

INTRODUCTION

The Purpose of the Handbook

This **Handbook for Doctoral Students** is provided to give information on the policies, procedures and requirements for the Doctoral Program in Business Administration at the University of South Florida. Doctoral students are subject to the policies and procedures of the University, College and the Department handbooks. All of the policies and procedures outlined in the **Handbook** are pertinent to doctoral students. Students should also study carefully the **USF Graduate Catalog** for general requirements applying to all doctoral students at USF.

Questions regarding the required paperwork and procedures should be directed to the COB Office of Graduate Studies. The Ph.D Coordinator in the student's major department should be consulted on academic questions pertaining to one's particular field of study.

Program Objectives

The Ph.D. program offered by the College of Business provides its graduates with preparation for careers as college and university professors and as research and staff personnel in industry and government. The doctoral program provides for intellectual growth as students work closely with faculty in seminars, research projects, and other assignments that develop their research and teaching skills. The curriculum offers breadth of understanding of the integral components of business administration as well as depth of field specialization sufficient to permit the student to make meaningful contributions to the discipline. The program is sufficiently flexible to allow each student to build upon his or her strengths and to accommodate students with various levels of preparation in a wide variety of fields. The program offers majors in the following fields: Accounting, Economics, Finance, Information Systems, and Marketing. Support areas of study are offered in these fields, and in areas outside the College. However, the degree conferred is a PhD in Business with a specialization in one of the departmental areas.

Admission Requirements

A bachelor's degree from an accredited college or university is required for admission to the program. Applicants must also have an acceptable score on the Graduate Management Admissions Test (GMAT). In addition, all students must meet the entrance requirements of, and be accepted by:

1. The Graduate School of the University of South Florida
2. The graduate program of the College of Business
3. The applicant's major department.

Courses offered in the Ph.D. program are designed with the assumption that the student is proficient in statistics (through multiple regression), college algebra, matrix algebra, differential calculus, and a computer language (not required by Accounting). Proficiency must be demonstrated by showing evidence of completion of appropriate courses with grades of "B" or better.

Because positions in the doctoral program are highly competitive, the above should be viewed as minimum requirements for admission. **The deadline for admission each year is January 2nd.**

The Ph.D. in Business Administration is a **full-time** program.

Residency Requirements

The minimum requirement will be 3 academic years of work beyond the bachelor's degree. At least 25% of the hours required for the degree must be completed on a campus of the University of South Florida. Deviations from this rule must be recommended by the chairperson of the student's supervisory committee and approved by the Dean of the Graduate School. Ph.D. students in the College of Business are required to complete a minimum of 15 hours per calendar year. Failure to meet this requirement will result in the student being placed on conditional status.

DOCTORAL ADVISORY COMMITTEES

A Major Advisor will be appointed during the student's first term by the program director/department chairperson. The student and his or her Major Advisor should plan a program of study which, when completed, will satisfy the specified degree requirements. A copy of this program, signed by the student and Major Advisor, should be maintained in the student's file. Major Advisors are expected to be active in scholarly pursuits as evidenced by at least one refereed publication in the last three years.

A Doctoral Advisory Committee will assist the Major Advisor. The Advisory Committee will approve the student's course of study as well as create and grade the written comprehensive qualifying examination.

COURSEWORK FOR Ph.D. IN BUSINESS

Doctoral Level Coursework

A minimum of 90 semester hours beyond the bachelor's degree is required. This includes 21 hours of dissertation. A minimum of 45 hours of coursework must be completed at the University of South Florida.

1. Foundation Courses

Foundation requirements are designed to develop an appreciation of the institution of business and to help students see how their areas of specialization fit into this general picture. With the approval of the student's Committee, a student may satisfy these requirements in any of the following ways:

- A. By completing an undergraduate degree in business at an AACSB accredited institution, with an average of "B" or better in the last 60 hours, no more than five years prior to admission to the Ph.D. program.
- B. By completing an MBA degree at an AACSB accredited institution, no more than five years prior to admission to the Ph.D. program.
- C. By completing one graduate course (2 credit hours or more) with a grade of "B" or better, in each of the functional areas: Accounting, Finance, Information Systems, Management and Marketing. (Economics requirements are described under core requirements.) All graduate level courses at the 6000 level or above, with the exception of specific "tool" courses (e.g., statistics), will count toward this requirement.
- D. By successfully petitioning the Doctoral Program Committee to accept previous academic work (e.g., specialized Masters programs in business, degrees granted more than 5 years ago, etc.) in fulfillment of all or part of this requirement. Such a petition must be initiated during the first semester of the program.

2. Core Courses

The core courses are designed to provide a strong background in economics and to develop the student's quantitative and statistical research skills. These courses are required of all students in the program. The College will waive a course only if the student has passed the same, or equivalent, course with a grade of "B" or better within the preceding five years.

The economics requirement can be met by completing two graduate level courses, one in microeconomics and one in macroeconomics, with a grade of "B" or better. The courses that satisfy this requirement are:

ECP 6702	Managerial Economics (Microeconomics)	(2)
ECO 6204	Global Economic Environment of Business (Macro)	(2)
ECO 6115	Microeconomics I	(3)*
ECO 6206	Aggregate Economics (Macroeconomics)	(3)*
ECP 6408	Economics of Organizations (Microeconomics)	(3)*

At least one course must be taken from among those with an asterisk (*)

The quantitative and statistics coursework is to be determined by the student's program committee in consultation with the student. Three courses are required. An appropriate sequence should be chosen from the following:

ECO 6424	Econometrics I
ECO 6425	Econometrics II
ECO 7426	Econometrics III
ECO 7427	Econometrics IV
QMB 6375	Applied Linear Statistical Models
QMB 7565	Introduction to Research Methods
QMB 7566	Applied Multivariate Statistical Methods

Any substitution of other appropriate mathematics, statistical and quantitative courses must be approved by the Doctoral Program Committee, preferably at the time of acceptance into the program, or definitely before taking a substitute course.

In addition, students are required to take an additional research elective approved by their program committee.

Should a student earn a "C" or lower in one of the core courses, the case will be brought before the Doctoral Program Committee for review. After reviewing the case, the Committee will take one of the following steps:

- A. Require the student to pass an examination that covers the material relevant to the subject. A student who fails the exam on the first attempt may retake it within one year. A student who fails the exam on the second attempt will be subject to dismissal.
- B. Require the student to retake the course. If a student retakes the course and fails to receive a grade of "B" or better, the student is subject to dismissal.

3. Major Field

All students will take at least five courses at the 6000 or 7000 level in an area designated as the student's major. Students are encouraged to identify courses in the major field that will provide experience in applying current research techniques to problems in that field. To accomplish this, the student may propose a combination of formal classroom courses and independent directed-research courses. This combination may include a year-long research seminar in which the groundwork is laid for the student's dissertation. The specific agenda of courses will be determined by the student's program committee. The following fields are offered as majors: **Accounting, Economics, Finance, Information Systems, and Marketing.** Courses taken as part of the Foundation or Core sections may not be counted as part of the hours required for a major field.

4. Support Field

The support field will consist of a minimum of three courses (nine hours) from one or more of the fields listed under the major field, or elsewhere in the University. The support field and the major field cannot be taken in the same department. Courses within the support field can be selected to complement the major field, and, in special cases, may include courses outside the College of Business. The nature and number of the support field courses will be determined by the student's program committee in consultation with the Ph.D. coordinator of the support field department.

QUALIFYING EXAMINATION

Upon completion of all coursework, students must pass a comprehensive written examination in the major area. *The Department of Marketing has a modified comprehensive examination policy. See addendum in the Marketing section for specifics of the process. The student's performance on this comprehensive exam should reflect familiarity with the literature, as well as with current issues and problems related to the fields tested. A student who fails the qualifying exam may retake it within one year. A second failure disqualifies the student from continuing the Ph.D. program. If the degree is not conferred within 5 calendar years of successful completion of the qualifying examination, a second different examination must be taken. Students passing the qualifying examination are eligible for admission to candidacy for the Ph.D. program.

The decision to administer a separate qualifying exam for a support area will be made by the department in which the support area is taken. In the event that an interdisciplinary support area is selected, any department represented by six (6) or more semester hours may require a qualifying examination. In the event that no single department represents six semester hours or more, the student's Doctoral Advisory Committee will solicit input from the faculty teaching the courses in the support area. If a majority of those polled take the position that a separate qualifying examination in the support area is not appropriate, the exam will not be administered. If a separate qualifying examination is not administered in a support area, material from the support area will be integrated into the comprehensive exam in the major area.

A student who anticipates sitting for the exam should notify the department chair and the Associate Dean in writing during the first week of the semester in which he/she plans to take the exam. The exams will be a minimum of 8 hours.

ADMISSION TO CANDIDACY

Students will be admitted to candidacy status when:

1. A Dissertation Committee has been appointed,
2. The Dissertation Committee, in consultation with the student's Doctoral Advisory Committee, has certified that the student has successfully completed the comprehensive qualifying examination(s) and has demonstrated the qualifications necessary to successfully complete requirements for the degree,
3. The student's Admission to Candidacy form is completed and approved by the Dean of the College and forwarded to the Dean of the Graduate School for final approval.

DISSERTATION

After admission to candidacy, a doctoral candidate must write and then defend a dissertation as the final phase of the Ph.D. program. The dissertation must reflect original and significant research in the student's chosen field. It must meet high standards of scholarship as well as contribute to the body of knowledge in that field. The development of the dissertation should proceed through several phases, as follows:

1. The candidate explores potential areas of research and, under the guidance of his/her Dissertation Chairperson, selects a topic.
2. The candidate prepares a detailed dissertation proposal and makes an oral presentation to the Dissertation Committee. The presentation is open to all interested faculty. The purpose of the formal presentation of the proposal is to provide the candidate with an evaluation by the faculty, at an early stage, of the viability of the project, as well as to provide other suggestions and comments.
3. The candidate performs the research and prepares the dissertation. The Dissertation Committee

meets with the candidate at least twice per semester to ascertain that acceptable progress is being made.

4. When all of the agreed-upon work is completed, the candidate presents an oral defense of the dissertation in an open meeting attended by the candidate's Dissertation Committee and other interested persons including faculty members and Ph.D. students.

The following sections contain basic guidelines for the selection of a dissertation committee, dissertation topic, proposal and dissertation defense, and registration of dissertation hours.

Dissertation Committee

The Dissertation Committee is charged with the responsibility of guiding and approving both the nature and scope of the dissertation topic and the research methodology to be used. As soon as an area of research is determined and a dissertation chairperson is chosen, a Dissertation Committee will be approved for the student. The selection of a dissertation committee must be finalized prior to a student's admission to candidacy.

The Dissertation Committee consists of at least four faculty members. Members of the committee must include at least three representatives from the student's major area of study. One member is generally selected from the student's support field of study.

The Dissertation Committee is distinct from the student's Doctoral Advisory Committee and may be comprised of different faculty members. It is not necessary that the student's Major Advisor serve as either the Dissertation Chairperson or be a participating member of the Dissertation Committee. Once the Dissertation Committee has been selected, the Dissertation Chairperson, in consultation with the Department Chairperson, submits the names of the selected committee members to the Associate Dean of Graduate Studies for formal appointment. The Associate Dean, in consultation with the Department Chairperson, is responsible for ensuring that the approved committee members are notified of their appointment.

Selecting a Dissertation Chairperson (Advisor) and Committee Members

The candidate, in consultation with the major area's Ph.D. Coordinator and Department Chairperson, selects a Dissertation Committee Chairperson. The Dissertation Chairperson must be a member of the USF faculty and be chosen consistent with the scope and direction of the student's proposed research interests. The Chairperson should be knowledgeable about the subject matter with which the dissertation will be concerned. The Dissertation Chairperson must have experience serving on dissertation committees. Once the selected individual has agreed to serve, the candidate and the Dissertation Chairperson work together, in consultation with the major area Ph.D. Coordinator, to recruit the remaining qualified committee members. Generally, the candidate and the Dissertation Chairperson will attempt to choose the dissertation committee faculty members:

1. Whose area of specialization provides the needed expertise on various aspects of the dissertation, thus ensuring that the dissertation research is of highest quality,
2. Whose areas of interest are relevant to some aspect of the dissertation, thus increasing the likelihood that they will agree to serve on the committee, and
3. Who are likely to work well with the student, as well as work together as a committee.

Dissertation Proposal

The **dissertation proposal** is a formal document that provides a concise description of the problem to be

studied and the motivation for the study, a review of the relevant research and literature, the conceptual framework that will provide structure to the research effort, the data to be collected, the research methodologies to be used, and the hypotheses to be tested.

The proposal should be a substantive and definitive document based on considerable thought and intellectual investment. It should provide sufficient information on the proposed study for the dissertation committee to judge whether the topic is reasonable in scope and likely to contribute to the field in a meaningful way. The dissertation committee provides guidance to the candidate in refining and honing his/her ideas and reworking the proposal document until it is approved by the committee. The doctoral candidate then proceeds to prepare for the dissertation proposal defense.

Dissertation Proposal Defense

Upon approval of the Dissertation Chairperson, and subsequent to acknowledgement by the other committee members, the candidate shall schedule the dissertation proposal oral defense. Doctoral students are expected to complete a dissertation proposal in a timely fashion. Students will have two years after admission to candidacy to successfully defend their dissertation proposal, or they will be dismissed from the program.

A complete copy of the written dissertation proposal must be given to each member of the committee and one complete copy must be given to the Associate Dean of Graduate Studies a minimum of two weeks prior to the oral defense. The Dissertation Chairperson shall then immediately issue an inter-departmental memo to all interested faculty in the College, listing the time, place, and date of the oral defense, inviting all to attend, and noting that a copy of the written proposal is available for inspection electronically through the candidate's department. The Chairperson shall preside over the proposal defense with all committee members in attendance. Other interested faculty may ask pertinent questions or tender observations during the oral defense. Final determination of the acceptability of the proposal shall be made by the committee members from the following choices:

1. Unrestricted Approval
2. Approval Subject to Modifications, or
3. No Approval.

Registration of Dissertation Hours and Submission of Final Dissertation

A minimum of 21 hours of dissertation credit must be earned prior to the granting of the Ph.D. degree in business. The candidate must register for a minimum of 2 credit hours of dissertation each semester that a substantial amount of work is being done on the dissertation even though the minimum of 21 hours has already been attained.

At least three weeks before the end of the semester in which the student is to receive the degree, a candidate must submit to the Dean of the Graduate School a completed dissertation signed by the committee. (EDT Final Approval Form) The dissertation must conform to the guidelines in the Handbook for Graduate Theses and Dissertations available on-line at www.grad.usf.edu/handbook.html. An abstract also is required. The Graduate School will not accept a dissertation after the first day of the semester, unless the candidate is enrolled in the proper dissertation course for at least 2 credit hours.

Students who submit the dissertation by the first day of the semester will not be required to register for 2 hours of dissertation but must reapply for graduation. In addition, the student must have been enrolled for at least 2 hours of dissertation during the preceding semester. Prior to college certification for the degree the dissertation must be approved by the Dean of the Graduate School. Contact the Graduate School for additional information on dissertation submission and applicable fees.

Electronic Submission of Theses and Dissertations

Students admitted after fall 2002, are subject to mandatory electronic submission of the dissertation.

Final Oral Examination - University Level

After the Dissertation Committee has carefully read the final draft of the dissertation and finds it suitable for presentation, the committee will complete a form (Request for Dissertation Defense) requesting the scheduling and announcement of the dissertation defense examination. The request form, along with a draft copy of the dissertation, will be submitted via the appropriate department chairperson to the Associate Dean for approval. Please see the Forms and Procedures section in the back of the handbook for Dissertation Defense Procedures and Procedures for Conducting the Oral Defense.

University Guidelines for Dissertation Defense

The role of the Examination Chair is to preside over all functions, including introduction of the candidate and the questioning procedures. The dissertation defense must include all members of the committee. In addition, other faculty members and students are encouraged to attend.

The examination should begin with a summary presentation by the candidate of the dissertation research. Following this presentation, the Examination Chair should begin questions from the Dissertation Committee in rotation, including himself/herself. Each examiner should limit questioning time on this initial round. Upon completion of the first round of questioning, a subsequent round may follow. Finally, questions from other attending faculty and students should be requested. The scope of questioning can be narrow (i.e., limited to the dissertation) or broad (i.e., including related issues in the discipline).

Following completion of these proceedings, the candidate and visitors will be asked to leave, and the Examination Chair will preside over the deliberation and voting of the committee. The voting is to be limited to pass or fail votes. The Examination Chair shall not vote. The Chair has the responsibility to tally the votes, inform the candidate of the final decision, and convey the decision to the Graduate School.

TIME LIMIT

Doctoral students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than four years beyond receipt of a master's degree while working toward the Ph.D.

The student must complete the dissertation within a four-year period after admission to candidacy. The University may extend this deadline if the candidate submits a written petition for such an extension and if there is reason to believe that the candidate will complete the dissertation within a reasonably short period of time.

INTERIM EVALUATION OF PERFORMANCE

The performance of each doctoral student is evaluated annually to determine if the quality of performance and the progress through the course work are satisfactory. Among the things considered in evaluating quality of performance are: the student's cumulative grade point average in the program, grades in specific courses, and other qualitative information provided by course instructors. As indicated, the student also is expected to demonstrate a reasonable rate of progress through course work and dissertation phases of the program, and the assessment of that rate of progress will be included in the evaluation.

The overall evaluation of quality of performance and rate of progress is used as one basis for determining whether the student should continue the program. Such decisions may also be based on additional information provided by departmental assessments.

Potential outcomes of an unfavorable evaluation are:

1. Conditional Status: A warning to the student that his/her performance exhibits some deficiencies. If improvement is not indicated by the next evaluation, the Doctoral Program Committee would normally choose to enforce a more severe penalty.
2. Loss of Financial Aid: The suspension of financial aid may be temporary or permanent.
3. Probation: The student is given one semester in which to clear up identified deficiencies. Probation carries with it a loss of financial aid. Probation is automatic for students whose cumulative grade point average falls below 3.00.
4. Dismissal: The student is no longer permitted to continue in the doctoral program.

The student has the right to appeal the outcome of the evaluation. The appeal must be written and submitted to the Associate Dean for Graduate Programs within 30 days after the student is notified of his/her evaluation, indicating why the evaluation is in error. The status of the appeal will be determined by the Doctoral Advisory Committee and reported to the student in a timely fashion.

GRADUATION APPLICATION AND EXERCISES

Each student who plans to complete degree requirements by the end of a term must submit an Application for Degree to the Office of the Registrar by the deadline noted in the Academic Calendar for the term in which graduation is expected. The application form is available in the COB Graduate Studies Office, BSN 103 or on-line. (Inquiries regarding approval or denial should be directed to the colleges.) A student must be enrolled for a minimum of 2 dissertation hours during the semester of graduation.

Graduate students will not participate in commencement exercises until all requirements for the degree sought have been fulfilled.

FINANCIAL AID INFORMATION

A number of financial aid programs are available to doctoral students at USF. The major programs are described below. For further information, contact the COB's Office of Graduate Studies.

Graduate Assistantships

A limited number of graduate assistantships are available for doctoral students. The assistantships pay a salary of \$20,000 per year. These are 12 month appointments requiring 20 hours of work per week (4th year the assistantship becomes a 9 month appointment). Students are required to assist faculty with research and teach classes. They will be expected to teach a total of 6 classes over four years of funding.

University Graduate Fellowship

A limited number of University Graduate Fellowships are awarded annually to outstanding first-year doctoral students. To be eligible for consideration, students must meet the following criteria:

- Undergraduate GPA of 3.2 or better
- Graduate GPA of 3.5 or better
- GMAT score of 580 or better

McKnight Foundation Fellowship

This Fellowship program provides full tuition plus a stipend of \$13,600 for Black Americans pursuing Ph.D. degrees at the University of South Florida and nine other universities in the state of Florida. Applicants must be U.S. citizens who hold or will receive a bachelor's or master's degree. The application process usually begins in the fall with a deadline of January 15. Contact the Graduate School for application procedures and forms.

L. Rene Gaiennie Endowment for Ph.D Research

Dr. Rene “Bud” Gaiennie served as a senior executive for the Singer Corporation and later as a Distinguished Lecturer in Management Policy in the College of Business at the University of South Florida. He left a testamentary gift to the college with the purpose of promoting, developing and disseminating the research of USF College of Business doctoral students.

The Gaiennie Endowment funds the following doctoral student research related costs.

- Dissertation research grants to a maximum of \$5,000 per dissertation are available to students who have successfully defended their dissertation proposal and are students in residence at USF. Each proposal will be reviewed by the Doctoral Policy Committee. External reviews may be solicited to help the Committee in its deliberations. The Doctoral Policy Committee is solely responsible for the final determination of awards.

Research grant applications should contain a cover sheet, a brief narrative description, a budget proposal, and letters of support as described below. The grant application is to be submitted to the College Doctoral Policy Committee through your department’s representative on the Committee. Electronic submissions are acceptable.

Cover sheet: Include your name, department, phone number, e-mail, the number of years you have been in the doctoral program, the date on which you successfully defended your dissertation proposal, the amount of funding requested, the starting date of the project, and a project abstract (100-150 words summarizing the narrative description and budget proposal that follows).

Project Narrative: Limited to five single-spaced pages, the narrative should describe the research project and include: a time line for completion, the project's relation to the goals of the Gaiennie Grant Program as stated above, the project's impact on the student's advancement, and the uniqueness of the project vis-a-vis activities normally sponsored by the College and the department.

Budget Proposal: Include an itemized budget for the requested amount. Avoid estimates whenever possible by securing quotes, listed prices or bids. Stipends are not permitted. Funds are to be used for research project expenses and are not available as a student stipend. The cost of travel and per diem allowance cannot exceed the University's guidelines

Letters of Support: Include two letters of support, one each from the applicant's major professor or another member of the student's dissertation committee, and the sponsoring department's chair.

- Travel funding in the amount of \$700 is available for general or specialty conferences that have been pre-approved by the department’s representative on the Doctoral Policy Committee, and where the student is presenting a paper submitted under a competitive review process. Additionally, up to \$1,000 will be available over and above the normal \$700 that is provided for doctoral students to attend the premier conference (no more than one conference in each department can qualify) in their discipline as long as they are presenting a paper submitted under a competitive review process. The premier conferences are as follows: FMA (finance), AMA Summer Educators Meeting (marketing), ICIS/WITS/WISE (IS/DS), AAA (accounting), and American Economics Association (economics).

The request should contain a description of the need for travel and a budget summary. Program participants should attach a copy of the program acceptance letter or other supporting documentation. An electronic request for travel funds is acceptable.

No funding will be provided to attend any conferences as a attendee, discussant, or track chair. Travel funding is available for the first four years a student is enrolled in the PhD program. All funding requests will be submitted to the student’s department representative on the Committee prior to travel.

- A one-time allotment of \$1,000 per student for travel to a conference when searching for a job. Requests for travel funds are to be made prior to travel. Travel requests should be made through your department's representative on the Doctoral Policy Committee. The Doctoral Policy Committee uses the approval of your department's representative in making decisions on travel awards.

Partial Tuition Waivers

Partial waivers of both in-state and out-of-state tuition fees will be given to graduate students who are appointed as Graduate Teaching/Research Assistants or Associates. At the present time, the tuition waiver may be limited to a maximum of twelve hours per semester. During the summer term, the tuition waiver may be limited to a maximum of six hours. Assistantships are granted by nomination from program directors. Interested students should contact their program directors for further information.

Students receiving partial tuition waivers will be responsible for fees associated with credit hours taken.

Note: There is a 120 hour maximum on the number of credit hours covered by tuition waivers. Additional credit hours must be paid for by the student.

Student Health Insurance Program

All information and enrollment procedures can be found at the following website:

www.studentinsurance.com

Additional information can be found in the back of this handbook.

MAJOR AND SECONDARY FIELDS

The specific courses to be included in a student's major are to be determined by the student's Doctoral Advisory Committee. The courses may include, but are not limited to, the following:

SCHOOL OF ACCOUNTANCY

ACCOUNTING MAJOR

In order to obtain a major in Accounting at the Ph.D. level, a student must complete all necessary prerequisite courses, a dissertation on an accounting topic, and the following coursework:

Required:

ACG 7156	SEMINAR IN FINANCIAL ACCOUNTING	(3)
ACG 7646	SEMINAR IN AUDITING	(3)
ACG 7356	SEMINAR IN MANAGEMENT ACCOUNTING	(3)
ACG 7415	SEMINAR IN ACCOUNTING INFORMATION SYSTEMS	(3)
ACG 7936	SEMINAR ON SPECIAL TOPICS IN ACCOUNTING	(1-3)

It is assumed that the student will have previously completed the equivalent of the required courses in Accounting for a MAcc degree.

SUPPORT FIELD IN ACCOUNTING

Students electing Accounting as their support field will be required to take at least nine (9) credit hours in the area. Courses in this support field should be selected primarily from the Ph.D. course listing. The students' proposed coursework for their support field must be approved by the Doctoral Committee of the School of Accountancy.

COURSE DESCRIPTIONS

ACG 7156 SEMINAR IN FINANCIAL ACCOUNTING (3)

PR: ACG 6875 or CI. This course will investigate advanced research and methodological issues in financial accounting. It will focus primarily on research which uses financial information in contexts external to the firm.

This course is designed to accomplish the following objectives:

- (1) to provide a general exposure to the sophisticated methodologies routinely applied to research,
- (2) to promote an ability to analyze research studies in a critical manner,
- (3) to engage each student in a deeper exploration of a financial accounting topic through an assigned research paper, and
- (4) to consider the future direction of research in accounting.

ACG 7356 SEMINAR IN MANAGEMENT ACCOUNTING (3)

PR: ACG 6346 or CI. Review and critical analysis of management accounting foundations with emphasis on the current research methods in organizational behavioral aspects and multiple criteria decision methods.

This course provides students with a discussion of recent theoretical developments and research findings in managerial accounting. The specific objectives of the course include:

- (1) to expand the knowledge of selected areas of management accounting which were introduced in earlier courses,

- (2) to gain exposure to current research in management accounting through the critical evaluation of contemporary studies,
- (3) to increase proficiency in analytical and communication skills, and
- (4) to have each student explore a subject in sufficient depth that a research proposal can be developed.

ACG 7415 SEMINAR IN ACCOUNTING INFORMATION SYSTEMS (3)

PR: ACG 6405 or CI. Review and critical analysis of major topics and research methods in accounting information systems.

The primary objective of this course will be to provide doctoral level students with expertise in both behavioral and technical aspects of accounting information systems.

ACG 7646 SEMINAR IN AUDITING (3)

PR: ACG 6636 or equivalent or CI. This course involves a study of state-of-the-art research techniques as applied to major auditing issues and a critical analysis of the reported research findings.

This course provides students with an opportunity to broaden their understanding of auditing theory and research. Major works in the development of auditing theory and related research will be examined. Research related to various phases of the audit, application of quantitative methods in audit and auditor behavior will be studied and evaluated. Stress will be placed on the ability to interpret and critique research methods and results.

ACG 7936 SEMINAR ON SPECIAL TOPICS IN ACCOUNTING (1-3)

PR: CI. Coverage of particular topics of interest to doctoral faculty and students during any given semester.

This course will provide a vehicle by which faculty may deliver, or students may request, coverage of material which is of particular interest to individual faculty and students. This interest may be due to a particular faculty member's specialized expertise or the particular program needs of given students.

ACG 7980 DISSERTATION IN ACCOUNTING (1-21)

PR: Completion of comprehensive exams and CI. Research for and writing of a dissertation on an accounting topic. This course provides students with supervision and guidance during the thesis stage of their doctoral program.

ECONOMICS DEPARTMENT

ECONOMICS MAJOR

The required core and foundation courses in the Economics Ph.D. curriculum normally will include the following courses:

ECO 6115 <i>MICROECONOMICS I</i>	(3)
ECO 7116 <i>MICROECONOMICS II</i>	(3)
ECO 6206 <i>AGGREGATE ECONOMICS</i>	(3)
ECO 6305 <i>HISTORY OF ECONOMIC THOUGHT</i>	(3)
ECO 6405 <i>MATHEMATICAL ECONOMICS I</i>	(3)
ECO 7406 <i>MATHEMATICAL ECONOMICS II</i>	(3)
ECO 6424 <i>ECONOMETRICS I</i>	(3)
ECO 6425 <i>ECONOMETRICS II</i>	(3)
ECO 7426 <i>ECONOMETRICS III</i>	(3)

In addition, two fields within Economics (6 credits each) are required along with an outside support area (9 credits). For students without a business background, breadth requirements as outlined elsewhere in this *Doctoral Handbook* will be required. Upon completing their coursework and passing the comprehensive exam, students enter into Candidacy at which point they begin work on the dissertation.

Economics Fields: Economics of Health Care
 Industrial Organization
 Economic Development and International Trade
 Public Sector Economics
 Regional and Urban Economics

COURSE DESCRIPTIONS

- ECO 6115 MICROECONOMICS I** (3)
Microeconomic behavior of consumers, producers, and resource suppliers, price determination in output and factor markets, general market equilibrium. (PR: ECO 3101 or ECO 6114, ECO 4401 or CC)
- ECO 7116 MICROECONOMICS II** (3)
Topics in advanced microeconomic theory, including general equilibrium, welfare economics, intertemporal choice, uncertainty, information, and game theory. (PR: ECO 6115)
- ECO 6206 AGGREGATE ECONOMICS** (3)
Advanced macroeconomic analysis of income, employment, prices, interest rates and economic growth rates. (PR: ECO 3203 or ECO 6204)
- ECO 6305 HISTORY OF ECONOMIC THOUGHT** (3)
Currents of modern economic thought in the last 100 years. (PR: ECO 3101 or ECO 6114 or CC)
- ECO 6405 MATHEMATICAL ECONOMICS I** (3)

Mathematical models of optimizing behavior and economic equilibrium. (PR: ECO 3101 or ECO 6114 or CC)

ECO 7406 MATHEMATICAL ECONOMICS II (3)

Students will become familiar with certain additional mathematical and statistical tools needed to pursue a graduate degree in economics. (PR: ECO 6405)

ECO 6424 ECONOMETRICS I (3)

Theory and use of multiple regression to estimate relations in causal models, use of standard software packages. (PR: ECO 3203 or ECO 6204, QMB 3200, QMB 6305 or CI)

ECO 6425 ECONOMETRICS II (3)

Advanced econometric techniques: model building, estimation and forecasting, design and execution of research projects. (PR: ECO 6424)

ECO 7426 ECONOMETRICS III (3)

Advanced econometric techniques with emphasis on cross-section and panel data models. (PR: ECO 6405, ECO 6425)

ECO 7427 ECONOMETRICS IV (3)

Advanced econometric techniques with emphasis on applying the proper method to actual data and to situations where various techniques are appropriate. (PR: ECO 7426)

ECO 6505 PUBLIC FINANCE (3)

Effects of tax and expenditure policies on resource allocation and income distribution. (PR: ECO 3101 or ECO 6114)

ECO 6525 PUBLIC SECTOR ECONOMICS (3)

The economic role of government in the allocation of resources in the presence of market failure. (PR: ECO 3101 or ECO 6114)

ECO 6706 INTERNATIONAL TRADE: THEORY AND POLICY (3)

Causes of international trade, international trade policy, economic integration, trade problems of developing countries, the role of multinational corporations in world trade. (PR: ECO 6115)

ECON 6716 INTERNATIONAL MONETARY ECONOMICS (3)

International macroeconomic relationships, foreign exchange market, the international monetary system, balance of payments adjustments, macroeconomic policy in the open economy. (PR: ECO 3203 or ECO 6204)

ECO 7980 DISSERTATION (2-19)

Dissertation research. (PR: Admission to candidacy)

ECP 6205 LABOR ECONOMICS I (3)

Labor demand and supply, unemployment, discrimination in labor markets, labor force statistics. (PR: ECO 3101, ECO 6114, or ECO 6115)

ECP 7207 LABOR ECONOMICS II (3)

Advanced study of labor economics including analysis of the wage structure, labor unions, labor mobility, and unemployment. (PR: ECP 6205 or CC)

- ECP 6405 INDUSTRIAL ORGANIZATION I** (3)
Structure of industry and its effect on economic efficiency. (PR: ECO 6115)
- ECP 7405 INDUSTRIAL ORGANIZATION II** (3)
Empirical study of the structure of industry and its effect on economic efficiency. (PR: ECP 6405)
- ECP 6536 ECONOMICS OF HEALTH I** (3)
Survey of health economics literature, demand for and provision of medical care topics. (PR: ECO 6115 and ECO 6424)
- ECP 7537 ECONOMICS OF HEALTH CARE II** (3)
Advanced analysis of health economics with emphasis on recent empirical studies of health care. (PR: ECP 6536 or CC)
- ECP 6614 URBAN ECONOMICS** (3)
Economics of growth and development of urban areas, intraurban location patterns. (PR: ECO 3101 or ECO 6114)
- ECP 6624 REGIONAL ECONOMICS** (3)
Geographical allocation of resources within and among regions, location of households and firms, interregional migration of labor and capital, regional growth and development, regional policy. (PR: ECO 3101 or ECO 6114)
- ECS 6015 ECONOMIC DEVELOPMENT** (3)
The course studies cross-country and intertemporal differences in living standards in the world. The course focuses on the microeconomic aspect of economic development. (PR: ECO 3101 or ECP 6702)

FINANCE DEPARTMENT

FINANCE MAJOR

In addition to the required core and foundation courses, the Finance Ph.D. curriculum normally will include the following courses:

FIN 6804	THEORY OF FINANCE	(3)
FIN 7808	ADVANCED MICRO FINANCE	(3)
FIN 7817	FINANCIAL MARKETS	(3)
FIN 7930	SELECTED TOPICS IN FINANCE (Two Semesters)	(3,3)
FIN 7935	FINANCE RESEARCH SEMINAR	(3)

SUPPORT FIELD IN FINANCE

Those who elect finance as a support field will establish their support field curriculum in consultation with their major advisors and a representative of the Finance Department. Normally a support field in Finance would require the following three courses:

FIN 6804	THEORY OF FINANCE	(3)
FIN 7817	FINANCIAL MARKETS	(3)
FIN 7808	ADVANCED MICRO FINANCE	(3)

COURSE DESCRIPTIONS

FIN 6804 THEORY OF FINANCE (3)

PR: FIN 6406 or CI. A systematic and rigorous course in the theory of finance. Topics will include the theory of choice and the allocation of financial resources, the theory of optimal investment decisions, and the theory of risk and uncertainty in financial decisions. It also will cover the theoretical concepts underlying financing decisions and the cost of capital.

FIN 7808 ADVANCED MICRO FINANCE (3)

PR: FIN 6406, FIN 6804, and ECO 6424, or CI. The study of advanced theoretical and empirical works in finance primarily relating to financial decisions at the level of the firm. This course examines the analytical decision processes and empirical evidence associated with the financial management of the firm and of other complex organizations.

FIN 7817 FINANCIAL MARKETS (3)

PR: FIN 6406, FIN 6246, and FIN 6816, or CI. The study of advanced theoretical and empirical works in finance primarily relating to financial markets. This course examines the literature and theoretical structure of investments and the capital markets. The course will investigate theoretical and empirical studies of the operations of financial markets and financial institutions.

FIN 7930 SELECTED TOPICS IN FINANCE

(3)

PR: FIN 7808, QMB 7566, or CI. Two consecutive semesters of in-depth studies of selected topics of current issues on the frontiers of financial thought.

FIN 7935 FINANCE RESEARCH SEMINAR

(3)

PR: Completion of all other foundation courses and Ph.D. coursework in Finance. Theoretical and/or empirical research on finance related problems. This course will require research a paper to be written and presented. It is designed to aid the student in developing the idea and research methodology necessary for the doctoral dissertation.

FIN 7980 DISSERTATION IN FINANCE

(VAR.)

PR: Completion of comprehensive exams and CI. Research and writing of a dissertation on a topic in finance. This course provides students with supervision and guidance during the dissertation stage of their doctoral program.

INFORMATION SYSTEMS DEPARTMENT

INFORMATION SYSTEMS MAJOR

The Information Systems Management major focuses on the theory, research, management, development, and application of information systems in contemporary organizations. The curriculum consists of four parts:

Required Courses:

- ISM 7910 **MIS Research Seminar I (taught every Fall term)**
- ISM 7911 **Seminar in MIS Technical Research (taught alternating Spring terms)**
- ISM 7912 **Seminar in IS Organizational Research (taught alternating Spring terms)**

MIS Foundation Course Requirements:

- Graduate level courses in the MS in IS program (or approval of prior coursework equivalents):
- ISM 6124 **Advanced Systems Analysis and Design**
 - ISM 6218 **Advanced Database Management**
 - ISM 6225 **Distributed Information Systems**

Dissertation:

Each student will complete a dissertation in an area related to Information Systems Management. All dissertation topics and methodology must be approved (in advance) by the student's dissertation committee. The student must then formally present and defend the proposal before the committee and other faculty.

SUPPORT FIELD IN INFORMATION SYSTEMS

The Support field in Information Systems in the Ph.D. program will normally consist of three (3) courses (nine hours). The student must have a grade of B or better for these nine hours.

COURSE DESCRIPTIONS

ISM 6124 ADVANCED SYSTEMS ANALYSIS AND DESIGN (3)

This course covers advanced topics of information systems development. Students learn to manage and perform activities throughout the information systems development life cycle. State-of-the-art system development processes, methods, and tools are presented.

ISM 6218 ADVANCED DATABASE MANAGEMENT (3)

Advanced database design and management. Review of Codd's rules for relational databases. Database control issues. Object-oriented database analysis and design. Distributed database design and use of parallel systems. Expert and intelligent databases. OLAP databases.

ISM 6225 DISTRIBUTED INFORMATION SYSTEMS (3)

Analysis, design, implementation, and management of distributed information systems and networks. (PR: ISM 6123, CC)

ISM 7905 INDEPENDENT STUDY (1-6 Var.)

Independent study in which students must have a contract with an instructor. Rpt. to 6 hours. S/U

ISM 7910 MIS RESEARCH SEMINAR I (3)

Introduction to the MIS literature as it has developed over the past 30 years. Primary focus on the research literature. Other important writings will also be covered. Rpt. to 6 hours. (PR Department approval)

ISM 7911 SEMINAR ON TECHNICAL IS RESEARCH (3)

An examination of recently published empirical research in MIS and related disciplines, focusing on the development of a sound theoretical foundation for hypotheses, selection of appropriate design and statistical techniques, and evaluation of the results. (PR: ISM 7910)

ISM 7912 SEMINAR ON BEHAVIORAL IS RESEARCH (3)

This course is team taught by IS/DS faculty with research interests in behavioral and organizational fields. The seminar structure of the course allows flexibility of current research topics and opportunities for significant student faculty interaction. Students will achieve a broad understanding of the research areas and methods associated with behavioral and organizational IS research. (PR: ISM 7910)

ISM 7931 DIRECTED RESEARCH (1-6 Var.) Rpt. up to 6 hours. S/U.(PR: PhD. level, CC)

ISM 7980 DISSERTATION (1-21 Var.) Rpt. to 21 hours. (PR:CC)

QMB 6375 APPLIED LINEAR STATISTICAL MODELS (3)

A study of multivariate data analysis techniques and their applications to problems and systems in business. (PR: QMB 6305 or equiv., CC)

QMB 7565 INTRODUCTION TO RESEARCH METHODS (3)

A course in research strategies, design, analysis, and measurement for business research. (PR:CC)

QMB 7566 APPLIED MULTIVARIATE STATISTICAL METHODS (3)

A course in research analysis and measurement focusing on multivariate statistical analysis techniques. (PR:CC)

Other Courses Available To Doctoral Students

ISM 6123 SYSTEMS ANALYSIS AND DESIGN (3)

This course includes the foundations and methodologies for analysis of existing systems; the design, development, and implementation of new systems. (PR: ISM 6021 or equiv.: COBOL I or other approved language, CC)

ISM 6125 SOFTWARE ARCHITECTURE (3)

Software architecture has emerged as an explicit field of study for software engineering practitioners and researchers. In this course, we will investigate the growing literature on software architecture and understand the application of software concepts to the development of information systems. (PR: ISM 6124)

ISM 6127 DECISION SUPPORT SYSTEMS ANALYSIS AND DESIGN (3)

Analysis and design of systems that integrate computer models, data bases, and the decision maker into an effective decision system. Emphasis is on decision maker's needs and human/machine compatibility. (PR: ISM 6123, QMB 6305, QMB 6603, CC)

ISM 6155 ENTERPRISE INFORMATION SYSTEMS MANAGEMENT (3)

Development of enterprise transaction processing applications using procedural or object oriented programming languages, relational database management, database sharing, CASE methodology and project management techniques. Students will work in groups on semester projects. (PR: ISM 6124, ISM 6218)

ISM 6930 SELECTED TOPICS IN MIS (1-6) Selected topics in MIS Rpt. (PR:CC)

ISM 6217 DATABASE ADMINISTRATION (3)

The course includes the study of advanced principles of Database Administration, Database Organization Models, and disaster planning for database files. (PR: ISM 6123 or equiv., CC)

ISM 6305 MANAGING THE INFORMATION SYSTEM FUNCTION (3)

The course is an advanced study of information system management including system planning, project selection and management, and organizational information management policies. (PR: ISM 6021 or equiv., CC)

ISM 7120 INFORMATION REQUIREMENTS MANAGEMENT (3)

Understanding the theoretical foundation for analyzing problem situations and determining information technology requirements; tools and skill requirements of the systems manager, and methods of managing computer-based information systems. (PR: CC)

ISM 7140 SYSTEMS DEVELOPMENT METHODOLOGIES (3)

The course covers realistic in-depth application perspective of the tools and techniques of systems development. (PR: CC)

ISM 7231 FILE ACCESS METHODS AND SYSTEMS SOFTWARE FOR APPLICATION DEVELOPMENT (3)

An information system, viewed as a user application process interacting with data in a particular hardware/software environment, is analyzed to provide insights into various file access alternatives and advantages. (PR: Departmental Approval)

ISM 7422 BUSINESS APPLICATIONS OF ARTIFICIAL INTELLIGENCE AND EXPERT SYSTEMS (3)

Theory, concepts, methodologies, current trends, potential, interrelationships of artificial intelligence, expert systems, and decision process. (PR:Departmental Approval)

ISM 7441 COMPUTER-BASED APPLICATIONS IN OPERATIONS MANAGEMENT (3)

Introduction to applications of computer technology in manufacturing and operations management. Focus on the design and implementation of applications to support the operations manager. (PR: Department Approval)

MARKETING DEPARTMENT

MARKETING MAJOR

A Marketing major will consist of a minimum of 18 semester hours of selected coursework. Areas of specialization within Marketing are expected to be approved by the Ph.D. Program Advisory Committee. Ph.D. candidates majoring in marketing will select courses from the following:

MAR 7555	<i>CONSUMER BEHAVIOR THEORY</i>	(3)
MAR 7635	<i>ADVANCED MARKETING RESEARCH: DESIGN & TECHNIQUE</i>	(3)
MAR 7667	<i>MARKETING MODELS AND STRATEGY APPLICATIONS</i>	(3)
MAR 7787	<i>MARKETING THEORY AND HISTORY</i>	(3)
MAR 7910	<i>INDEPENDENT STUDY IN MARKETING</i>	(3)
MAR 7930	<i>ADVANCED SEMINAR IN MARKETING</i>	(3)
MAR 7931	<i>SEMINAR ON SELECTED MARKETING TOPICS</i>	(3)

In addition, each marketing major must complete 21 hours of dissertation research (MAR 7980).

SUPPORT FIELD IN MARKETING

Students selecting marketing as their support field of study must complete a minimum of nine semester hours of graduate credit and a written field examination at the end of their coursework. Specific course requirements consist of Marketing Theory and History (MAR 7787) and a minimum of six additional semester hours of coursework. The specific courses will be determined by the student's interest and the Ph.D. Program Advisory Committee.

COURSE DESCRIPTIONS

MAR 7555 CONSUMER BEHAVIOR THEORY (3)

This course investigates the interrelationships and applications of behavioral science theories, concepts and methodologies to problems of understanding group as well as individual behavior in the marketplace.

The primary objective of this course is to develop and build a solid behavioral orientation for purposes of:

- (1) enhancing the student's understanding and appreciation of the importance of studying human attitudinal and behavioral patterns,
- (2) expanding sociological and psychological frameworks for investigating as well as predicting causal relationships associated with human behavior actions and reactions to given sets of stimuli, and
- (3) offering insights to the problems of studying individual and/or group habits and behavior patterns as well as to the benefits which can be derived for managerial applications and strategies.

MAR 7667 MARKETING MODELS AND STRATEGY APPLICATIONS (3)

PR: Graduate Standing and CI. A model-building approach to the management of marketing. Includes models developed to aid in the design, implementation and evaluation of corporate marketing strategies; information systems and marketing audits; and, the interrelationships of economic, quantitative, and behavioral disciplines that provide the structure and tools that are necessary to develop and implement marketing decision support systems.

The objectives of this course are:

- (1) to develop an understanding and appreciation of marketing decision support systems;
- (2) to develop a framework for investigating the strengths and weaknesses of marketing models; and,
- (3) to develop model building skills as well as applications in strategy formation.

MAR 7787 MARKETING THEORY AND HISTORY (3)

PR: Graduate standing and CI. An intensive study of philosophy of science, marketing concepts and theories from 1900 to present. Emphasis will be on the development of theory as well as predictions of future theoretical developments. The course will help you:

- (1) to become aware of how our personal world views and various philosophies of science are related and impact our approach to conceptualizing and conducting marketing research.
- (2) to understand the history and development of marketing thought.
- (3) to become aware of the major theories, principles and concepts in general marketing and some specialty areas of marketing.
- (4) to identify how knowledge of marketing history can be used in conceptualizing and conducting marketing research in the future.

MAR 7910 INDEPENDENT STUDY IN MARKETING (1-3)

This course permits a doctoral student to pursue research in a specific area under the direct supervision of a faculty member.

MAR 7930 ADVANCED SEMINAR IN MARKETING (1-6)

PR: Graduate Standing and CI. Broad readings within the field of marketing; an intensive survey and analysis of current marketing problems, their significance, evaluation and probable outcome; suggestions of possible future empirical research directions and investigations.

The objective of this course is to familiarize students with the current state of theory concerning the planning and implementation of marketing strategies and programs. Areas will be identified where future research is needed and/or will be most useful to marketing practitioners and educators.

MAR 7931 SEMINAR ON SELECTED MARKETING TOPICS (1-9)

Intensive study of the theoretical, conceptual and methodological issues and problems which impact managerial applications in selected topic areas such as: marketing; consumer behavior; channels of distribution; advertising/ media research; supply chain management or international marketing. This course may be repeated for credit when the topics vary. The objective of this course is to allow students to pursue in-depth, the study of an area or areas of specific interest.

MAR 7931 MARKETING CHANNELS, LOGISTICS & SUPPLY CHAIN MANAGEMENT (3)

The entire spectrum of logistical processes within a supply chain context will be examined. A historical perspective of the areas will be presented and discussed. A brief overview of the logistics process will be given with emphasis given to more advanced logistics topics and areas where logistics can be integrated with other management-related issues, e.g., total quality management, service quality, competitive advantage, global competition, etc. Current logistics and supply chain research areas will be discussed, including specific mention of materials found in books, articles, monographs, and doctoral dissertations. During the course, students will develop a research study that could be performed and submitted to a refereed marketing, general business or logistics journal.

MAR 7931 BUYER - SELLER INTERACTION (3)

This course investigates the interrelationships and the theoretical components which underline the marketing communication, sales management and personal selling function. The student will study the development and advancement of a variety of topical areas such as promotional communications, sales person performance and satisfaction, motivation, career theory, and buyer-seller interaction. The student will be expected to critically analyze the current literature and to propose avenues for future research in the areas. Theoretical and managerial issues will be integrated.

MAR 7931 READINGS IN MARKETING (3)

PR: Graduate Standing and CI. This course is designed to familiarize the marketing doctoral students with the teaching and research interests of the faculty in the Department of Marketing. The orientation is both theoretical and pragmatic. Issues of research and teaching will be examined within various contexts throughout the semester. The course will allow students early in their programs to develop an understanding of the myriad interests of the marketing faculty and to identify potential areas of research for articles, conference proceedings and/or dissertations.

MAR 7980 Ph.D. DISSERTATION (1-21)

PR: Completion of comprehensive exams in each major and secondary field, and advancement to candidacy for Ph.D. program in marketing. Dissertation Research.

This course is designed to conduct original research on a topic relevant to marketing (with prior approval of the dissertation chairperson and members of the committee) which makes an original contribution to knowledge in the general field of marketing or in one of its sub-fields.

ADDENDUM TO MARKETING MAJOR QUALIFYING EXAMINATION

Written Paper Submission

At the end of the first year of doctoral studies, students will be required to complete a manuscript on some marketing topic. This exercise will occur during the Summer Semester after completion of the first two semesters of the doctoral program. The manuscript should not exceed 9,000 words in length (using Microsoft Word, 1” margins, New Times Roman 12-point font, double-spaced). Specifics of the first year paper are provided below:

First Year Paper

- Viewed as a “coaching” exercise.
- The paper will be graded as Acceptable or Unacceptable. An “Unacceptable” grade would not, by itself, be the basis for screening students out of the program.
- The paper should not exceed 9,000 words and is due the first day of Fall classes following the Summer session. The paper should include:
 - Statement of purpose, gap(s) in the literature being addressed by the research question, and the importance of the research question.
 - Detailed literature review.
 - Coherent and logical development of hypotheses/propositions/conceptual models.
 - Abbreviated approach to methodology **OR** how would you test your work.
 - Research question should not have been addressed in any paper that the student has submitted as a requirement in any department, college or university doctoral seminar.
- It will enable students to get a quick start thinking about research topics and get immersed in the literature in areas of interest to them. The student will be directed by the Ph.D. Coordinator to faculty with similar interests. Once a focus for the paper is determined, the Ph.D. Coordinator can send an e-mail out to all faculty informing them what each student is working on perhaps facilitating greater interaction between the faculty and the students.
- The paper will be due at the end of the first year. A three member Review Committee will review each student’s paper. All Ph.D. faculty will be expected to read each student’s paper, but are not required to provide feedback to the students. If they would like to, however, they may submit their feedback either to the Review Committee or directly to the student.
- Students must be given reviewers’ feedback by October 1.
- The student may choose to submit their first year paper to a conference or journal. The Review Committee could suggest appropriate outlets.

Second Year Paper

- This Summer paper should be a journal ready paper with data presented in the paper. Appropriateness of data will be determined by the nature of the research question. In some cases, the student will be able to use data gathered from large samples' responses to close ended questions. Or, the student may use data gathered from in-depth interviews involving relatively small samples. Secondary data may also be used.
- The paper should explore a different research question from the one addressed in the 1st year paper. However, the paper could use the same body of research from the 1st year paper.
- This paper will be graded as "Acceptable," "Revise and Resubmit," or "Unacceptable". If the paper is evaluated as "Unacceptable" grade in 2nd year paper, student may be dropped from the program at the discretion of the Review Committee and/or the student's PAC.
- The same parameters regarding faculty involvement in the paper, review process, length of paper, etc. used in the 1st year paper will apply here as well.
- The paper is due on or before the first day of Fall semester classes following the Summer session.

Revised 7/22/09

POLICY STATEMENT

“DEVELOPING THE TEACHING COMPETENCY OF COB DOCTORAL STUDENTS”

1. Doctoral students entering their first year of study in the USF – COB doctoral program are required to:
 - Obtain a copy, read, and understand the USF Center for Teaching Enhancement (CTE) publication entitled: An Instructional Resource Guide for New Faculty and Graduate Teaching Assistants.
 - Register and attend the “Teaching Effectiveness Workshop for New Faculty and GTAs” [16 hours over 2 days] offered prior to the beginning of the Fall Semester by the USF CTE.
 - Complete the CTE workshop “Creating a Teaching Portfolio” [2.5 hours] during the first year in the doctoral program.

2. Continuing doctoral students in the USF - COB are required to register and complete the following CTE courses prior to their Admission to Candidacy:
 - “Active Learning: Creating Excitement in the Classroom” [2.5 hours]
 - “Interpreting and Improving Your Student Ratings” [2.5 hours]

3. During their doctoral program, continuing students are required to complete three additional workshops from the following list of CTE offerings (or others that may be developed by the CTE). Workshops should be selected after consultation with the Department Ph.D. Coordinator and/or Program Committee Chairperson.
 - “Coaching and Mentoring Students” [2.5 hours]
 - “Creating Inclusive Course Curricula: Models & Materials” [2.5 hours]
 - “Developing and Analyzing Multiple-Choice Exams” [2.5 hours]
 - “Distance Education: Options for University Faculty” [2.5 hours]
 - “Enhancing Graduate Teaching” [2.5 hours]
 - “Ensuring Successful Web-Based Research Experiences” [2.5 hours]
 - “Focusing on Communication in the Diverse Classroom” [2.5 hours]
 - “Issues of Diversity in the Interactive Classroom” [2.5 hours]

- “Managing Classroom Conflict” [2.5 hours]
- “Marginality and Mattering: Key Issues in the Emerging Classroom” [2.5 hours]
- “Preparing Effective Overhead Transparencies” [2.5 hours]
- “Promoting Active Student Involvement in Large Classes” [2.5 hours]
- “Promoting Integrity in the Classroom” [2.5 hours]
- “Talking About Teaching Through Cases” [4.5 hours over 3 days]
- “Teaching and Mentoring Graduate Students” [2.5 hours]
- “The University Experience for Women: Then and Now” [2.5 hours]
- “Values and Ethics in the Classroom” [2.5 hours]

Information regarding the above courses and others can be obtained by contacting the Center for Teaching Enhancement, SVC 1088 (974-2576).

4. Departments within the USF - COB will institute some formal program of self-evaluation of doctoral students serving as Teaching Assistants. Examples of programs would include (a) faculty observance of TA’s in the classroom on a regular basis, (b) faculty observance of TA’s during the first time a course is taught, (c) formal departmental examination of student teaching evaluations of all courses taught by TA’s, and (d) other approaches as may be developed by individual departments.

5. The Ph.D. “mentoring program” is encouraged. It uses experienced doctoral students as mentors for new students during their first year in the program. This mentoring could be continued beyond the first year if departments determine that the program should be an ongoing process. Mentors should be doctoral students who have had sole responsibility for teaching one or more courses and who have completed at least one year in the program.

7/22/2009

USF'S NEW DOCTORAL REGALIA FOR GRADUATION CEREMONY

This year the University of South Florida is celebrating their 50th Anniversary and in honor of the occasion, we have decided to make a concerted effort to be more in line with other Research 1 institutions by raising the caliber of our Commencement ceremonies.

Most major institutions have their own established regalia for doctoral students and we are pleased to join them in providing this opportunity for our doctoral graduates as well. The new regalia is available to doctoral students for rent or purchase through the USF Bookstore, and also to USF doctoral graduates who may have already completed their doctoral program but wish to invest in ceremonial regalia. Wearing the new regalia is required for all doctoral graduates who are participating in the Commencement ceremony.

A photograph of the new USF Doctoral regalia as well as additional information can be found on the Commencement website, <http://www.usf.edu/commencement>. Just follow the links for General Information and then Caps, Gowns and Sashes. For rental and purchase options, please contact the USF Bookstore at (813) 974-2067. Bookstore staff will be on hand to discuss the options presented through renting or purchasing. For example, some students have decided to rent the robe, while purchasing the hood as a keepsake. There are several different options and scenarios available.

All of us here at USF are excited that our doctoral students will have the most prestigious regalia among the entire graduating student body, as well as have the most focal student role during the Commencement ceremony. We hope these touches make the ceremony a memorable experience for you, your families and friends.

