy, housing policy, health policy, food policy, and management science. A (non-exhaustive) listing and description of courses appears below.

The main restrictions are that methods courses in a specialization area do not count towards the three-course specialization requirement, and at least two of the four methods courses must be in statistics or econometrics. Most of these courses are offered outside of the Glenn College, with the exception of PUBAFRS 7571, “Multivariate Data Analysis,” an introductory econometrics course that is taught at the graduate level. This course is an appropriate first course for students without a strong prior background in regression analysis. The college also offers PUBAFRS 7572 “Policy Simulation and Modeling,” PUBAFRS 7573 “Qualitative Methods for Public Affairs,” and PUBAFRS 7574 “Mixed Methods Approaches for Policy-Related Research.”

Upon entering the program, each student initially works with the Director of Doctoral Studies, who assists the student in scheduling courses and in becoming familiar with the college and its doctoral program. By the end of the second year of enrollment in the PhD program, the student selects a faculty advisor and, together with that advisor, plans a program of study designed to complete the core curriculum and specialized coursework.

General Requirements

It is crucial to keep apprised of the structures and requirements in place for graduate study at The Ohio State University. The most important resource is the Graduate School Handbook, which is the authoritative source outlining all enrollment, residency, and examination requirements, procedures, and deadlines. It is the responsibility of the student to be aware of and adhere to all university and Graduate School policies, procedures, and deadlines.

Credit Hours and Residence Requirements
(Excerpted from the Graduate School Handbook, July 14, 2020)

A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a PhD or DMA degree.

If a master’s degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master’s degree is required. If a doctoral student has taken a master’s degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student’s advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the doctoral degree. It is recommended that this notification occur by the end of the first semester.
beyond completion of a master’s degree, but no later than the student’s final semester in the PhD or DMA degree program. If the master’s degree was earned at another university, then its graduate credit hours must be transferred to this university. Of the 50 post-master’s hours, at least 24 graduate hours must be taken at this university.

A student must be registered for at least three graduate credit hours during the autumn or spring semester(s) or summer term(s) of the candidacy examination, the autumn or spring semester or summer term of the final oral examination, and the autumn or spring semester or summer term of expected graduation.

Note: Students seeking transfer credit should complete the top half of the Transfer of Graduate Credit form and then turn it in to the Glenn College’s 110 desk for the appropriate signatures.

Course Load

The course load is determined by the nature of the courses taken, the student’s academic record, and employment/funding status. Course loads for full-time students typically range from 8 to 15 credit hours per semester (usually 3 to 5 courses). A student may not enroll for more than 18 credit hours in autumn or spring semesters, exclusive of audit courses. A student may not enroll for more than 12 credit hours during summer term.

To maintain full-time continuous enrollment status during autumn and spring semesters, most students (including those with GAA, GTA, or GRA funding) must register for at least 8 credit hours. Fellowship students must register for 12 hours and post-candidacy students must register for at least 3 credit hours during autumn and spring semesters. For students choosing to take classes during summer term, full-time status requires registering for at least 4 hours for funded students, at least 6 hours for fellowship students, and 3 hours for post-candidacy students. See the Graduate School Course Registration Requirements for more information on required credit hours, and the Office of the University Registrar for information on important dates.

Glenn College Grades Appeals Process

Grade grievances are covered by university policy (3335-8-23, Alteration of marks). Students should be aware of these university policies and the Glenn College’s procedures for implementing this policy. Grades are subject to change only when a procedural error was made in the evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding semester or summer term. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class.

If a student believes that a procedural error in grading was made, the student should meet with the instructor in an attempt to resolve the issue. If the instructor does not agree that a procedural error was made, the student may meet with the relevant program director (undergraduate, graduate professional, or PhD) to discuss the grade grievance. The program director shall respond to the student no later than thirty days after the student has requested a review by the program director. Upon receipt of the program director’s response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing by duplicate
submission to the associate dean for curriculum and program director within the Glenn College. In these cases, a faculty committee comprised of the faculty members of the relevant curriculum committee and chaired by the associate dean for curriculum will conduct a review and make a final determination within the college. The faculty committee chaired by the associate dean for curriculum will not include the program director.

Should the program director and instructor be one in the same, the program director will not conduct a review of the grade grievance. If the issue is not resolved to the satisfaction of the student after meeting with the instructor, the student may request the associate dean for curriculum to convene a faculty committee comprised of the faculty members of the relevant curriculum committee and chaired by the associate dean for curriculum to conduct a review and make a final determination within the college.

Should the associate dean for curriculum and the instructor be one in the same, the associate dean for faculty development will convene and chair the faculty review committee.

**Major Milestones in the PhD Program**

Doctoral students must successfully complete the Candidacy Examination within four years of entering with a master’s degree in public administration or within five years of entering without a master’s degree in public administration, although most students complete the candidacy exam by the beginning of their third year in the program. Students are admitted to candidacy upon successfully completing the Candidacy Examination. Students must fill out a Notification of Candidacy Examination in [https://gradforms.osu.edu](https://gradforms.osu.edu) at least two weeks prior to the exam. Failure to do this will result in the postponement of the exam.

Once admitted to candidacy, students have five years to successfully defend their doctoral dissertation. However, students are expected to make timely progress on their dissertation research, and most finish within one to three years after attaining candidacy. In this process, an important milestone is the dissertation proposal. It is expected that the dissertation proposal will be presented and approved by the end of the third academic year.
Reasonable Progress – Milestone/Timeline

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<th>Milestone</th>
<th>Timeline</th>
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<td>1</td>
<td>Successful completion of Glenn College Coursework</td>
<td>Within 4 consecutive semesters during the course work phase of the program</td>
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<tr>
<td>2</td>
<td>Completion and presentation of the first year paper</td>
<td>By the end of Autumn semester of the 2\textsuperscript{nd} academic year</td>
</tr>
<tr>
<td>3</td>
<td>Successful completion of the Candidacy Examination</td>
<td>Summer of the 2\textsuperscript{nd} academic year</td>
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<tr>
<td>4</td>
<td>Dissertation Proposal presented and approved</td>
<td>By the end of the 3\textsuperscript{rd} academic year</td>
</tr>
<tr>
<td>5</td>
<td>Defend Doctoral Dissertation</td>
<td>By the end of the 5\textsuperscript{th} academic year (the graduate school requires the defense within 5 years after admission to candidacy)</td>
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GUIDELINES

Guidelines for Reasonable Progress Prior to Candidacy in the Doctoral Program

The doctoral program is designed—through coursework, examinations, and collaborative and independent research—to help students acquire skills and competencies necessary to flourish as independent researchers.

Obtaining a doctoral degree entails demonstration of the student’s deep and thorough understanding of academic and other literatures relevant to the student’s area of research. Through the writing of the doctoral dissertation, the student is expected to extend understanding of the relevant literatures by addressing public affairs problems. Achieving these objectives requires that the student be well versed in the relevant literature, be able to take an unstructured problem and formulate it in a form that lends itself to research, implement the research, report (in writing and verbally) on the research process and findings, and discuss the implications of these findings for public affairs.

Competencies and Skills

The core courses for the doctoral program are designed to provide students with an understanding of the following:

- the intellectual and historical foundations of public affairs, including multidisciplinary contributions to address public problems;
- public policy formulation, implementation, and evaluation techniques and processes;
- the concepts, methods, and techniques of organization theory and administrative processes applicable to the public sector environment;
- microeconomic theory and its application to the public sector; and
- advanced research methods and quantitative tools required for investigating public policy and management problems.
An important function of student assessment in the doctoral program is to determine students’ command of these topics, and to ascertain whether students can apply their understanding to conduct independent research.

**First Year Paper**

Glenn College doctoral students begin writing an empirical research paper during the first year of the program. Students are expected to complete the paper by the beginning of autumn term of their second year and present their paper in the Second Year Seminar during that term. Successful completion and presentation of the paper fulfills the requirements for PUBAFRS 8890.03: Second Year Doctoral Seminar. Students complete their first year papers under an apprenticeship model. Students are not expected to collect their own data or design their own study for the first year paper. Rather, students work under the direction of a Glenn College faculty member who serves as the First Year Paper Advisor. The First Year Paper Advisor typically leads the study design and provides data, in collaboration with the first year student. Refer to Appendix I for a detailed description of the First Year Paper requirements.

**Candidacy Examination**

Students are admitted to candidacy for the doctoral degree upon successful completion of the candidacy examination. Students must take the candidacy examination after completing the First Year Paper as well as satisfying core course requirements and the university’s minimum credit hour requirements. The candidacy exam has written and oral components. Students must fill out a Notification of candidacy examination at [https://gradforms.osu.edu](https://gradforms.osu.edu) at least two weeks prior to the oral portion of the candidacy exam. Failure to do this will result in the postponement of the exam.

The Glenn College administers candidacy exams during the summer each year (as well as other times as needed). Refer to Appendix II for a detailed description of the candidacy exam requirements.

**Dissertation Proposal**

We expect students to defend their dissertation proposals in their third year. See Appendix III for more details.

**Dissertation Defense**

Students should familiarize themselves with section 7.8 (Dissertation) and section 7.9 (Final Oral Examination) of the Graduate School Handbook. The doctoral candidate typically provides an overview of the dissertation in approximately 20-30 minutes, which is followed by a question-and-answer period such that the total time for the examination is approximately two hours.

The doctoral defense in the Glenn College is loosely structured like a seminar with a few important differences. Students, faculty, and the general public who are not part of the dissertation committee are welcome to attend for the first 30 minutes of the defense, followed by a closed 90 minute session with the student and the dissertation committee. At the start of the examination, the committee members and the Graduate School representative meet in private to discuss whether any of the members has concerns regarding the written document and to
determine how the examination will be conducted, including deciding upon the order in which the committee members will ask questions. After committee members inform the doctoral candidate and the audience about how the examination will proceed, the candidate makes a 20-30 minute presentation without interruption, except for clarifying questions from the committee members. At the end of the presentation, the chair of the dissertation committee may allow some time for non-committee members from the audience to ask questions. After this open question period, non-committee members will be dismissed from the room. The committee members and the representative from the Graduate School will then proceed with their questions based on the oral presentation and the written document. At the completion of the question-and-answer period, the committee members and the Graduate School representative once again discuss in private and certify the outcome of the oral defense.

You must fill out a Notification of Dissertation Defense in https://gradforms.osu.edu at least two weeks prior to the oral portion of the oral defense. Failure to do this will result in the postponement of your exam.

**Guidelines on Good Practice**

Beyond the curricular requirements for getting a PhD from the Glenn College and Ohio State, there are activities that students should undertake to both enhance the experience of earning a PhD and to prepare for their careers. It is not too early to begin to establish a record of research, service, and teaching. Some of these activities include the following:

**Research**
- Present a paper in the Glenn College seminar series
- Present a paper at a conference prior to being on the academic job market
- Submit a paper to a journal for potential publication
- Submit a grant proposal
- Attend seminars or colloquia in other departments or colleges on campus

**Teaching**
- If interested in an academic career, seek out opportunities to lead recitation sessions or teach a course in the undergraduate program
- Consult with Assistant Dean of Students and Instruction to conduct a needs assessment
- Attend workshops at the university’s Drake Institute for Teaching and Learning
- Participate in the Graduate School’s Preparing Future Faculty program

**Wellness**
- Be sure to treat your mind and body well by developing and practicing healthy exercise, dietary, sleep, financial, and relaxation habits.
- Ohio State offers many centralized services to aid in wellness. Visit the Glenn College’s Graduate Resources page to learn more.
- Ohio State offers counseling and support groups specifically designed to assist doctoral students. For information, visit the Office of Student Life’s Counseling and Consultation Service page.
Service and Involvement

- Get involved in the life of the college
  - Become an active member in the Doctoral Student Organization
  - Attend seminars, classmates’ proposal and dissertation defenses and talks
  - Volunteer to meet with job candidates and visiting speakers
  - Volunteer to serve on a committee
- Get involved in university activities
  - Attend seminars or take classes in other departments
  - Get involved in one of the interdisciplinary centers on campus
  - Get involved with the Council of Graduate Students by serving or applying for Ray Travel Awards and the Hayes Graduate Research Forum
  - Participate in social, enrichment, or family-friendly events held by the OUAB Graduate and Professional Programming Committee
  - Participate in multicultural events sponsored by the Ohio State Multicultural Center
  - Below are links to websites that include opportunities for getting involved on campus
    - Council of Graduate Students
    - Student Activities/Ohio Union (Discount tickets/student organizations, and activities)
    - OUAB Graduate and Professional Programming Committee
    - Wexner Center for the Arts
    - Athletic Events and Teams
    - Recreational Sports
    - Multicultural Center
    - Office of International Affairs (programs and services)
- Experience Columbus
  - Below are links to different sites and events in Columbus
    - Experience Columbus (guide for events)
    - Columbus Commons (riverfront park, restaurants and entertainment)
    - Downtown Columbus
    - The Short North (shopping and restaurants)
    - Arena District (sporting events, concerts, restaurants)
    - North Market and Farmer’s Markets
    - South Campus Gateway (shopping, restaurants, movies)
    - Columbus Blue Jackets (Hockey)
    - Columbus Clippers (Baseball)
    - Columbus Crew (Soccer)
    - Easton Mall (shopping, entertainment and restaurants)
    - Columbus Zoo
    - COSI (Center of Science and Industry)
    - Columbus Metro Parks
 COURSE DESCRIPTIONS AND LISTINGS

Described below are the course requirements for the PhD in Public Policy and Management. These courses are organized into four parts: foundation courses, content area courses, research design and methods courses and specialization courses. The foundation courses are taken by all students. Among the content area course requirements, some courses typically will have been taken in a master’s curriculum and, therefore, may be waived. These are indicated by an asterisk (*). In addition, for some core course requirements, substitutions may be warranted, especially where there is significant overlap with more advanced work in the student’s area of specialization. Students are required to take all three doctoral-level core classes, PUBAFRS 8030, 8040 and 8050. Students are also required to take at least four methods courses and three specialization courses. Methods and specialization course offerings vary from year to year. Listed below are indicative of the courses taken by former students in these areas. Each student must take the initiative to seek out current information and to work closely with his or her adviser to decide on a set of methods and specialization courses appropriate for the dissertation and future research interests.

The objective of the doctoral program is to develop scholars whose research focuses on furthering the public interest through the study of the formulation, implementation, and evaluation of policies and programs. Formulation includes research on the design of policies and processes, and the ways in which policy problems are defined. Implementation includes analyses of the networks, organizations and individuals that create and carry out public programs, and the study of the alignment of resources and processes to achieve policy objectives and outcomes. Evaluation includes assessment of the effects of a given intervention or policy, and analyses of policy and program outcomes to understand the factors that affect performance. Also included is research that advances conceptual frameworks and methods within the context of formulation, implementation, and evaluation of policies and programs.

For more information on the lay-out of the curriculum, please see Appendix V: Graduation Requirement Checklist.

FOUNDATION COURSES

PUBAFRS 8000  Public Policy and Management: Foundations and Approaches
In-depth introduction to research and theory of public administration intended to familiarize students with major research streams in the field and issues and debates involved therein. Assists students in planning research directions. 3 credit hours

PUBAFRS 8890.01  First Year Doctoral Seminar I
First in a sequential series of four, develops skills and capacities for first-year Glenn College doctoral students to succeed and thrive as scholars. 1 credit hour

PUBAFRS 8890.02  First Year Doctoral Seminar II
Second in a sequential series of four, develops skills and capacities for first-year Glenn College doctoral students to succeed and thrive as scholars. 1 credit hour

PUBAFRS 8890.03  Second Year Doctoral Seminar I
Third in a sequential series of four, develops skills and capacities for second-year Glenn College doctoral students to advance in the field as scholars and prepare for academic careers. 1 credit hour

PUBAFRS 8890.04 College Teaching in Public Affairs
This interactive seminar assists advanced graduate students in developing the necessary skills for college level teaching in public affairs: pedagogical strategies; theoretical and interdisciplinary practices; instructor professional development. 2 credit hours

PUBAFRS 8898 Graduate Research Non-Dissertation
(Second Year Doctoral Seminar II)
Last in a sequential series of four, reviews the literature, theories and techniques from the foundation and core classes in preparation for the candidacy exam. To be taken in the Summer term during which candidacy exam is written. 3-4 credit hours

CONTENT AREA COURSES

Public Policy

PUBAFRS 8030 Seminar in Public Policy.
Designed to heighten graduate students’ ability to think critically about public policy processes and policy analysis. It emphasizes the critical assessment of public policy research on policy formulation, implementation, and evaluation. 3 credit hours

PUBAFRS 6000* Public Policy Formulation and Implementation.
Equips students with foundational knowledge to evaluate public policies and programs. Students learn about different types of evaluations and research design for conducting evaluations. Exposure to ethical considerations in conducting evaluations. 4 credit hours

Public Sector Economics

PUBAFRS 8050 Seminar in Public Sector Economics
The applications of rational choice modeling to public policy analysis, and organizational decision-making. 3 credit hours

PUBAFRS 6030* Public Sector Economics
Economic analysis in the public sector; application of economic and analytical techniques to identify and frame public policy problems; analysis of policy solution trade-offs; efficiency; market failure; public choice. 4 credit hours

**PUBAFRS 6040*** Public Budgeting and Finance
Survey and analysis of government fiscal activities; taxation principles, intergovernmental relations, fiscal problems; public sector budgeting; budgets as mechanism for planning/allocating/controlling resources; tools for program and results evaluation. 4 credit hours

**Management and Organizational Theory**

**PUBAFRS 8040** Seminar in Public Management and Organizational Theory/Behavior
Provides an in-depth introduction to research and theory about public management. Survey of the major perspectives in organizational theory and their application to public management. 3 credit hours

**PUBAFRS 6050*** Managing Public Organizations
Learn to manage public sector organizations with a focus on the external environment: context of public sector organizations, their structure, how they operate; managing organizational performance, innovation, and change. 4 credit hours

**PUBAFRS 6060*** Leading and Managing People in Public Organizations
Management of public sector organizations with focus on leadership and human resource behavior and management. 4 credit hours

* Students without a strong background in policy formulation and implementation should take PUBAFRS 6000 prior to PUBAFRS 8030, and students without a strong background in public economics should take PUBAFRS 6030 prior to PUBAFRS 8050. Similarly, PUBAFRS 6050 and 6060 are applied management courses, and are only appropriate for students without an MPA who plan to specialize in public management. There may be other elective management courses within the Glenn College that are a better fit depending on the student’s interests (e.g., nonprofit policy or management, or strategic management).

**RESEARCH DESIGN AND METHODS COURSEWORK**

**Research Design & Methods for Public Affairs**

**PUBAFRS 8782** Policy Modeling Seminar.
Survey of methods and tools underlying scholarly products to help students plan a doctoral dissertation or a paper publishable in an academic journal. 3 credit hours
Note: The prerequisites for this sequence are undergraduate courses in statistics and college math.

PUBAFRS 6080* Public Affairs Program Evaluation
Survey of the conceptual, methodological, bureaucratic, political and organizational issues surrounding evaluation research. 4 credit hours

Methods Elective Courses (students are required to take at least 4)
Students are required to take at least four additional methods courses, two of which should be statistics or econometrics courses. Students without a strong background in econometrics should begin with PUBAFRS 7571, “Multivariate Data Analysis” (ECON 5410, “Econometrics I” may be substituted for PUBAFRS 7571 if a scheduling conflict prevents a student from enrolling in PUBAFRS 7571). The second course should be an advanced econometrics course such as Econometrics II in the Economics Department (ECON 5420) or a comparable course in another department. Many departments on campus offer methods classes. Students should work with their advisor to select courses that fit with their research interests and provide the skills needed for the completion of their dissertation. For some, this may mean advanced work in econometrics; for others, it may mean more specialized study in areas such as survey research methods, qualitative research methods, or experimental design.

PUBAFRS 7571 Multivariate Regression Analysis
Provides an understanding of regression techniques, both from a "producer's" and a "consumer's" perspective. Regression, a statistical method used to study the relationships between variables, is used in public policy analysis. 3 credit hours

Other Methods Electives:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBAFRS 7572</td>
<td>Policy Simulation and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>PUBAFRS 7573</td>
<td>Qualitative Methods for Public Policy and Management</td>
<td>3</td>
</tr>
<tr>
<td>PUBAFRS 7574</td>
<td>Mixed Methods Approaches for Policy-Related Research</td>
<td>3</td>
</tr>
<tr>
<td>PUBAFRS 5770</td>
<td>Risk and Decision Analysis in Public Affairs</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5410</td>
<td>Econometrics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5420</td>
<td>Econometrics II</td>
<td>3</td>
</tr>
<tr>
<td>POLITSC 7553</td>
<td>Quantitative Political Analysis III</td>
<td>3</td>
</tr>
<tr>
<td>POLITSC 7788</td>
<td>Selected Topics in Political Methodology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 6810, 6811</td>
<td>Statistical Methods in Psychology I &amp; II</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 7820</td>
<td>Fundamentals of Factor Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 7821</td>
<td>Covariance Structure Models</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 7816</td>
<td>Action and Decision-Making</td>
<td>3</td>
</tr>
<tr>
<td>STAT 6610</td>
<td>Applied Nonparametric Statistics</td>
<td>3</td>
</tr>
<tr>
<td>EDUPL 7627</td>
<td>Sampling Designs and Survey Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>
SPECIALIZATION COURSEWORK

With advisor’s approval and in consultation with the Doctoral Studies Committee, each student identifies specialized course work advancing individual research pursuits. The objective is for students to develop sufficient depth in a topical area to be able to work successfully as researchers and scholars in the field. With the core curriculum serving as a foundation, this requires that students do more advanced study in the theoretical foundations of a field or topic area to be able to fully access and eventually contribute to the scholarly literature.

Whatever the topic area, a significant share of each student’s specialized coursework should be directed to advanced work in a particular area. More specifically, it is expected that within the framework of the PhD curriculum, every student will take at least three specialization courses, and these courses will constitute in-depth study of a particular research area. What is to be avoided is a specialization courses made up of a mix of widely distributed survey courses or excessive use of independent studies.

It is also advisable for students to develop some diversity in their specialization coursework. For example, a student wishing to conduct research in public finance may choose to complement this with advanced study in regional or urban economics. Such a combination is entirely feasible within the framework of the seven specialization courses. Again, the objective is to provide students with the necessary foundation for successful research careers.
In designing their program of study, students are expected to take the initiative to search out the best available courses currently available throughout the university. The courses listed below are selections, and do not encompass the full range of specialization courses available at Ohio State.

Listed below are some illustrative specialization courses available by topic area.

**Examples of Specialization Coursework**

Students may select specialization coursework in a specific policy area (e.g. health, education, or environment) or a complimentary field (e.g. economics, sociology, organizational theory, or political science). Before finalizing any specialization coursework, students must contact any departments where a class is listed to confirm that a particular course is being offered and when.

Below are examples of coursework that students have taken, grouped by topic area:

**Political Institutions**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLITSC 7130</td>
<td>Judicial Politics</td>
<td>3</td>
</tr>
<tr>
<td>POLITSC 7120</td>
<td>Legislative Politics</td>
<td>3</td>
</tr>
<tr>
<td>POLITSC 7160</td>
<td>Public Opinion</td>
<td>3</td>
</tr>
</tbody>
</table>

**Education and Workforce Policy**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBAFRS 7503</td>
<td>Higher Education Policy for Public Leaders</td>
<td>3</td>
</tr>
<tr>
<td>PUBAFRS 7506</td>
<td>Workforce Planning and Policy</td>
<td>3</td>
</tr>
<tr>
<td>PUBAFRS 7537</td>
<td>Education Policy for Public Leaders</td>
<td>3</td>
</tr>
<tr>
<td>SOCIOL 7820</td>
<td>Sociology of Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**Energy and Environmental Policy**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBAFRS 5800</td>
<td>Environmental Policy</td>
<td>3</td>
</tr>
<tr>
<td>AEDE 6300</td>
<td>Environmental and Resource Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Health Policy**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SOC 7830</td>
<td>Medical Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PUBHHMP 7624</td>
<td>Economic Evaluation of Health Care Programs and Services</td>
<td>3</td>
</tr>
<tr>
<td>PUBHEPI 6431</td>
<td>Design and Implementation of Health Surveys</td>
<td>3</td>
</tr>
</tbody>
</table>
### Housing

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP/PUBAFRS 5400</td>
<td>Planning for Housing</td>
<td>3</td>
</tr>
<tr>
<td>CRP 7400</td>
<td>Contemporary Topics in Planning*</td>
<td>3</td>
</tr>
<tr>
<td>CRP 6460</td>
<td>Real Estate Finance for Planners</td>
<td>3</td>
</tr>
<tr>
<td>BUSFIN 7241</td>
<td>Real Estate II</td>
<td>1.5</td>
</tr>
</tbody>
</table>

*Class offered infrequently*

### Food Policy

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBAFRS 5890</td>
<td>US Food Policy</td>
<td>3</td>
</tr>
<tr>
<td>PUBAFRS 5900</td>
<td>Food Systems Planning &amp; the Economy</td>
<td>3</td>
</tr>
<tr>
<td>FDSCTE 5320</td>
<td>Food Laws and Regulations</td>
<td>2</td>
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</table>

### Economics (Foundations)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ECON 6700</td>
<td>Survey of Mathematical Methods in Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 6701</td>
<td>Survey of Statistical Methods in Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 6711</td>
<td>Survey of Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 7700</td>
<td>Mathematics for Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 8711</td>
<td>Microeconomic Theory IA</td>
<td>3</td>
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<tr>
<td>ECON 8712</td>
<td>Microeconomic Theory IB</td>
<td>3</td>
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<tr>
<td>ECON 8713</td>
<td>Microeconomic Theory IIA</td>
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<tr>
<td>ECON 8714</td>
<td>Microeconomic Theory IIIB</td>
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<tr>
<td>ECON 8731</td>
<td>Econometrics I</td>
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<tr>
<td>ECON 8732</td>
<td>Econometrics II</td>
<td>4</td>
</tr>
<tr>
<td>ECON 8733</td>
<td>Econometrics III</td>
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### Public Finance

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ECON 8841</td>
<td>Public Econometrics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 8842</td>
<td>Public Econometrics II</td>
<td>3</td>
</tr>
<tr>
<td>AEDE 5330</td>
<td>Benefit Cost Analysis</td>
<td>5</td>
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</table>

### Economic Development and Urban Economics

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBAFRS 7531</td>
<td>Economic Development Planning and Policy</td>
<td>3</td>
</tr>
<tr>
<td>ECON 7790</td>
<td>Urban Economics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 8501</td>
<td>Seminar in Urban Geography: Spatial Organization of the City</td>
<td>3</td>
</tr>
<tr>
<td>CRP 5700 &amp; 6820</td>
<td>Urban Transportation Demand Forecasting</td>
<td>3</td>
</tr>
<tr>
<td>CRP 6810</td>
<td>Non-Motorized Transportation Planning</td>
<td>3</td>
</tr>
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</table>
### Location Analysis

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>GEOG 6271</td>
<td>Advanced Location Analysis</td>
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</tr>
<tr>
<td>GEOG 8271</td>
<td>Seminars in Location Analysis: Location Theory</td>
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### Organizational Theory and Behavior

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUSMHR 8401</td>
<td>Seminar in Strategic Management</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSMHR 8202</td>
<td>Seminar in Organization Behavior</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSMHR 8203</td>
<td>Seminar in Organization Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>SOC 7862</td>
<td>Seminar in Complex Organizations</td>
<td>3</td>
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</table>

### Human Resource Management

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUSMHR 7301</td>
<td>Conceptual and Historical Foundations of LHR Management</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSMHR 7302</td>
<td>Markets, Organizations, and HRM</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSMHR 7310</td>
<td>Labor Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSMHR 7313</td>
<td>Total Rewards/Compensation</td>
<td>3</td>
</tr>
<tr>
<td>BUSMHR 7335</td>
<td>Managing Diversity</td>
<td>1.5</td>
</tr>
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</table>

### Management Science

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ECON 8733</td>
<td>Econometrics III</td>
<td>3</td>
</tr>
<tr>
<td>STAT 6510</td>
<td>Survey Sampling Methods</td>
<td>3</td>
</tr>
<tr>
<td>STAT 6540</td>
<td>Applied Stochastic Processes</td>
<td>3</td>
</tr>
<tr>
<td>STAT 6550</td>
<td>The Statistical Analysis of Time Series</td>
<td>2</td>
</tr>
<tr>
<td>STAT 6560</td>
<td>Applied Multivariate Analysis</td>
<td>3</td>
</tr>
<tr>
<td>STAT 6610</td>
<td>Applied Nonparametric Statistics</td>
<td>3</td>
</tr>
<tr>
<td>STAT 6650</td>
<td>Discrete Data Analysis</td>
<td>2</td>
</tr>
<tr>
<td>STAT 6730</td>
<td>Introduction to Computational Statistics</td>
<td>2</td>
</tr>
<tr>
<td>STAT 7789</td>
<td>Survey Research Practicum</td>
<td>3</td>
</tr>
<tr>
<td>SOC 8607</td>
<td>Causal Modeling</td>
<td>3</td>
</tr>
<tr>
<td>AEDE 6110</td>
<td>Applied Quantitative Methods I</td>
<td>4</td>
</tr>
<tr>
<td>AEDE 7120</td>
<td>Quantitative Methods II</td>
<td>3</td>
</tr>
<tr>
<td>AEDE 7130</td>
<td>Applied Econometrics I</td>
<td>3</td>
</tr>
<tr>
<td>BUSMGT 8235</td>
<td>Seminar in Operations Research Applications to OM</td>
<td>1.5</td>
</tr>
<tr>
<td>ISE 7250</td>
<td>Operations Research Models and Methods</td>
<td>3</td>
</tr>
</tbody>
</table>
Minors

Students may also wish to pursue a graduate minor or graduate interdisciplinary specialization (GIS) in another related university department. Courses taken as part of a minor or GIS may count towards the four required methods courses or three required specialization courses, depending on the content. Please visit the Graduate School’s Graduate Minors and Interdisciplinary Specializations page to learn more about the minors and specializations available, as well as the process for declaring: [http://www.gradsch.osu.edu/graduate-interdisciplinary-specializations.html](http://www.gradsch.osu.edu/graduate-interdisciplinary-specializations.html). Some illustrative minors are as follows:

**Economics Minor**
The graduate minor in economics will benefit graduate students who wish to improve their substantive knowledge of theory, empirical methods and model analysis in the areas of microeconomics, macroeconomics, econometrics and their applications. Such training is intended to complement the student’s chosen graduate major field. The Director of Graduate Studies (DGS) in economics cannot advise prospective graduate minor students how the graduate minor in economics can specifically complement students’ home graduate program. A student should therefore consult the advisor in the home/major department as to how the graduate minor in economics can enhance the student’s major academic goal. For more information and to apply for the minor, please visit this page.

**Statistics Minors**
There are two minors in statistics – the Graduate Minor in Statistics, and the Graduate Minor in Statistical Data Analysis. Please see pages 5 and 7 in the Program Guide to Undergraduate and Graduate Studies in Statistics and Biostatistics ([https://stat.osu.edu/sites/stat.osu.edu/files/prog_guide_20160823.pdf](https://stat.osu.edu/sites/stat.osu.edu/files/prog_guide_20160823.pdf)) for more information on these minor programs.

**Research Methods Minor**
There is a Research Methods Minor available through the Department of Agricultural Communication, Education and Leadership, which aims to provide students with the knowledge and skills to conduct systematic inquiry and effectively interpret research results. Please visit [https://acel.osu.edu/future-students/graduate](https://acel.osu.edu/future-students/graduate) for more information.

**Graduate Interdisciplinary Specialization in Demography**
Demographic issues encompass some of the most pressing social issues of our time including population aging, unprecedented changes in the structure and functioning of the family, social inequality, and environmental challenges, to name a few. Please visit [http://ipr.osu.edu/gisd](http://ipr.osu.edu/gisd) for more information.

**Graduate Interdisciplinary Specialization in Quantitative Research Methods (GISQRM)**
For graduate students interested in methodology beyond basic regression, the Graduate Interdisciplinary Specialization in Quantitative Research Methods can help give you the advanced interdisciplinary skills needed for your career. Please visit [https://ehe.osu.edu/educational-studies/qrem/gisqrm/](https://ehe.osu.edu/educational-studies/qrem/gisqrm/) for more information.
<table>
<thead>
<tr>
<th>Year</th>
<th>Autumn Semester</th>
<th>Spring Semester</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PA 8890.01: First Year Doctoral Seminar I (1)</td>
<td>PA 8890.02 First Year Doctoral Seminar II (1)</td>
<td>PA 8193 Individual Studies (variable credit hours)</td>
</tr>
<tr>
<td></td>
<td>PA 8000: Public Policy and Management: Foundations and Approaches (3)</td>
<td>PA 8050: Seminar in Public Sector Economics (3) [offered every other year in SP]</td>
<td>and/or</td>
</tr>
<tr>
<td></td>
<td>PA 8040: Seminar in Organizational Theory and Management (3) [offered every other year in Fall]</td>
<td>OR</td>
<td>Specialization Course(s) chosen with help of faculty advisor (3)</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td>PA 8030: Seminar in Public Policy (3) [offered every other year in SP]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methods Elective I: PA 7571 Multivariate Data Analysis &amp; Mgt. (3) [or equivalent – see Advisor for help]</td>
<td>PA 8782: Seminar in Policy Modeling (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Students without a strong background in public policy should audit PA 6000; students without a strong background in public economics should enroll in PA 6030; students interested in budgeting and finance without an MPA can also enroll in 6040 as space permits]</td>
<td>PA 8890.04: College Teaching in Public Affairs (2) [offered every other year in SP]</td>
<td>[Students on fellowship during their first year are required to enroll in 4 credit hours during the summer; students appointed as a GRA are required to enroll in 3 credit hours during the summer. Students appointed as GTAs or not funded during the summer are not required to enroll in summer courses].</td>
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<tr>
<td></td>
<td>TOTAL = 10-14 semester credits</td>
<td>TOTAL = 10-13 semester credits</td>
<td>TOTAL = 0-4 credits</td>
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<tr>
<td>Year</td>
<td>Autumn Semester</td>
<td>Spring Semester</td>
<td>Summer Term</td>
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</table>
| 2    | PA 8890.03: Second Year Doctoral Seminar (1)  
PA 8040: Seminar in Organizational Theory and Management (3) [offered every other year in Fall]  
OR  
PA 8030: Seminar in Public Policy (3) [offered every other year in SP]  
Methods Elective III (3)  
Specialization courses chosen with help of faculty advisor (3)  
**TOTAL = 10 semester credits** | PA 8050: Seminar in Public Sector Economics (3)  
[offered every other year in SP]  
OR  
Specialization Course(s) chosen with help of faculty advisor (3)  
Methods Elective IV (3)  
Specialization courses chosen with help of faculty advisor (3)  
**TOTAL = 10-15 semester credits** | PA 8898 Research for Non-Dissertation (Candidacy Exam Prep class) (3)  
PA 8193 Individual Studies (variable credit hours)  
**Milestone: Candidacy Exam** |
| 3    | Specialization course chosen with help of faculty advisor (3)  
OR  
PA 8999: Research in Public Affairs: Dissertation (3)  
**REGISTER ONLY FOR 3 CREDITS PER TERM AFTER PASSING CANDIDACY EXAM** | PA 8999: Research in Public Affairs: Dissertation (3)  
**TOTAL = 3 credits** | PA 8999: Research in Public Affairs: Dissertation (variable credit)  
**Milestone: Proposal Defense**  
**TOTAL = 0-3 credits** |
<table>
<thead>
<tr>
<th>4</th>
<th>PA 8999: Research in Public Affairs: Dissertation (variable credit)</th>
<th>PA 8999: Research in Public Affairs: Dissertation (variable credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL = 3 credits</td>
<td>Milestone: Dissertation Defense</td>
<td>TOTAL = 3 credits</td>
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</table>
APPENDIX I: First Year Paper

Glenn College doctoral students begin writing an empirical research paper during the first year of their program. They are expected to complete the paper by the beginning of autumn term of their second year and present their paper in the First Year Seminar during that term. Successful completion and presentation of the paper fulfills the requirements for PUBAFRS 8890.03: Second Year Doctoral Seminar. Students complete their first year papers under an apprenticeship model. Students are not expected to collect their own data or design their own study for the first year paper. Rather, students work under the direction of a Glenn College faculty member who serves as the First Year Paper Advisor. The First Year Paper Advisor typically leads the study design and provides data, in collaboration with the first year student.

Objectives

The first year paper is an early introduction to the research process that culminates in a publishable, co-authored paper. The purpose of the first year paper is for students to learn how to write empirical academic papers by working under the direction of and in collaboration with a faculty member. While the candidacy exam and dissertation proposal assess the student’s ability to frame a research question and design an empirical strategy to answer it, the first year paper imparts practical skills relating to writing (and, ultimately, publishing) an academic paper.

The intent is to engage students in this process early in the doctoral program and to avoid having students begin the writing process only after completing courses and candidacy examinations. Instead, students should be thinking about and conducting research early in their careers as doctoral students. This is also an opportunity for students to begin a working relationship with a faculty member in an apprenticeship model, as well as to publish in a peer-reviewed journal before they graduate.

Expectations

Students are not expected to conduct independent research at this stage, as they have not yet completed coursework necessary to conduct independent research—including methods and substantive coursework in policy, management, and public economics. The faculty member is expected to take the lead with regard to problem formulation, securing data, and research design. The student should be meaningfully involved in conducting the analysis and is expected to write the draft of the paper that is presented during fall semester of their second year. In some cases, students may contribute to data collection; however, this must be approved in advance by the First Year Paper advisor and doctoral director, ensuring the data collection efforts are feasible within the timeframe allotted to the first year paper completion.

The student and faculty advisor will enter into a formal agreement at the beginning second semester of the student’s first year that stipulates the responsibilities and timeline for completion of the initial and final drafts. This agreement will be reviewed and approved by the doctoral director. Once the student presents the paper during autumn semester of the second year, it is expected that the First Year Paper Advisor will become a coauthor on the paper to help shepherd the paper through the publication process.
For students with little prior academic paper-writing experience, this paper is an opportunity to work on research topics with no expectations that the work will be part of the dissertation. It is expected, however, that students and their faculty co-authors will submit revised versions of the first-year papers for publication. This co-authorship will make students more competitive on the job market both by virtue of having publications and by displaying some breadth in the research agenda.

**Implementation**

The core first-year doctoral curriculum is designed to help the students with the process of writing the paper. At the beginning of each fall semester, the Director of Doctoral Studies will solicit all Glenn College faculty members for potential first year paper research project ideas. These ideas will be provided to first year doctoral students, who will set up interviews with faculty members to discuss potential project ideas. By the end of the first semester, students identify a faculty mentor to work with on their first year paper (i.e. First Year Paper Advisor). At the start of the second semester, students enter into a written agreement with their First Year Paper Advisor that lays out the student and faculty mentor responsibilities and timeline. This agreement will be reviewed and approved by the doctoral program director.

Students are expected to begin work on the first year paper at the start of the second semester of their first year. In the First Year Doctoral Seminar, students learn about the academic paper writing and presentation process, and, by the end of the term, students will be expected to orally present a draft of their paper in class that lays out the primary research issues (informed by the literature) and methodological approach. The majority of the analysis and writing of the results of the first year paper typically occurs during the summer after their first year.

The First Year Paper Advisor guides the student’s progress on the paper, including during the summer after the first year. This is formalized through an independent study during the summer after the first year, during which the First Year Paper Advisor serves as the instructor of record for the student. The student and the advisor prepare a schedule for meetings and key deliverables during the summer as part of the independent study. The student’s performance on the independent study is to be evaluated based on their effort and adherence to the timeline.

During the autumn semester of the second year in the doctoral program, students are required to present their first year paper as part of the Second Year Doctoral Seminar. Faculty and students will be invited to attend the presentation. The Director of Doctoral Studies and the First Year Paper Advisor will jointly evaluate the student’s work on the first year paper and presentation to determine if they meet the requirements stipulated below. If the student’s work on the first year paper does not meet the minimum requirements, the First Year Paper Advisor and Director of Doctoral Studies will develop a remediation plan for the student. Failure to pass the first year paper requirement may result in failure of the Second Year Doctoral Seminar course, and can result in dismissal from the program due to lack of progress.
Timeframe

<table>
<thead>
<tr>
<th>First semester:</th>
<th>Identify and interview potential faculty to serve as First year Paper Advisor</th>
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<tbody>
<tr>
<td>By the end of the first semester:</td>
<td>Identify a research topic and a First Year Paper Advisor</td>
</tr>
<tr>
<td>By the end of the second semester:</td>
<td>Prepare and present an early draft of the paper</td>
</tr>
<tr>
<td>Summer of the first year:</td>
<td>Work on completing the paper</td>
</tr>
<tr>
<td>Autumn of the second year:</td>
<td>Present paper</td>
</tr>
</tbody>
</table>

Criteria for paper completion

The student shall provide the completed paper to the instructor of PUBAFRS 8890.03 by October 1st of the autumn term of their second year. The instructor will ensure that the paper is distributed to the class, a first-year student discussant, and the Glenn College community.

The student shall present the paper orally in the First Year Seminar (which will be open to other faculty and students) in a 30 minute session, followed by 5-7 minutes of discussant comments and at least 30 minutes for discussion and audience participation.

The student’s work on the first year paper should demonstrate a basic understanding of how to:

- Structure a problem and write an academic paper;
- Apply methods that are appropriate to the research question;
- Identify the implications of the analysis for research and practice; and
- Present empirical research in a manner appropriate for an academic audience.

The First Year Paper Advisor and the Director of Doctoral Studies will evaluate the student’s work on the first year paper and presentation to determine the extent to which it meets these criteria. The student’s First Year Paper Advisor and the Director of Doctoral Studies will develop a remedial course of action for any student who does not successfully meet these criteria. A student may not take the candidacy examination without successful completion of the first year paper requirement.
PhD First Year Paper Evaluation Form

Student’s Name:
Date:

The First Year Paper Advisor and the Director of Doctoral Studies have evaluated the student’s work on the first year paper and presentation to determine the extent to which it meets the criteria in the doctoral handbook. The student’s work on the first year paper and presentation should demonstrate a basic understanding of how to accomplish the various tasks associated with writing a research paper. Our determination is as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Structure a problem and write an academic paper</td>
<td></td>
</tr>
<tr>
<td>Apply methods that are appropriate to the research question</td>
<td></td>
</tr>
<tr>
<td>Identify the implications of the analysis for research and practice</td>
<td></td>
</tr>
<tr>
<td>Present empirical research in a manner appropriate for an academic audience</td>
<td></td>
</tr>
</tbody>
</table>

Satisfactory = S
Near Satisfactory = NS
Unsatisfactory = U

A student must achieve “Satisfactory” or “Near Satisfactory” on the above criteria to pass the first year paper requirement. If “Unsatisfactory” on any of the above criteria, the following page indicates the remedial steps required to pass the first year paper. A student may not take the candidacy examination without successful completion of the first year paper requirement. If “Near Satisfactory”, the following page indicates suggested steps to help the student improve their skills in a particular area. If “Satisfactory,” the following page provides comments and recommendations to prepare the paper for journal submission.

____________________________   ______________________________
First Last Name                   Stéphane Lavertu
First Year Paper Advisor          Director of Doctoral Studies
APPENDIX II: Candidacy Examination

The candidacy examination is offered during summer term of the student’s second year in the program. The student must fill out a Notification for Candidacy Examination in https://gradforms.osu.edu at least two weeks prior to the oral portion of the candidacy exam. Failure to do this will result in the postponement of the exam, which must be completed within one month of the written portion.

Expected Competencies

There are four basic competencies that a student should demonstrate through an exam before the student may receive doctoral candidacy status in public affairs:

1. Knowledge of the material (reproduce from memory);
2. Understanding of the material (logically reason, compare and contrast the applicability and limitations of the material);
3. The ability to go beyond the existing literature to suggest new empirical research questions or conceptual solutions to theoretical problems; and
4. The ability to apply theory to academic and practical problems.

Specific Details on the Candidacy Examination

The Candidacy Examination tests a student’s knowledge of public affairs content and ability to think critically about important research areas that pertain to public affairs. The exam consists of written and oral components. The oral examination is conducted shortly after the completion of the written exam and is based on the content of the written exam. Please review the Ohio State Graduate School guidelines for the Candidacy Exam for additional details: https://gradsch.osu.edu/completing-your-degree/examinations/doctoral-examinations

The Dean of the Glenn College appoints a faculty exam committee and committee chair each year to administer the candidacy exam. The Director of Doctoral Studies coordinates the exam with the faculty exam committee and oversees all aspects of the exam process. All students in a cohort generally sit for the exam at the same time and receive the same questions, and, because all students have the same exam committee, they list the exam committee chair as their advisor in GRADFORMS.

Written Exam

The written exam is an in-depth test of a student’s command of the literature in the core areas of instruction: public affairs foundations and inquiry, public policy processes and analysis, public sector economics, public sector organizational theory and management, and public affairs research design and methods (policy modeling). All students respond to a field question related to public affairs foundations and inquiry and to a set of questions related to public affairs research design and methods. Students then must respond to an additional set of questions in two out of three content areas: (1) public policy processes and analysis; (2) public sector economics; and/or (3) public sector organizational theory and management. For each of the two content areas they select, students must answer one of the two sets of questions presented. See Figure 1, below.
The written examination is eight hours long, with a one-hour lunch break between two four-hour blocks. Students are provided with a study guide of topics for each of the content areas ahead of the examination. The faculty members appointed to the examination committee for a given year are responsible for updating the study guide with the assistance of the doctoral committee. While the exam is “closed book,” students are allowed to bring in a list of references to the examination. Students complete the examination on campus in a designated examination area. The college provides computers with internet access disabled.

**Oral Examination**

The oral examination takes place approximately two weeks after students complete the written portion of the candidacy exam. The members of the exam committee review the students’ responses to the written portion of the exam and provide written feedback to the students at least one week prior to the oral exam, using the college’s Written Feedback Form. The format of the oral examination follows the format specified by the Ohio State Graduate School. The date is scheduled at least two weeks in advance during announced university business hours and is two hours in length.

The period of time between the written and oral exam is considered part of the exam period. Students are not permitted to discuss written exam responses or the exam committee feedback with faculty members or other students during the exam period. The Written Feedback Form will designate exam committee members to contact with questions regarding particular written responses.

*Figure 1. Format of Written Exam*
APPENDIX III: Dissertation Proposal Guidelines

A doctoral dissertation represents the first large-scale effort at developing and executing a research project from start to finish that does, minimally, one or more of the following:

- addresses a gap in existing knowledge;
- identifies and addresses a gap in existing knowledge that we did not realize needed addressing;
- improves upon the current understanding and explanation of the issues;
- corrects errors in our explanations or understanding of the issues;
- offers another look at issues that were hitherto considered settled.

Thus, a doctoral dissertation in our school almost always finds its origins in practical problems where current approaches to addressing them are found wanting. Although description of particular public affairs concerns can often involve research, mere description is not sufficient in and of itself for a dissertation. The purpose of the dissertation proposal is to lay out a research agenda and an implementation plan for the months and – sometimes – years following the successful completion of written and oral exams.

A dissertation proposal, when successfully defended, becomes an implicit contract between the student and the dissertation committee members that stipulates that if the student does what is being proposed, to the satisfaction of the committee members, then the likelihood of a successful doctoral defense is high. An important caveat to accompany this last statement is that over the course of working on the dissertation, the student may encounter issues not foreseen in the proposal that when addressed might yield a stronger final product. Making adjustments in the light of such learning is both feasible and desirable, subject to mutual agreement between the student and the committee members.

Proposal Content

A proposal must clearly describe the nature and scope of the public affairs issues or concerns that will be investigated. The first task is to demonstrate how this issue or concern can be converted into a researchable problem that can be adequately addressed in a reasonable length of time. Formulating that research problem includes, though is not limited to addressing questions such as

- Why is this issue or concern of interest to other scholars and practitioners?
- What is the nature of the challenge for public servants, scholars and/or other affected or interested individuals or groups of individuals?
- How is this specific problem a special instance of a more general concern or issue?

Having formulated the problem, the student must discuss the academic literature and locate the problem in that context. Although the proposal will not include a comprehensive review of the literature, it must give the reader of the sense of

- The relevant literature
- The current understanding of such problems in the literature
- A critical assessment and the student’s understanding of the main topics in the relevant literature
- The location of the proposed dissertation in the literature just discussed
For some students, the proposal may be first time they actually have to think about where they position themselves in the existing literature and what is their critical assessment of that literature. The discussion of the substantive literature can be provided in combination with that of theoretical literature. The discussion of different theoretical approaches to a comparable substantive problem and even of theoretical approaches to different problems can be provided.

Having formulated the problem and located it in the literature, the third element is a description of the conceptual frameworks that provide the lens through which this particular issue will be studied and is then further elaborated through a discussion of selected methods of research. In other words, the proposal should next describe how the research will be implemented. Again, this section of the proposal should include, but not be limited to the following:

- A description of the general approach to the problem
- A description of the conceptual framework that will underlie the dissertation
- A description of the evidence that will inform the claims being made in the dissertation (Although a doctoral dissertation can be philosophical document consisting entirely of arguments and claims, it is rare for a public affairs dissertation to be devoid of any data)
- A description of the methods that will be used to make sense of the evidence and draw inferences to support the claims made in the dissertation

The selection of conceptual frames and methods should always be done with an eye towards the nature of the issues. The issue, the conceptual frames, and the methods should be aligned so that they collectively enhance the likelihood of adequately addressing the issues without paying undue attention to preconceived notions of an ideal methodological approach.

It is incumbent upon the student to outline the contributions of the proposed dissertation. The contributions can be to any one or more of the items addressed below:

- Problem formulation: How formulating the problem as proposed improves upon earlier formulations
- Conceptual framework: How the proposed framework might yield new conceptual insights
- Data: How the database you have developed or the data you plan to use are novel
- Methods: Extensions to available methods to address idiosyncrasies of the data
- Knowledge and practice: How the dissertation adds to our understanding and explanations of the underlying issues and promises potential approaches that practitioners might be able to implement

**Format**

How much detail is included in the proposal depends upon the advisor. Different advisors have different levels of need for the amount of progress the student must have made in reviewing the literature, developing the conceptual framework, acquiring the data, conducting preliminary analyses of the data and so forth, before defending the proposal. There are no specific guidelines as to the gap between the proposal and the final dissertation defense. In general, it should be early enough so that the committee members may provide proper guidance before the student has made substantial progress and committed to a specific research approach and set of data. It should not be so early in the student’s thinking that it lacks sufficient detail for the committee
members to judge the feasibility of the proposed research.

Regardless of the level of detail, the proposal must clarify

1. the main research issues (which some advisors like to see in the form of testable hypotheses)
2. conceptual framework
3. data sources and availability (some advisors like to see the data in hand with some preliminary analysis and results)
4. the methods used to organize and make sense of the data
5. potential contributions to knowledge and practice.

These five points can be laid out in sufficient detail in approximately five to seven thousand words. Additional supporting materials can always be relegated to appendices (literature review, detailed data description, preliminary analyses, etc.).

The proposal should include an outline of the tentative table of contents. In the past four to five decades a rather standard template has developed: introduction; literature review and methods; empirical analysis and discussion; conclusion and suggestions for future research. Of course, such a template is neither mandatory nor necessary. Originality is welcomed.

You will note that no mention has been made of the actual structure of the dissertation, that is, will it consist of multiple essays on related topics? Will it be a seamless discussion of a single issue in book length form? The answer to those questions lies with the student and the members of the committee. If someone is proposing multiple essays, then each essay need not incorporate all the items mentioned in the template. For instance, there could be a conceptual essay that develops a framework that does not include an empirical section.

Keep in mind that there is not, cannot be, and ought not to be one preferred template for a doctoral dissertation proposal. The doctoral student is encouraged to work closely with the advisor and committee members when:

(a) determining range and scope of the research topic (it has to be manageable and doable within a reasonable amount of time)
(b) defining the nature of the problem
(c) Considering different frameworks and conceptualizations
(d) Selecting appropriate conceptualizations and methods

Criteria for any doctoral committee to consider when judging the proposal include, among other factors, the likelihood of the dissertation adding to our current explanations for and understanding of the issues, coherence and consistency of the proposed arguments, and the candidate’s familiarity with the literature.

Above all else, a doctoral dissertation is a creative act and must therefore allow for originality and flexibility. Hence, the above should be construed as what they are described to be. They are guidelines.
**Proposal Defense**

The candidate should announce to Glenn College faculty and doctoral students the time and date of their proposal defense at least two weeks before their defense. The candidate must also distribute their proposal to committee members via email at least five (5) business days before the day of the defense. The student (in collaboration with the advisor) is responsible for ensuring that all committee members are available for the defense, scheduling the room, setting the time, and sending out the announcement.

The proposal defense should last no more than two hours and the student and committee chair should agree on a format prior to the defense. We highly recommend that dissertation committees follow a process consistent with Graduate School guidelines for the dissertation defense. According to these guidelines, students, faculty, and the general public who are not part of the dissertation committee are welcome to attend for the first 30 minutes of the defense, followed by a closed session limited to the student and the dissertation committee. This closed session may last up to 1.5 hours—for a total of up to two hours. Specifically, the doctoral candidate typically provides an overview of their dissertation proposal for approximately 20-30 minutes during the public portion, and then answers questions from the public audience for about 10 minutes. The committee chair then dismisses everyone but the candidate and members of the committee for a closed-door question-and-answer period. After this question-and-answer period, the committee asks the candidate to step out while they discuss the presentation and the merits of the proposal. Finally, after members of the committee have reached a decision, they invite the candidate back in to discuss their evaluation (based on the form below). Assessments of the candidate should occur only in the closed session.

The focus of the committee’s close-door discussion should be on whether the student is ready to proceed with his or her dissertation, and the steps needed to proceed (if ready) or steps needed to be ready to proceed (if not ready). During this conversation, members of the committee should fill out a proposal defense form (below) to summarize their collective assessment of the student’s proposal and readiness to proceed. First, the committee should identify if the proposal is “unsatisfactory”, “near satisfactory”, or “satisfactory” on the dimensions included on the evaluation form. (Note that rating a dimension as “near satisfactory” does not imply that the student will necessarily need to revise the proposal; rather, it may indicate where the student may want to make improvements/ refinements as he or she proceeds with the dissertation.) Second, the committee should indicate its overall assessment regarding the student’s readiness to move forward with the dissertation, including whether or not it requires revisions to the proposal and whether the student will be asked to re-defend the proposal. Third, committee members should discuss specific recommendations for the student to consider when moving forward.

The committee hands the student the completed form at the end of the session, so that the student can make copies. The student should give one copy of the form to the doctoral director for internal tracking purposes and to monitor the student’s progress in the program. The student should also prepare a memo summarizing the committee feedback regarding next steps, and they should circulate this memo to the committee members (electronically is fine).
Dissertation Proposal Evaluation Form

Student’s Name: Date:

The dissertation advisor and the dissertation committee members have evaluated the dissertation proposal to determine the extent to which it meets the criteria outlined in the doctoral handbook, indicating readiness to begin independent dissertation research. Our determination is as follows:

Problem Formulation: Problem is formulated in a way that it can be reasonably addressed by research

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Substantial revisions and re-working are necessary to reframe the problem in a way that is appropriate for dissertation research.</td>
</tr>
<tr>
<td>Near Satisfactory</td>
<td>The problem is fairly well defined; however some revisions are needed for the dissertation.</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Problem is well defined and is within the appropriate scope for a dissertation.</td>
</tr>
</tbody>
</table>

Contextual Contribution: Research is well positioned to contribute to theoretical/empirical literature

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Substantial revisions and reworking are necessary; relevant literature is missing or is not used appropriately to frame the research problem.</td>
</tr>
<tr>
<td>Near Satisfactory</td>
<td>Contextual background includes relevant literature, but dissertation will need more integration or additional sources to better inform the problem.</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Problem and research approach are positioned appropriately within the literature.</td>
</tr>
</tbody>
</table>

Research Design & Methods: Research design, data and/or methods are appropriate

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<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Research design, data and/or proposed methods are inadequate for the dissertation; research design or methods are inappropriate and/or necessary data is missing</td>
</tr>
<tr>
<td>Near Satisfactory</td>
<td>Research design, data and/or proposed methods are adequate but require some refinement for the dissertation.</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Research design, data and/or proposed methods are appropriate for dissertation.</td>
</tr>
</tbody>
</table>

Coherence and Consistency: Proposal has a logical flow and is well written and organized

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Proposal does not have a logical flow, and/or it is presented in a way that prevents the committee from following the underlying logic (e.g., poorly written)</td>
</tr>
<tr>
<td>Near Satisfactory</td>
<td>Proposal has a logical flow, but the presentation of the information needs improvement to allow for better clarity</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Proposal is well written and has a logical flow</td>
</tr>
</tbody>
</table>

Based on the above, the committee recommends:

_____ Revisions to the dissertation proposal and a new dissertation proposal presentation

_____ Revisions to the dissertation proposal document need to be reviewed and approved by the committee, but no need for a new proposal presentation

_____ No revisions to the dissertation proposal required. Student is ready to proceed with the dissertation, as per the memo summarizing committee feedback

____________________________   ______________________________
Dissertation Advisor         Committee Member

____________________________   ______________________________
Committee Member             Committee Member

**All students should also prepare a memo (submitted to their committee) summarizing the feedback of the committee members as well as next steps recommended to proceed with dissertation research.
APPENDIX IV: PhD Student Small Research Grant Guidelines

Last Updated 4-24-19

A. Purpose

The Glenn College PhD Student Small Research Grant aims to support doctoral students to conduct scholarly research that will ideally result in a publishable paper. Glenn College PhD students can apply for up to $1,000 for a specified research project. This document describes the requirements and process for Glenn College PhD students to apply for the Small Research Grant.

B. Audience

Glenn College PhD students

C. Policy and Procedures

The college encourages PhD students to pursue scholarly research while enrolled in the doctoral program. The Glenn College PhD Student Small Research Grant will allocate up to $2,000 annually to help support doctoral student research through a competitive application process that will take place during spring semester of the academic year. Students may submit proposals for research funding of $200 to $1,000. More than one student may be awarded funding in a given competition, not to exceed $2,000 total to be allocated each year. Funds can be used to support a variety of research activities such as the purchase of data, original data collection, and travel expenses related to data collection. Small Research Grant funding cannot be used to cover stipends or supplemental compensation to the applicant. This funding is not intended to support conference travel expenses. For more information on conference funding, please refer to the PhD Conference Funding Policy and Procedures document.

Procedures

Interested PhD students must apply for the PhD Student Small Research Grant by March 31 of a given academic year. The doctoral committee will review applications and announce funding decisions on or before May 1 of each academic year.

To apply for the Small Research Grant, please submit a short proposal to the Director of Doctoral Studies by 11:59 pm on March 31. The format of the proposal should be double-spaced with one-inch margins and 12 or larger font size. The proposal should include the following components:

1. A brief research statement (no more than 3 pages inclusive of figures, tables, and appendices) about the research that describes the problem, methods, expected results, and basic and/or applied significance. The text should reflect both the overall design and current status of the various parts of the research. References may not exceed one additional page beyond the three pages of text.
2. A brief work-plan (no more than 1 page) that includes the timeline for conducting the research.
3. A budget narrative (no more than .5 pages) indicating how the Small Research Grant funds will be used to execute the research activities. This narrative should also explain the significance of this funding (e.g., the purchase of new data, etc.) to the research project. Funds should be spent within 12 months of the award date.
The doctoral program committee will review each application with consideration of the following criteria:

- The articulation of the research problem and its contribution to public affairs
- The appropriateness of the research design and methods
- The feasibility of the work-plan
- The budget and budget justification and significance of this funding to the research project
- The student’s progress in the PhD program. This determination is based predominately on the most recent annual review. Students who are not making adequate progress (per the doctoral handbook) are unlikely to receive Small Research Grant funding.

The Director of Doctoral Studies will notify PhD students of the award decision on or before May 1st. Funded students will coordinate award logistics with the Glenn College Grants and Contracts Specialist.
APPENDIX V: PhD Student Conference Funding Policy and Procedures

Last Updated 8-31-20

A. Purpose

To establish the guidelines and process for distributing funding to PhD students to support their attendance at research conferences and workshops, which can aid in the professional development of PhD students while raising the profile of the Glenn College.

B. Audience

Glenn College PhD students

C. Policy and Procedures

The college may provide up to $1,000 per year for conference travel, lodging, and registration fees to each PhD student presenting research at academic conferences and workshops, upon approval of the doctoral program director. PhD students may also request college funding to participate in a conference or workshop in a role other than presenter (e.g., doctoral student consortium or panel discussant), but presenting students will receive priority. PhD students may also request college funding to support training opportunities (such as through ICPSR); however, priority is given to students presenting research at conferences, and support for training is contingent on funding availability.

Students are encouraged to seek funding for conferences outside of the college first, including through conference sponsorships/awards and other Ohio State graduate-student funding such as the Graduate School’s Ray Travel Award. Students who have secured external funding to attend conferences receive priority for subsequent college funding requests.

Airfare must be booked through the university travel system and will be prepaid using college funds. Conference registration fees can also be pre-paid using college funds. The college will reimburse students for all other approved expenses upon receipt of the appropriate documentation required by university policy.

Procedures

PhD students interested in receiving college funding to cover conference travel must submit an application to the doctoral program director. The doctoral program has limited funds to spend on conference travel each year. Students submitting by the priority deadline each semester will be given full consideration for conference funding requests. The priority deadlines are September 1 and March 1. While PhD students may apply for funding outside of the priority deadline, there is no guarantee that funding will still be available.

To submit a conference request, please send a one-page memo with the following information by email to the Director of Doctoral Studies:

1. The conference you will be attending
2. Dates of travel
3. Your role in the conference (presenter, discussant, chair, etc.)
4. The title(s) of your presentation
5. Short explanation of how your involvement in the conference helps further your academic and/or professional goals
6. Have you received conference funding from sources other than the Glenn College for prior conferences? When, how much, and from what source?
7. Have you pursued other funding sources for this conference? When will you be notified of the decision (if not already)? How much funding have you requested (or received) from other sources for this conference?
8. Have you received Glenn College conference funding in the past? If yes, please list the dates (month and year) of prior college funded conference travel.
9. A travel budget estimate (include factors such as registration fees, travel and hotel) and amount you are requesting if different than your estimate
10. Potential days and times for you to do a practice presentation before your trip; please coordinate this with the Doctoral Student Colloquium Director*

*Students requesting funding to attend training (such as ICPSR) must provide a justification for the training, including how it contributes to their research development, and a rationale for why the skills or knowledge cannot be obtained through Ohio State coursework or training opportunities.

The doctoral program director will review each conference funding application with consideration of the following criteria:

- Is the student making adequate progress in the PhD program, as indicated in the doctoral program handbook? This determination is based predominately on the most recent annual review. Students who are not making adequate progress are unlikely to receive college funding for conference travel.
- Is the conference a core public affairs conference, and will it further the doctoral student’s academic and professional development?
- Has the student applied for or received funding for conference travel outside of the Glenn College in the past? How often and when?
- For students in their fourth year and beyond, has the student successfully defended a dissertation proposal? Priority within this group of students will be given to fourth year+ students who have successfully defended their proposals and who are on the job market.

The Director of Doctoral Studies will notify PhD students of the decision on conference funding requests by email (with a cc to the Glenn College Fiscal Officer) within two weeks of receiving the request, including the maximum approved dollar amount and list of approved expenses for the specific conference. Once approved, the PhD student must work with a Glenn College fiscal officer (email Glenn-Help@osu.edu) to set up an eTravel request and authorization prior to incurring any expenses.
APPENDIX VI: Graduation Requirement Checklist

<table>
<thead>
<tr>
<th>Progress in Program</th>
<th>Check off/list courses taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PA Foundation Courses</strong></td>
<td></td>
</tr>
<tr>
<td>8000 (3)</td>
<td>8890.03 (1)</td>
</tr>
<tr>
<td>8890.01 (1)</td>
<td>8890.04 (2)</td>
</tr>
<tr>
<td>8890.02 (1)</td>
<td>8898 (1)</td>
</tr>
<tr>
<td><strong>Public Economics</strong></td>
<td><strong>Public Management</strong></td>
</tr>
<tr>
<td>8050 (3)</td>
<td>8040 (3)</td>
</tr>
<tr>
<td><strong>Public Policy</strong></td>
<td><strong>PA Research Methods</strong></td>
</tr>
<tr>
<td>8030 (3)</td>
<td>8782 (3)</td>
</tr>
<tr>
<td><strong>Optional MPA Courses (see doctoral handbook)</strong></td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>6030</td>
</tr>
<tr>
<td>6040</td>
<td>6080</td>
</tr>
<tr>
<td>6050</td>
<td>6060</td>
</tr>
<tr>
<td><strong>Elective Methods (Fill Blanks)</strong></td>
<td><strong>Elective Specialization (Fill Blanks)</strong></td>
</tr>
<tr>
<td>PA7571 or equivalent</td>
<td>I:_______________</td>
</tr>
<tr>
<td>II:_____________</td>
<td>II:_____________</td>
</tr>
<tr>
<td>III:_____________</td>
<td>III:_____________</td>
</tr>
<tr>
<td>IV:_____________</td>
<td></td>
</tr>
</tbody>
</table>

Foundation Credit Hours: _____
PA Content Area and Methods Credit Hours: _____
Methods Elective Credit Hours: _____
Specialization Elective Credit Hours: _____
Total Graduate Credit Hours: _____
Total Graduate Credit Hours Beyond Master’s: _____

Dissertation Advisor: ___________________________
Committee Members: ___________________________

<table>
<thead>
<tr>
<th>Completed Item</th>
<th>Date</th>
<th>Advisor’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidacy Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduation Check

1. Was degree completed within five years after being admitted to candidacy? ______

2. Has Application to Graduate been filed? (No later than the third Friday of the semester in which graduation is expected): __

Hours, Credits & Grades

3. Completion of a minimum of 80 graduate credit hours, at least 50 of which must be beyond the master’s level?

□ Student earned a master’s degree □ at Ohio State
□ Student earned master’s credit which is able to count for hours beyond the master’s level ______

4. Was student registered for at least three graduate credit hours during the semester when the candidacy examination was taken and all semesters subsequent to gaining candidacy? ______

5. Cumulative graduate GPA at least 3.0? ______

6. Are there any incomplete or missing grades? ______

7. If needed, were GND hours approved by GNC (with letter to Graduate School) to count toward the degree? ______

8. Any transfer credits from other programs? ______
   • Non-Ohio State? ______
   • Ohio State? ______
   • Counted towards degree? ______

Residency

9. After the master’s degree or after the first 30 hours of graduate credit:

   • Were a minimum of 24 graduate credit hours completed at the university? ______

   • Were a minimum of two consecutive full-time pre-candidacy semesters (or one semester and a summer session with full enrollment) completed at the university? ______

   • Were a minimum of 6 graduate credit hours over at least two semesters (or one semester and one summer session with full enrollment) completed at the university after admission to candidacy? ______