

# **Ph.D. Handbook**

Procedures and Requirements for the  
Ph.D. in Public Administration and Policy

**Askew School of Public Administration and Policy**  
**Florida State University**

**Effective April 1, 2013**

*“Pursuing scholarship, integrity, and democratic governance”*  
**PH.D. HANDBOOK**

This handbook outlines the procedures and requirements for the Ph.D. in Public Administration and Policy. It is intended to provide information both to current doctoral students and to individuals seeking information about the program. For students who entered the Ph.D. program prior to the effective date of this handbook, it is the student’s choice to follow the curricular changes in this revised handbook or to follow the curriculum outline in the handbook under which they entered the Ph.D. program. The student is responsible for notifying the Ph.D. Director at least four (4) weeks prior to the written preliminary examination process regarding the handbook they are following.

**PROGRAM OBJECTIVE**

A research-oriented degree, the Ph.D. in Public Administration and Policy prepares students for careers in advanced teaching, research, and administration. The curriculum affords the highest level of education in theory and methods. Graduates will be able to move comfortably through academic, governmental, consulting, and research organization in the United States and abroad.

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## ADMISSION

The program admits students throughout the year. However, in order to be considered for university-wide awards and assistantships, applications for Fall term should be received by January 5; for department awards and assistantships, applications for Fall term should be received by February 1. Applications received after March 15 are not guaranteed consideration for the fall admission as the class may be full. Additional information on the application process is available at <http://www.askew.fsu.edu/prospective/doctoral/index.html>

Minimum admission standards include a score of 302 on the Graduate Record Examination Verbal and Quantitative sections (a minimum score of at least 153 on the Verbal and 144 on the Quantitative is preferred), except under exceptional circumstances. In the old GRE system, that means a score of 1100 on the Verbal and Quantitative (a minimum score of at least 500 on both sections is preferred). Other Minimum admission standards include a GPA of at least 3.0 (i.e., "B") in undergraduate work after the first 60 hours, as well as a 3.5 GPA in previous graduate work, and at least three letters of recommendation are required, preferably written by faculty who are familiar with the applicant's academic ability. Professional experience is encouraged but not required for admission. Occasional deviations from these standards are allowed for applicants who possess exceptional qualities that are not reflected in these criteria. Higher attainment on one measure may offset lower attainment on another. Academic attainment will receive primary emphasis in admission decisions. Because admission is competitive, no particular GRE score and/or grade point average guarantees acceptance.

International applicants must take the Test of English as a Foreign Language (TOEFL) exam. The following score is recommended: A minimum of 570 on the paper-based test, 230 on the computer-based test, or 88 on the Internet-based test. The average score of our admitted students is much higher than the minimum standard.

**Transfer Credits.** Once admitted, it is the student's responsibility to petition the Ph.D. Committee in writing if s/he wishes courses to be waived or transfer credits to be allowed. This must happen immediately upon matriculation. Under no circumstance should it occur later than the student's first semester in the program. The petition should state the course name and number, date the course was taken, and institution where it was taken. A syllabus of the course from the institution where it was taken should be attached to the petition, along with any available supporting documents, such as course papers or exams. A waiver is an indication that the student has taken a similar course at another institution, but credit hours are not transferred. A transfer of credit hours from another institution or program requires that the credit hours were not applied to another degree obtained by the student.

**English Language Competency.** The Askew School values the enrichment provided by international students and understands when international students are not fluent in spoken English upon their arrival at FSU. English language proficiency is essential for the student's full participation and ultimate success, however. Because of this, those accepting admission must be willing to undertake, if necessary, the additional expense and effort required to become competent in written and conversational English skills. There are classes available at FSU for improving English language proficiency. These cannot be counted toward degree requirements.

**State of Florida Residency Status.** For tuition purposes, a Florida resident is a person who has established and maintained legal residence in Florida for at least twelve months. Multiple forms of proof are required. Call the University Registrar (850-644-197) or visit the Registrar's office at A-3900 University Center to inquire about procedures for becoming reclassified as a Florida resident.

## STRUCTURE OF THE DOCTORAL PROGRAM

The Ph.D. Program Director is responsible for the day-to-day administration of the program. The Director is advised by the Askew School's Ph.D. Committee, which consists of the Ph.D. Program Director and three faculty members appointed by the School Director. The Committee, which includes the Program Director, makes determinative decisions on admissions and the Preliminary Examinations.

Ph.D. students advise the Program Director through the Public Administration Graduate Association (PAGA) representative to the Ph.D. Committee. All significant program revisions must be approved by the School Director and the faculty. Information on registration dates, applications status, course scheduling, and university requirements is provided by the Academic Program Specialist.

**Academic Adviser.** Upon entering the program, a student will consult with the Ph.D. Program Director, who will serve as academic adviser until the student has selected a major professor. As soon as practical, but no later than completion of the (Written) Qualifying Exam, the student should select a major professor from among the public administration faculty who have graduate faculty status (GFS). Faculty members with graduate faculty status are listed at [http://staging.fsu.edu/gradstudies/forms/faculty\\_status\\_current.pdf](http://staging.fsu.edu/gradstudies/forms/faculty_status_current.pdf). The major professor must have expertise in the area in which the student intends to specialize and write the dissertation. See *Supervisory Committee* for additional information about selecting committee members.

**Supervisory Committee.** Once students have determined their interests and have a general idea of their dissertation topic, they must determine their supervisory committee for the preliminary oral exam. The most important member is the Major Professor and this person should be determined no later than completion of the Written Preliminary Exam. A student is not allowed to proceed to the Preliminary (Oral) Exam until the Major Professor as well as the rest of the Supervisory Committee has been named. The student should first select a Major Professor and then, in consultation with the major professor, select the other members of the supervisory committee. The Supervisory Committee must have at least four (4) members. The Supervisory Committee must include at least two (2) members from the Askew School faculty and an outside representative-at-large from the University graduate faculty. The major professor, the outside faculty member, and one other Askew School faculty member must each have graduate faculty status.

The committee is formalized by their signatures on the Doctoral Supervisory Committee form, which is available from the Academic Program Specialist. It is the student's responsibility to obtain the required signatures and to return it to the Academic Program Specialist. Upon the approval of the composition of the supervisory committee by the Ph.D. Program Director and the Director of the School of Public Administration and Policy, the major professor will serve as the student's principal academic adviser, and together with the other professors, will supervise the work of the student until all requirements for the degree have been completed.

**Course Load.** The University considers a full-time load to be 12 semester hours for domestic students. Nine semester hours is defined as a full-time load for graduate assistantship holders on a quarter-time appointment or larger or for international students. Having said this, note that doctoral work is demanding. Students who do not need to have full-time status should consider enrolling for 9 hours instead in order to have time to concentrate and do their best in each of their courses.

**Credit Hour Requirement.** Students must complete the 18 hours of Ph.D. core coursework beyond the MPA to be eligible to take the Qualifying Exam. Upon completion of the 18 hours of core coursework, students must take the qualifying exam (written and comprehensive) the next semester in

which they are enrolled for coursework and the exam is offered. Students must complete an additional 27 hours of coursework beyond the MPA and the 18 hours of Ph.D. core coursework requirement to be eligible to take the Preliminary Exam. Upon completion of both the Qualifying and Preliminary Exams, students must earn a minimum of 24 additional hours for dissertation credit.

**Dissertation Credit Hours.** A minimum of 24 hours of dissertation credit will be counted toward the Ph.D. degree.

**Time Limit.** All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the Preliminary Examination, or the student's supervisory committee will require that both the Qualifying and Preliminary Exams be retaken and passed.

**University Residence Requirement.** Students must satisfy the University's residence requirement, which is 24 semester hours of courses at Florida State University during one 12-month period. The intent of the residence requirement is to ensure that doctoral students contribute to and benefit from the complete spectrum of educational, professional, and enrichment opportunities provided.

The university requirement is operationalized as: After finishing thirty (30) semester hours of graduate work or being awarded the master's degree, the student must be continuously enrolled for a minimum of twenty-four (24) graduate semester hours of credit in any period of 12 consecutive months. Specifications of conditions are as follows:

- (1) If a student enters the doctoral program with an MPA degree from another institution, the student can immediately begin to satisfy the residence requirement.
- (2) If a student enters the doctoral program with no prior master's degree, the student must first complete 30 hours before s/he can begin to satisfy the residence requirement.
- (3) If a student enters the doctoral program with no prior master's degree, and on the way to the Ph.D. acquires an MPA, then the student may begin to satisfy the residence requirement when s/he has completed the first 30 hours of graduate work. This may occur prior to the student actually completing the MPA degree.
- (4) If a student initially enrolls as an MPA student, completes the MPA degree and then immediately continues for the doctoral degree, hours completed after the first 30 hours of the MPA degree may be counted toward the doctoral residence requirement.
- (5) If a student initially enrolls as an MPA student at FSU, completes the MPA degree, leaves the university, and some time later returns to pursue the Ph.D., hours in excess of the first 30 hours completed while a MPA student may NOT be counted toward the doctoral residence requirement.

**Annual Evaluation.** There is an annual review of doctoral students' progress (Appendix E). Students review their own performance in the past year and then meet with their major professor to review their progress. Students who do not have a major professor can choose a public administration faculty member with whom they took a doctoral course in the past year--preferably the immediate past semester. The major professor or the chosen faculty member will fill out the *Evaluation* section of the form and send it back to the student. ABD students have to obtain evaluation and signature from each of their dissertation committee members on the second *Evaluation* section. The Ph.D. committee will meet with each student to discuss his or her academic progress afterwards. Annual evaluation is a major criterion for funding decisions.

## **CURRICULUM AND SPECIALIZATION**

The Askew School doctoral curriculum provides a foundation in both public administration and public policy for all students. There are three specializations available to all students: Institutions and Governance, Public Management, and Public Policy. For their specialization, each student designs, in consultation with his or her Major Professor, what area they wish to specialize in, with the expectation that some portion of specialization coursework will be taken outside of the Askew School.

### **Course Requirements.**

Those who enter the Ph.D. program without a Master of Public Administration or equivalent degree must satisfy the requirements of part of the MPA core curriculum before proceeding to doctoral courses. The course requirements are specified below. Such students should consult with their Major Professor or the Ph.D. director to determine what MPA core course they should take. Newly admitted students who are unsure of their readiness for doctoral level statistics, regardless of whether they hold an MPA or not, are advised to take PAD 5701 as a refresher course before advancing to PAD 6705.

### **I. The Master of Public Administration Requirement**

#### 1. Substantive (6 hours)

**PAD 5227** Public Financial Management  
**PAD 5417** Human Resource Management

#### 2. Methods (6 hours)

**PAD 5700** Research Design in Public Administration  
**PAD 5701** Quantitative Analysis in Public Administration

Those who enter the program with an MPA degree or those who have completed the 12 credit hours described above, will proceed to the following courses:

### **II. Core Courses**

#### **a. Ph.D. Substantive Core (12 hours)**

**PAD 6025** Theoretical Perspectives in Public Policy  
**PAD 6054** Intellectual History and Future of Public Administration  
**PAD 6102** Administrative Behavior in Public Organizations  
**PAD 6109** Institutions and Society

#### **b. Methods Requirements (6 hours)**

**PAD 6707** - Logics of Inquiry  
**PAD 6705** - Analytic Techniques for Public Administration

These 18 core course hours of Ph.D. core courses encapsulate the Written Preliminary Exams. As with the MPA core courses, a grade of “B-“ or better is required in each course to be eligible to take the Written Preliminary Exam.

**IIC. Additional Methods Requirements (6 hours)**

Two advanced methods electives are required:

If interested in qualitative methods, take:

**PAD 6103** Cultural Analysis and Organizations and another course under faculty advisement.

If interested in quantitative methods, select among the following:

**SYA 5407** Advanced Quantitative Methods (intro to S.E.M. & pooled time series)

**POS 5747** Advanced Quantitative Analysis in Political Science (pooled time series, event history analysis, categorical data analysis)

**STA 5207** Applied Regression Analysis

Students may choose other alternative courses upon permission of their Major Professor or the Ph.D. director.

**IId. Political Process Requirements (3 hours)**

Students without prior graduate work in political processes and institutions must take at least one course (3 credit hours) that focuses on political processes or institutions. Students should consult the Ph.D. Director or Major Professor to identify the course that will develop competencies appropriate to their career objectives. The following courses are suggested but by no means exclusive:

**PAD 6300** Government Administration in Florida

**POS 5045** Seminar in American Politics

**POS 5127** State Government and Politics

Students may exempt the Political Process requirement to the extent they have appropriate graduate work in American government, democratic theory, or political processes and institutions.

**III. Field of Specialization (Minimum 18 hours)**

All students will have to choose a field of specialization. Courses within the student's chosen field of specialization are decided upon in consultation with the student's Major Professor. Students will take a foundations course in the specialization and a minimum of two (2) additional courses (6 hours) that are at the 6000 level in Public Administration. The foundation course in each specialization is as follows: Institutions & Governance (PAD 6108 Institutions, Policy and Management); Public Management (PAD 6136 Seminar: Management Studies in Government); and Public Policy (PAD 6721 Policy Analysis Research Seminar). In consultation with their Major Professor, students may select the remaining minimum of six (6) hours from any department on campus to complete the specialization.

Students will take the supervised research course (PAD 5915). The student works under the supervision of a faculty member in their specialization to produce a paper of publishable quality. This paper is required to be an individual work of the student. Three or more hours of graded (S/U) Supervised Research credit will be given.



#### IV. Professional Topics in Public Administration

Ph.D. students, before admitted to candidacy, are required to enroll in PAD 6930 for zero (0) credit hours each semester. This course serves as a continuous proseminar, introducing students to topics that will help build their careers. In an informal setting, students and speakers make research presentations, lead discussions on cutting edge issues for the field, and give tips on academic norms and processes and how to build a successful career. They also provide information on how to develop research projects, how to choose a dissertation topic, how to write for publication, how to search for the right job, and other topical issues of relevance that are not otherwise covered in coursework.

To successfully complete the course, all students must attend a minimum of six events each semester. Additionally, all students, in at least their second year of study, are expected to present their work at the colloquia. This is an opportunity for students who are presenting papers at professional conferences, presenting papers on the job market, or who would like feedback on their scholarly or practice research to receive constructive feedback prior to presenting in an external forum or sending the paper out for publication. In addition to regularly scheduled colloquia, approved events include dissertation defenses, research presentations by candidates for faculty positions, and national and regional meetings of professional societies. Students must notify the Ph.D. Director at least one week before the end of the semester of the date and nature of the events attended. The notification must be in writing or via e-mail. The course is graded pass or fail (S/U).

#### V. Suggested Course Plan for Students who already hold an MPA

As guidance, we highly suggest the following course work plan for students in their first two years of study in preparation for the Qualifying and Preliminary Examinations:

	Fall	Spring	Summer
<b>1<sup>st</sup> Year</b>	PAD 6025 PAD 6054 PAD 6707 PAD 6930	PAD 6102 PAD 6109 PAD6705 PAD 6930	1 methods elective 1 field Course
<b>2<sup>nd</sup> Year</b>	<u>Qualifying Exam at the beginning of Fall semester</u> 2 field courses 1 methods elective PAD 6930	2 field courses 1 political process PAD 6930	PAD 5915

As guidance, we suggest the following course work plan for students after completion of the Qualifying Examinations:

<b>3<sup>rd</sup> Year</b>	<u>Preliminary (Oral) Exam</u>  Develop Prospectus PAD 6930	<u>Defend Prospectus</u>  Dissertation Research	Dissertation Research Supervised Teaching
<b>4<sup>th</sup> Year</b>	Continue Dissertation Research/ Defend Dissertation		

## **EXAMINATION**

The Exam process has two components, the Qualifying Exam and the Preliminary Exam.

### **The Examinations.**

All Askew School doctoral students will take two program exams: the Qualifying (Written) Exam and the Preliminary Exam. The Qualifying Examination will be required when students have completed the Ph.D. core courses (PAD6025, PAD 6054, PAD 6102, PAD 6109, PAD 6705 and PAD 6707) and will normally follow the completion of a doctoral student's first year of coursework. The Preliminary Exam will normally follow completion of the student's entire coursework plan.

### **Qualifying Examination**

The qualifying exam is intended to evaluate the student's ability to integrate the material covered in the Askew School Ph.D. core courses. After completing the six core courses, students must take an examination over this material within 12 months. Extension may be made for unforeseen situations upon the approval of the Ph.D. director. This examination is typically given at the beginning of Fall and/or Spring semesters. The qualifying examination, which lasts (2) two days for six hours each day, is administered by the Ph.D. Director. The qualifying exam includes a series of integrated questions developed by the Askew School faculty. Students must notify the Ph.D. director four (4) weeks prior to the beginning of the Fall or Spring semester of the student's intent to take the written preliminary exam.

### **How is the Qualifying Exam scored?**

The preliminary written exam will be evaluated by a committee consisting of at least three faculty members of the School. The grading process usually requires about 3 to 4 weeks. Each reader will grade responses on a scale of 1 to 3, with '3' equivalent to a "strong pass," '2' equivalent to a "pass," '1' is equivalent to "failure." There shall be a minimum of three readers per exam day for each student exam. Individual committee members will report their evaluation to the Ph.D. Director, who will tabulate the results.

Students will receive a median score for each question, and a median score of 2.0 or better means pass. Performance will be reviewed by the Ph.D. committee, which will make an independent determination of whether the student passed or failed the qualifying exam. Students fail a given day (Day 1 or Day 2) if one or more questions of the day are failed. Students who pass both Day 1 and Day 2 are allowed to take the preliminary exam. Those who fail Day 1 and/or Day 2 are allowed to retake it a second time, provided that they do so within 12 months. Students who fail the exam a second time will be dismissed from the program. This decision is final and may not be appealed.

### **Preliminary Examination**

The preliminary examination for the Ph.D. degree normally follows the completion of all program coursework and is designed to determine if the student is prepared to conduct and report on independent research in a competent and professional manner. The University requires that all Ph.D. students pass a preliminary examination before they can be admitted to candidacy for the degree. In the Askew School, the preliminary examination consists of a paper on a topic approved by the student's supervisory committee. The paper should be completed in a manner that demonstrates integration of theory, management and/or policy issues and research capabilities, and should be of professional

publishable quality consistent with the supervisory committee's requirements. This examination process is initiated only upon written certification by the Ph.D. Director that all Askew School requirements have been met. The preliminary exam must be scheduled before the end of the 12<sup>th</sup> week of the semester.

The specific nature and design of the paper will be determined by the student and her or his supervisory committee as part of the student's program planning process. It is recommended that the student meet with her or his supervisory committee after completing the preliminary written exams to determine the nature and scoring of the paper which will be developed for the preliminary oral exam.

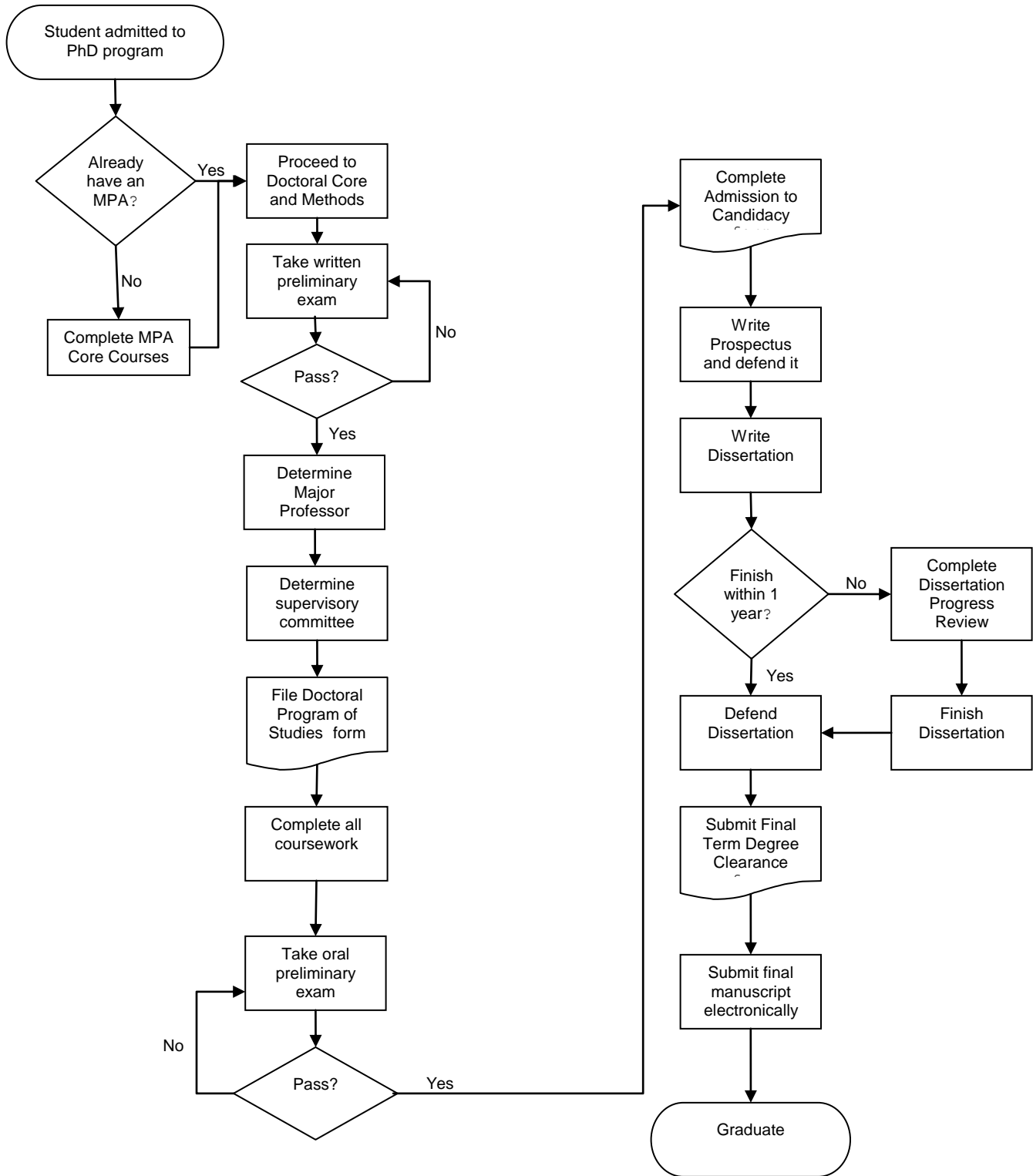
The Major Professor of the student's supervisory committee will determine (in consultation with the supervisory committee) when the student is prepared to schedule his or her preliminary oral exam. There is no predetermined date for the exam. When the student's Major Professor and supervisory committee determine that the student is ready to defend the paper in an oral exam, the Major Professor and supervisory committee shall notify the Ph.D. Director who shall determine whether all other Askew School examination requirements have been met. At the direction of the major professor and in consultation with other members of the supervisory committee, the student shall schedule the preliminary oral exam.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member then it is necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

Upon completion of the oral exam, the student's Major Professor will report the results to the Ph.D. Director. When the student has passed the exam, a completed and signed "Admission to Candidacy Form" (AC-107) is completed. The AC-107 form is the responsibility of the student and the student's Major Professor and is available from the Academic Program Specialist. If the student's performance on the exam is not satisfactory, the student will be permitted to retake the exam at a future date. Subsequent failure to satisfactorily defend the student's paper and/or respond to the oral exam of the student's area of concentration in the oral defense of the paper will result in the student being dismissed from the program.

After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the 7<sup>th</sup> week of the semester. For term specific deadline dates, please refer to the "Academic Calendar" in the *Registration Guide*.

### PROGRAM BENCHMARKS



## THE DISSERTATION

**All But Dissertation Phase (ABD).** Once students have passed their Oral Preliminary Exam, they are officially admitted to Candidacy for the Ph.D. degree. All that remains to be completed is the dissertation – the most challenging yet rewarding phase of doctoral study. During this period, the student is referred to as “ABD.”

**Dissertation Prospectus.** After passing the preliminary examination, students must submit a dissertation prospectus. The prospectus must be approved by the supervisory committee after a formal meeting of the student and the committee. This should be accomplished as promptly as possible, ordinarily not later than four months after the successful completion of the oral preliminary examination. The prospectus must be signed by the committee and by the Ph.D. Program Director. The required contents of the prospectus are described in Appendix C, “Required Contents for the Ph.D. Dissertation Prospectus.” The student and the major professor shall be responsible for obtaining the required signatures on the Defense of Dissertation Prospectus form, which can be obtained from the Academic Program Specialist.

**Dissertation.** Ph.D. Candidates must complete a dissertation that makes an original contribution to knowledge. During the period that students undertake the dissertation they must regularly enroll for dissertation credit for a minimum of 9 semester hours per term if they are in residence and serve as graduate assistants, 9 semester hours per term if they are on fellowships, or 3 semester hours if they are not in residence. Dissertations are expected to be of publishable quality, either in whole or in part, according to the standards of the journals in the study field. A minimum of 24 hours for dissertation research will be counted toward the total number of credit hours for the degree. A student must be enrolled in a minimum of 2 thesis hours in the final semester.

**Dissertation Progress Review.** If the dissertation is not yet completed one (1) year after passing the Oral Preliminary Exam, a meeting or conference call with the student and his or her supervisory committee will be held the following semester to evaluate progress toward completion of the dissertation. If the major professor certifies that the dissertation will be defended in the following semester, the student is exempted from this review. Based on the dissertation progress review meeting, the student will submit a detailed work plan and timetable for completion of the dissertation. This must be approved by the major professor and Ph.D. Program Director and placed in the student’s file. Under University rules, the student has five (5) years to complete the dissertation after passing the Preliminary Exam. If the student has not completed the dissertation after five (5) years after passing the Preliminary Exam, the student will be required to retake the Written and Oral Preliminary Exams.

**Defense of Dissertation.** At the direction of the major professor and in consultation with other members of the supervisory committee, the student shall schedule the dissertation oral examination, called the “defense” of the dissertation. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must defend by no later than the Format Approval Deadline in the semester of intent to graduate. Consult the Graduate School Blackboard site GradSpace for more information. A preliminary draft of the dissertation must be submitted to each member of the supervisory committee at least four weeks before the date of the Defense. At least two weeks prior to the Defense, the student or major professor will present an announcement of the dissertation title and the date and place of the examination to the Office of Graduate Studies. The content

of the abstract of the dissertation should be submitted to the supervisory committee for approval at least one week before the date of the defense. The abstract should conform to appropriate examples in *Guidelines and Requirements for Electronic Thesis, Treatise, and Dissertation Writers*. The Office of Graduate Studies holds an electronic dissertation question and answer workshop each semester. Students should attend this no later than the semester in which they will graduate. For more information and for a link to the *Guidelines*, see [https://campus.fsu.edu/bbcswebdav/orgs/ADM\\_7638\\_org/Handbook.pdf](https://campus.fsu.edu/bbcswebdav/orgs/ADM_7638_org/Handbook.pdf). This site is password protected, therefore you must sign on to Blackboard prior to accessing the site.

The supervisory committee will conduct the examination. The Director of the Askew School must be notified in advance. The Director's attendance at the Defense is at the option of the Director. All members of the graduate faculty are invited to attend. The major professor presides over the defense. Members of the supervisory committee and the Askew School Director are the only people who can ask questions during the defense.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member then it is necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

The supervisory committee will certify in writing the results of the Defense: passed, failed, or to be reexamined. The report of results following a reexamination must indicate the student either passed or failed. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense. A grade of PASS requires at least a majority approval of the committee.

If the student passes, each member must sign the Manuscript Signature Form to substantiate the results of the defense. It is the responsibility of the major professor to submit this completed form either directly to the Clearance Advisor or to the appropriate departmental staff for subsequent delivery to the Clearance Advisor in The Graduate School. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the university representative (who must be tenured) from the graduate faculty to the appropriate academic dean and the Dean of the Graduate School within one week after the date of defense. A non-tenured faculty can serve as an outside member but not the university representative. The degree cannot be awarded until both forms have been received by the Graduate School and the final version of the manuscript has been submitted to and approved by the Clearance Advisor.

When the defense is successful, and the dissertation is approved by the supervisory committee, the student must submit the Final Term Degree Clearance Form, as required by the University. This form may be found at the Office of Graduate Studies Blackboard Web site. The student should submit the final manuscript electronically to the manuscript Clearance Advisor within sixty days of the defense date or the student must be re-examined. A manuscript processing fee is charged. You can contact the Clearance Advisor via e-mail at [clearance@mailers.fsu.edu](mailto:clearance@mailers.fsu.edu).

## ADDITIONAL INFORMATION

**Conferences.** Students are strongly encouraged to attend conferences and present their research in papers or poster sessions. The following list of associations that hold regular conferences and issue calls for papers. To gain more information, access the website for each to learn the dates and deadlines for conferences. You may apply for departmental and university funding that will defray your travel costs.

American Political Science Association ([www.apsanet.org](http://www.apsanet.org))  
 American Society for Public Administration ([www.aspanet.org](http://www.aspanet.org))  
 Association for Research on Nonprofit Organizations and Voluntary Action  
 ([www.arnova.org](http://www.arnova.org))  
 Academy of Management, Public & Nonprofit Division ([division.aomonline.org/npn](http://division.aomonline.org/npn))  
 Association for Budgeting and Financial Management ([www.abfm.org](http://www.abfm.org))  
 Association for Public Policy and Management ([www.appam.org](http://www.appam.org))  
 Southeastern Conference on Public Administration  
 International City/County Management Association (<http://icma.org>)  
 Public Management Research Association ([www2.ku.edu/~pmranet/](http://www2.ku.edu/~pmranet/))  
 Public Administration Theory Network ([patheory.asu.edu](http://patheory.asu.edu))  
 Public Administration Teaching Conference ([www.teachingpa.org](http://www.teachingpa.org))  
 Conference of Minority Public Administrators ([www.natcompa.org](http://www.natcompa.org))  
 National Forum for Black Public Administrators ([www.nfbpa.org](http://www.nfbpa.org))

**A Minor in Public Administration and Policy.** Students from other disciplines may take a minor in public administration and policy. The requirement is that five courses must be taken (normally 15 credit hours) at the graduate level in the School from the MPA and Ph.D. core. All students must take a graduate course that introduces them to the field of public administration (i.e., PAD 5050 The Profession of Public Administration). In addition, they must take at least one course in the doctoral core. Two courses may be exempted based on work taken at another college or university.

Those taking a minor in public administration must maintain a 3.5 point GPA in the courses used to satisfy the five-course requirement. If the 3.5 GPA is not maintained in the minor, a qualifying examination will be required; the exam content will be determined by the minor professor. The faculty member serving as the minor professor will attend the Dissertation Defense and may ask questions.

**Plagiarism.** The FSU Academic Honor Policy defines plagiarism as the act of “intentionally presenting the work of another as one's own.” (See <http://dof.fsu.edu/forms/honorpolicy.pdf>) There are numerous types of plagiarism, but among the most frequently used are: (1) copying and pasting sections of published or unpublished materials without citations or, when appropriate, quotations; (2) submitting a paper that was largely written by someone other than yourself; (3) submitting a paper in which you use the ideas or style of another person but you do not cite that source in the text and/or put the source in your list of references; (4) submitting a paper in which you use nearly the exact same words of another person but you do not cite that source; and (5) copying material or answers from another person's exam or homework assignment and turning it in as your own work. In all of these cases, you are representing the ideas or words as your own even though you took them from another source. Plagiarism will result in an automatic "F" on an assignment or exam and can also result in expulsion from the program.

**Sexual Harassment.** Florida State University regards sexual harassment as a violation of an individual's human rights and as a form of discrimination based upon gender. The University deems sexual harassment to include conduct constituting sexual harassment under Titles VII or IX of the Civil Rights Act of 1964 (42 USA, S. 2000e) or under applicable implementing regulations such as the EEOC guidelines (29 CFR, s. 1604.00 (a) (1982)) and Florida law. The faculty of the Askew School of Public Administration and Policy has adopted a policy that prohibits sexual harassment and behaviors that could create a climate in which the misuse of power might occur. Further information is available at [www.auditservices.fsu.edu/sh/policy.htm](http://www.auditservices.fsu.edu/sh/policy.htm).

**Americans with Disabilities Act.** The School encourages students with disabilities to notify the instructor and the Student Disability Resource Center for reasonable accommodations. Further information is available at [www.disabilitycenter.fsu.edu](http://www.disabilitycenter.fsu.edu).



**APPENDIX A  
Doctoral Program of Studies Form  
Ph.D. Program of Studies**

Name \_\_\_\_\_  
 Local Address \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Email Address \_\_\_\_\_  
 Undergraduate Degree/Major/Date \_\_\_\_\_ Institution \_\_\_\_\_  
 Graduate Degree \_\_\_\_\_ Graduate Institution \_\_\_\_\_  
 Date Conferred \_\_\_\_\_ Graduate Specialization \_\_\_\_\_  
 Total Graduate Hours at FSU \_\_\_\_\_ Total Graduate Hours \_\_\_\_\_

**Graduate Courses Taken or To Be Taken**

Course #		Term	Grade	Professor
<b>Ia. MPA Requirements (12 Hours)</b>				
PAD 5227	Public Financial Management			
PAD 5417	Human Resource Management			
PAD 5700	Research Design in Public Administration			
PAD 5701	Quantitative Analysis in Public Administration			
<b>IIa.b.c. Ph.D. Core &amp; Methods (24 Hours)</b>				
PAD 6054	Intellectual History			
PAD 6109	Institutions and Society			
PAD 6102	Administrative Behavior			
PAD 6025	Theoretical Perspectives in Public Policy			
PAD 6707	Logics of Inquiry			
PAD 6705	Analytic Techniques			
	Advanced methods electives:			
<b>IIId. One political process course (3 hours)</b>				
PAD 6300				
POS				
<b>IIIa. Specialization Foundation: (3 hours)</b>				
PAD 6___				
<b>IIIb. Specialization Courses (Minimum 12 hours)</b>				
PAD 6				
PAD 6___				
elective				
elective				
<b>IIIc. Supervised Research (Minimum 3 hours)</b>				
PAD 5915				
<b>IV. Colloquium Attendance: PAD 6930</b>				
	Term 1	Term 2	Term 3	Term 4
	Term 5	Term 6	////////	////
	////////	////////	////////	////////

**SUPERVISORY COMMITTEE APPROVAL** [The major professor, one of the other two department members, and the outside representative must have doctoral directive status].

Major Professor \_\_\_\_\_  
 Askew School Professor \_\_\_\_\_  
 Askew School Professor \_\_\_\_\_  
 Outside Representative \_\_\_\_\_

## APPENDIX B

### Sample Written Prelim Exam Questions

Students are expected to rely on their own knowledge and interpretations of the field as they answer exam questions. Critical analysis is a must. No notes, e-files, books, or papers may be accessed while taking the exam.

**Sample 1.** Public administration, both as a field of study and a practice, has to address the significant questions with which a society is confronted. The development and evolution of public administration and public policy in the 20<sup>th</sup> century certainly reflected this observation. Presently, what are the pressing issues and challenges that American government and society faces? What are the implications of these issues and challenges to the study of public administration and public policy? Do you think public administration and public policy research and practice are ready for those challenges? If yes, why? If not, what types of change should we make in studying and teaching public administration and public policy?

**Sample 2.** The public management movement has been described as essentially saying “management matters” with the presumption that somehow management has been ignored as a factor in the effectiveness and general decision-making of public organizations. Define the major works that describe the general ideas of public management then argue through the literature whether you agree that management has been ignored and exactly how, if at all?

**Sample 3.** In the late 19<sup>th</sup> and early 20<sup>th</sup> centuries, a number of Progressive reformers sought to define public administration from the perspective of creating a profession to administer a new form of government -- namely, government that could resolve the problems of a newly industrialized society, problems that were largely created by the then new industrial economy and which were unlikely to be resolved by that economy, on its own accord, without governmental action.

a) Identify who some of those reformers were and how they helped define the field of public administration as we know it today. Then identify some of the problems being created today by the current economy (e.g., global and technology driven).

b) Who are some of the writers of recent decades that are attempting to reshape public administration so that government can effectively deal with these contemporary problems? Discuss some of their contributions, especially from the perspective as to whether they are adequately addressing the societal problems that are being created by the current economy.

**Sample 4.** While the qualitative and quantitative methods debate was a hotly contested either/or exchange in the early 1980s, more social scientists now see the value of including both approaches in their research designs and data analysis. What accounts for this move toward “mixed” methods? How has this acceptance of both “paradigms” influenced research designs and methods in public administration? Incorporate into your response specific description of the differences in sampling strategies, data collection methods, and selection of analytic tools. Be specific and demonstrate your knowledge of both quantitative and qualitative techniques.

**Sample 5.** Various theories have been proposed to account for the growth of knowledge through scientific research. Drawing on ideas in the philosophy of science and using examples from research in public administration and policy, tell us how you think science works and what this means for your own efforts to understand and contribute to the field. Remember to define science and provide support for this definition.

**Sample 6.** In the past several decades, much research has been conducted on program performance and impacts. Pick an area of public policy and summarize the findings from research on its programs. What have been the principal measures of program performance? What types of unintended impacts, if any, have been investigated? What conclusions have been drawn from the research, and what influence have they had on policy direction and program design? Conclude by identifying or proposing promising lines of future research.

**APPENDIX C**  
**Required Content for Dissertation Prospectus**

This is a sample cover page for the prospectus. You should format your cover page similarly.

Prospectus for the Ph.D. in Public Administration and Policy  
Florida State University

Alternate Roles of Administrators in Affecting Political Agendas

by

Murray Lee

submitted to and approved by

---

Professor [type name here] Dissertation Director and Major Professor

---

Professor [type name here]

---

Professor [type name here ]

---

Professor [type name here], Representative of Graduate Faculty

## **APPENDIX D**

### **Suggested Contents of the Ph. D. Dissertation Prospectus**

The dissertation must be a significant contribution to knowledge on a topic related to the student's primary field of study. It should reveal the student's capabilities in carrying out original research and represent a substantial scholarly effort on the part of the student. A prospectus is not a dissertation itself but it is a blueprint for one. It may also be thought of as similar to a grant proposal (and it is a good idea to submit one to help support you at the dissertation stage).

The prospectus typically consists of three chapters: Introduction, Theoretical Framework, and Research Methodology. These roughly parallel the first three dissertation chapters. Each of these chapters will be revised, extended, and more fully elaborated in the final dissertation. The length of the prospectus is usually between 45 and 60 pages, but the length will vary depending on the nature of the research project and the expectations of your major professor and committee.

#### 1. Introduction

The focus of the introduction is the research problem or question. This chapter is to provide a clear and concise description of the research question and its significance. This is one of the most difficult aspects of research, because the research question must be something that is of interest to you personally, acceptable to your advisor, important to the discipline of public administration, and "doable" given your material and intellectual resources.

In this chapter, you will need to explain why you are asking your question. Does it address a puzzle within the existing literature? Is there a gap in the existing literature? Is this a question that hasn't occurred to anyone before that has relevance to a whole range of literatures? The importance of the research problem to public administration as a discipline must be made clear. This involves citation of authorities from the discipline. Evidence must be presented that you are working on a problem that is going to be regarded as significant.

#### 2. Theoretical Framework

Model, conceptual framework, and theoretical orientation are terms that have been variously defined in the methodology literature, sometimes without a great deal of precision. They all, however, suggest the importance of developing a set of logically related abstract ideas, which are central to your research problem.

Theory is a reasoned and precise speculation about the answer to a research question, including statements about why the proposed answer is correct. Theories imply specific falsifiable hypotheses and build upon prior research. As sets of propositions explaining why events occur the way they do, theories describe patterns for interpreting data and understanding their larger significance.

The presentation of the theoretical framework must clearly explain important concepts and relationships among them. You should not have a separate single review of the literature. Rather,

when you are presenting the research problem in the introduction and when you are developing the theoretical framework, you must review literature that is related. In effect, then, there must be a review of the literatures that are relevant to the particular area of the prospectus.

### 3. Research Methodology

The distinguishing feature of academic research, compared to research by journalists and casual writers, is the care given to procedures. The appropriateness of the procedures depends directly on the conceptual framework and related research question. This section should describe and justify the research design that will be employed to answer the research question. It also should describe the data and evidence that will be used. The specific data collection procedures need to be described and justified. Finally, the specific quantitative and or qualitative techniques must be identified and justified.

The prospectus must be accompanied by a cover page, table of contents, abstract, a timetable, and references.

#### Cover Page

The cover page must list the proposed title; your name; the Florida State University, Askew School of Public Administration and Policy; Ph.D. in Public Administration and Policy; the names of the supervisory committee with a place for their approval signatures; and the date of submission.

#### Table of Contents/Chapter Outlines

The Table of Contents must list each chapter and the major sub-topics within each chapter. The Table of Contents should indicate the major dimensions of the topic and a broad descriptive outline of the work to be done.

#### Abstract

The abstract in less than one page summarizes the basic structure of the proposal. The abstract should include a statement of the research problem and its significance, the model or conceptual framework, and the methodology to be employed. There must be a clear statement of the research problem. The abstract must begin with a one-sentence statement of the problem. If it takes more than one sentence, you are probably unclear about the nature of the problem.

#### Time Line

You must include a time line that includes projections for the completion of each of the research tasks.

#### References

Append a reference list to the end of the prospectus. The bibliography should not be excessively long and only needs to include works cited in the prospectus.

**APPENDIX E**  
**Annual Evaluation Form** (CALENDAR YEAR)

**Period of Review:** \_\_\_\_\_

**SECTION I. SUMMARY OF ACCOMPLISHMENTS**

Student:  Date:

Major Professor/First-year faculty:

Committee Members (if decided):

**1. Coursework:** List all courses attempted during last year.

	Course Number	Title	Credits	Instructor	Grade
Spring					
Summer					
Fall					

Outstanding Incompletes for all semesters:

Course Number	Title	Reason for Incomplete	Semester to be competed

**2. Program Milestones:** Indicate any appropriate milestones passed *during the period* with a  $\checkmark$ .

	Passed ?	If Passed	If Not Passed
Core courses (18 credits)			Target semester:
Other courses (27 credits)			Target semester:
Written (Qualifying) Exam		Pass Date:	Target Date:
Oral (Prelim)		Pass Date:	Target Date:
Dissertation Prospectus		Pass Date:	Target Date:
Dissertation		Pass Date:	Target Date:

**3. Scholarly Activity:** Describe accomplishments *during the period*. (indicate co-authors, if any):

Publications (accepted and/or submitted) (indicate whether peer-reviewed or not) citation:

Conference papers (presented and/or proposed) citation:

Research proposals (funded and/or submitted) citation:

Research projects/papers underway citation:

Courses taught (indicate the course number, title, #of students, semester)

Courses TAed (indicate the course number, title, #of students, semester)

**4. Assistantships:** Check ( $\checkmark$ ) terms you were funded. Note the name of supervisor and brief description of duties

(a) Spring:

(b) Summer:

(c) Fall:

**5. Self-Evaluation Comments**

**6. Plans for the Upcoming Year:** As appropriate, discuss what you are going to do, such as plans for course work, exams, projects, papers, finding a job, etc.

**SECTION II. EVALUATION BY MAJOR PROFESSOR OR FACULTY ADVISOR**

Assess the quantity and quality of work accomplished in terms of progress toward the award of the degree and the development of a firm foundation for the student's scholarly career. Is s/he on track? Particular strengths? Particular weaknesses? Anything to improve? Please be specific. (Additional pages can be attached if necessary)

Overall assessment: 

outstanding	<input type="checkbox"/>
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satisfactory	<input type="checkbox"/>
--------------	--------------------------

unsatisfactory	<input type="checkbox"/>
----------------	--------------------------

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Signature

Date



**SECTION III. EVALUATION BY OTHER DISSERTATION COMMITTEE MEMBERS**

(Section III is only for ADB students)

Assess the progress toward the dissertation. Is s/he on track? Any concerns? Any advice? Please be specific. (Additional pages can be attached if necessary)

Overall assessment: 

outstanding	
-------------	--

satisfactory	
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unsatisfactory	
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Signature

Date

Overall assessment: 

outstanding	
-------------	--

satisfactory	
--------------	--

unsatisfactory	
----------------	--

---

Signature

Date

Overall assessment: 

outstanding	
-------------	--

satisfactory	
--------------	--

unsatisfactory	
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Signature

Date