



# Urban Studies Doctoral Program Handbook

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# URBAN STUDIES DOCTORAL PROGRAM HANDBOOK

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The Urban Studies Doctoral Program Handbook is a general guide to the Ph.D. in Urban Studies program at the University of New Orleans and is for advising and informational purposes only. It is neither a definitive statement of university policy nor a substitute for general university and program-related rules and regulations found in the University Undergraduate & Graduate Catalog (<http://www.uno.edu/registrar/catalog/index.aspx>), publications of the University of New Orleans Graduate School (<http://www.uno.edu/grad/>), and other University of New Orleans and University of Louisiana System publications. Any discrepancy between the program rules outlined in this handbook and the policies of the University of New Orleans or the University of Louisiana System will be resolved in favor of the latter.

## **UNO, PLUS, SUPRS, AND COLAED**

The University of New Orleans (UNO), part of the University of Louisiana System, is a publicly-supported institution of higher education situated on a 300-acre campus on the southern shore of Lake Pontchartrain, a short distance from the Vieux Carré (French Quarter) and downtown New Orleans. UNO is a "higher research activity" doctoral degree-granting educational institution university according to the latest update of the Carnegie Classification of Institutions of Higher Learning. UNO opened in 1958 with 1,500 students. The Graduate School was founded in 1963. In 2015 approximately 8,400 students were enrolled, including about 1,600 in graduate programs.

The Department of Planning and Urban Studies (PLUS), housed in the School of Urban Planning and Regional Studies (SUPRS) and the College of Liberal Arts, Education and Human Development (COLAED), offers a bachelor's degree program in urban studies and planning; master's degree programs in urban and regional planning, urban studies, and transportation; and a doctoral degree program in urban studies with majors in urban affairs, urban history, and urban planning. Participating faculty members hold advanced degrees in anthropology, city and regional planning, history, political science, public administration, and sociology; their varied academic backgrounds highlight the interdisciplinary character of urban studies as a field of academic inquiry. A favorable student-to-faculty ratio allows doctoral students to work closely with faculty members on a collaborative basis and to develop individual plans of study. The department enjoys a widely acknowledged reputation for excellence in urban research and public service, as evidenced by the large number of applications to the doctoral program.

Scholarly research and teaching on the theory and practice of urban affairs, urban anthropology, urban history, and urban and regional planning provide the core of the department's educational efforts. The teaching and research specializations of the doctoral program faculty members are diverse and provide a number of perspectives from which to address urban research questions. Support for faculty research is provided by the extensive holdings in the University of New Orleans Earl K. Long Library, which contains over 12,000 serial titles, state-of-the art computer facilities, and faculty- and staff-generated grant and contract research projects.

## **INTRODUCTION TO THE DOCTORAL PROGRAM**

The program of study leading to the Doctor of Philosophy in Urban Studies degree enables students of exceptional ability to undertake advanced study and original research in the fields of urban affairs, urban history, and urban and regional planning. The primary goal of the program is to prepare people for careers in scholarly activity, applied research, and high caliber policy analysis. Although many graduates will undertake applied research and policy analysis outside of academic settings, the program provides a sound

foundation for teaching and research in colleges and universities. Consequently, the Ph.D. in Urban Studies program emphasizes command of the literature in a particular area of scholarship and mastery of the research skills necessary to make original contributions to that literature.

After adequate preparation in the urban studies core curriculum, research design and methods, and elective courses in a major field and area of specialization, doctoral candidates complete an incisive and authoritative investigation in their chosen fields of study, culminating in the presentation and defense of a written dissertation. The dissertation must be either an addition to the fundamental knowledge of the field or a new and substantially better interpretation of facts already known. It must demonstrate that candidates possess powers of original thought, talent for research, and an ability to organize and present research findings.

The Urban Studies Doctoral Program Handbook sets out only the general requirements of the Ph.D. in Urban Studies program. Specific areas of specialization may require additional work, depending on students' previous training and experience. Program rules may change from time to time, with any changes incorporated in successive versions of this handbook.

The director of the Ph.D. in Urban Studies program, or the Ph.D. graduate coordinator, is appointed by the chair of the Department of Planning and Urban Studies to a three-year term. The Ph.D. graduate coordinator in turn appoints members of the Ph.D. Executive Committee, a body collectively responsible for advising the PLUS faculty on admissions, curriculum, and other program-related matters. The Ph.D. in Urban Studies Faculty consists of all PLUS faculty members plus cooperating faculty members from other UNO departments, schools, and colleges. All interested parties should submit questions pertaining to the Ph.D. in Urban Studies program to the Ph.D. graduate coordinator.

The Ph.D. graduate coordinator ensures that both faculty members and students follow the rules and procedures of the program, advises the PLUS department chair on administrative matters affecting doctoral students, chairs the Ph.D. Executive Committee, and processes applications to the Ph.D. in Urban Studies program. The PLUS director of academic services assists the coordinator in processing applications. Appeals of any administrative actions by the Ph.D. graduate coordinator should be directed to the chair of the Department of Planning and Urban Studies.

Most guidance for individual students will come from their faculty advisors. General examination committee members formulate and evaluate students' written comprehensive examinations at or near the completion of students' coursework and evaluate their dissertation proposals. Dissertation committee members offer advice on and evaluate students' dissertations. There is usually considerable overlap in membership on these committees.

## **ADMISSION**

Prospective applicants should direct questions about admission procedures to the Ph.D. graduate coordinator. Applications for admission to the doctoral program are made online at <http://www.uno.edu/admissions/apply/index.aspx>. An admissions committee made up of the Ph.D. graduate director and members of the Ph.D. Executive Committee evaluate applications and make recommendations for admission to the program.

### **Prerequisites**

Students admitted to the Ph.D. in Urban Studies program will have typically earned a master's degree in urban studies, urban planning, public administration, anthropology, architecture, history, or a related discipline. In some cases students admitted to the program may be required to undertake additional preparation appropriate to their major fields of study or areas of specialization.

### **Application Checklist**

The following documents are required as part of an application to the Ph.D. in Urban Studies program:

- Statement of personal goals and interest in doctoral studies
- Three letters of recommendation, at least two of which are from professors who can judge applicants' potential for doctoral work
- Official Graduate Record Examination (GRE) scores
- Official transcripts from previously attended institutions of higher education
- Examples of previous research and written work
- Scores of Intensive English Language Program (IELP) at UNO, International English Language Testing System (IELTS), Pearson Tests of English, or Test of English as a Foreign Language (TOEFL) for students from countries in which English is not the primary or major language

Admission requirements for the Ph.D. in Urban Studies program include a minimum graduate grade point average of 3.0, an undergraduate grade point average of 3.0 or higher, a score of 150 or higher on the quantitative reasoning portion of the GRE, a score of 150 or higher on the verbal reasoning portion of the GRE, and a score of at 5.0 or higher on the analytical writing portion of the GRE. The admissions committee may relax some admission requirements applicants' records show substantial professional or scholarly achievement. Minimum English language proficiency measures are available online at <http://www.uno.edu/grad/admission-requirements.aspx>.

The statement of interest that accompanies the application to the Ph.D. in Urban Studies program is an important part of the application. It should reflect applicants' best thinking

about some area of academic inquiry pertinent to urban studies. It also is used to help those evaluating applications determine a correspondence between applicants' research interests and doctoral program faculty members' ability to help them develop a command of knowledge and skills in an area or areas of interest. In their statements of interest, applicants should outline a proposed area of specialization, including an appropriate theoretical foundation, suitable scholarly research skills, and even potential topics for dissertation research.

## **DESCRIPTION OF THE PROGRAM**

### **Program Requirements**

- Students must earn a minimum of 72 semester credit hours beyond the baccalaureate degree with a grade point average of 3.0 or higher, including a maximum of six credit hours for dissertation research. All courses must be approved by the Department of Planning and Urban Studies and the Graduate School. Students are required to earn a B or higher in all required courses: DURB 6850, DURB 6830, ANTH 6801, HIST 5543, URBN 6005, DURB 7020, DURB 7030, HIST 6002 for urban history majors, and research methods courses. For their other courses, students will be allowed two course grades of C or lower. Students who receive a third C while in the Ph.D. in Urban Studies program must withdraw from the program.
- Students may count up to 24 credit hours earned as part of a master's degree program and up to nine additional credit hours earned after receiving the master's degree toward Ph.D. in Urban Studies program requirements. All previous coursework counted toward Ph.D. in Urban Studies program requirements must be approved by the Ph.D. graduate coordinator and the Graduate School and, if approved, will be covered on a written comprehensive examination that all urban studies doctoral students must pass before advancing to candidacy.
- In order to meet UNO residency requirements, students must enroll in either nine or more credit hours in each of two consecutive semesters or in six or more credit hours in three consecutive or non-consecutive semesters.
- Students must complete 66 credit hours of coursework, including pre-doctoral graduate-level coursework, in three areas: the urban studies core, research design and methods, and the major area. Students, at their own option, may wish to identify a minor field of study. In addition, students must complete six credit hours of dissertation research through enrollment in DURB 7050 Dissertation Research. Students select courses for their major and minor fields in consultation with their advisors and the Ph.D. graduate coordinator.



Required Courses in the Urban Studies Core and Research Design and Methods:

***Urban Studies Core***

(12 credit hours)

DURB 6850 Seminar in Urban Studies

and

DURB 6830 Urban Theory

and

HIST 5543 United States Urban History

and

ANTH 6801 Seminar in Cultural and Social Theory

***Research Design and Methods***

(15 or more credit hours)

***Research Design***

(Six credit hours)

General Track:

DURB 7020 Research Design Seminar

or

EDFR 6705

or

PADM 6001

and

DURB 7030 Research Design Practicum

or

Urban History Track:

HIST 6002 Historical Methodologies and Research Design

and

DURB 7030 Research Design Practicum

***Research Methods***

(Nine or more credit hours)

Research Competence

(Six credit hours)

Demonstrated by completion of one intermediate-level statistics course and one qualitative methods course

Intermediate-Level Statistics  
(Three credit hours)

URBN 6005 Statistics for Urban Analysis

or

EDFR 6710 Descriptive Statistics and Inferential Hypothesis Testing

Qualitative Methods  
(Three credit hours)

ANTH 5070 Qualitative Research

or

EDFR 6715 Introduction to Qualitative Research Methods

or

EDFR 6721 Qualitative Research Data Collection

or

HIST 6001 Historical Writing and Thought

or

SOC 6788 Qualitative Methods in Sociology

Research Proficiency  
(Three or more credit hours)

Demonstrated by completion of two of the following three options

Option 1: Advanced Quantitative Methods  
(Three credit hours)

EDFR 6720 Applied Regression and Analysis of Covariance

or

EDFR 6725 Multivariate Statistics and Covariance Structure Analysis

or

SOC 5788 Social Statistics II

Option 2: Qualitative Methods  
(Three credit hours)

ANTH 4070 Qualitative Research

or

EDFR 6715 Qualitative Research Methods in Education

or

EDFR 6721 Advanced Qualitative Research Methods in Education

or  
HIST 6001 Historical Writing and Thought  
or  
SOC 6788 Qualitative Methods in Sociology

### Option 3: Foreign Language

Passage of a proficiency test or passage of UNO foreign language course numbered 2002 or higher with a grade of B or higher. If students wish to audit the course, a letter from the instructor testifying to performance in the course at a grade level of B or higher may substitute for a formal letter grade. The foreign language option is open only to students who can demonstrate applicability of the language or languages to their area or areas of specialization.

### ***Major and Minor Fields of Study/Areas of Specialization*** (42 credit hours)

Students choose from three major fields of study: urban affairs, urban history, and urban planning. They select a group of courses that provide a foundation in the theory and methods of their chosen field and a set of additional courses that constitutes an area of specialization. Typically, foundation courses are completed as part of a previous master's degree program. Students who do not have a master's degree in their major field or in a related field should expect to take courses sufficient to demonstrate knowledge of the basic theory, concepts, and methods of their major fields of study.

Students select a group of courses that form an area of specialization within their major fields of study. As a rough rule of thumb, students should expect to complete at least 15 credit hours of coursework in their areas of specialization. The courses may be offered in the Department of Planning and Urban Studies or other departments at the University of New Orleans.

Students define their areas of specialization in consultation with a faculty advisor and the Ph.D. graduate coordinator. The courses must be mutually reinforcing and coherent; assure expertise in some body of knowledge, methods, or problem area; and provide students with adequate skills and knowledge to undertake dissertation research, teach, and carry out original research in their areas of specialization. Students are expected to develop knowledge of the body of relevant theory in their areas of specialization, usually by taking courses in the social sciences, history, or planning; demonstrate an ability to apply theory and methods to specific problems; and develop a general proficiency in research design and methods. Areas of specialization available to urban studies doctoral students include, but are not limited to, urban development, transportation, social policy, social and cultural change, public culture, public history, cultural resource management, and historic preservation.

Students may, at their own option, define a minor field of study. Within the minor field, students must complete at least 15 credit hours in a set of courses approved in advance by the faculty advisor and the Ph.D. graduate coordinator. (Students may have completed some of the coursework as part of a master's degree program.) Courses students complete in the minor field may constitute an independent body of knowledge, or they may support the area of specialization developed in the major field.

### ***Independent Study***

Ph.D. in Urban Studies students wishing to register for an independent study must complete an Independent Study Agreement for Doctoral Students form and have it approved by both the faculty member directing the independent study and the Ph.D. graduate coordinator. The form must be accompanied by a description of the topical materials covered, a reading list, the nature of product to be graded, and a justification for its inclusion in the program of study.

### ***Teaching Experience***

An important objective of the doctoral program is to train well-qualified and motivated teachers. Therefore, teaching experience is an important component of doctoral student training. Students and their advisors should plan for at least one semester of teaching experience unless a student comes to the program with substantial experience teaching at the college level. Students may not be solely responsible for a course but they may participate in course planning, syllabus design, and lecturing, among other course-related activities. Teaching experience should form a part of every student's program of study, even if the primary means of financial support is a fellowship, research grant, or contract.

### ***Residency Requirement***

The Graduate School of the University of New Orleans requires doctoral students to complete two consecutive semesters of nine or more credit hours, or three consecutive or non-consecutive semesters of six or more credit hours.

### ***Advising***

Students work under the direction of a faculty advisor or major professor, who is initially the Ph.D. graduate coordinator or a faculty member appointed by the Ph.D. graduate coordinator. By the end of the first year in the program, students should either confirm or change their advisors. Professors in the Department of History advise urban history students.

Advisors help students establish a course of study in their major and minor fields. Although advisors have primary responsibility and authority for students' programs of study,

most important steps in students' doctoral careers are also reviewed by the Ph.D. graduate coordinator. Students wishing to change advisors must petition the Ph.D. graduate coordinator for approval of the change and indicate why they wish to change advisors.

### **Major Milestones**

The following lists highlight key milestones in a program of doctoral study for a student with 24 hours of approved previous graduate coursework. Individual programs of study and milestones may vary depending upon the extent of preparatory work in the major field, minor field (if applicable), and area of specialization.

#### ***During the First 18 Hours in the Urban Studies Doctoral Program at UNO***

- Successful completion of the core courses in urban studies
- Successful completion of an intermediate statistics course and a first qualitative methods course
- Submission of an approved program of study with coursework in major and minor fields of study identified, and approval of all coursework from a master's degree students would like to count toward meeting Ph.D. in Urban Studies requirements

#### ***During the Next 24 Hours in the Urban Studies Doctoral Program at UNO***

- Successful completion of coursework
- Successful completion of comprehensive examination and oral examination of dissertation proposal (the general examination)
- Successful completion of foreign language proficiency test, if applicable

#### ***After 42 Hours in the Doctoral Program at UNO***

- Successful completion of dissertation research, including six credit hours of DURB 7050
- Successful completion of dissertation defense
- Graduation

### **Program of Study**

During the first semester of study, students should discuss their proposed programs of study with their advisors and submit a plan of study to the Ph.D. graduate coordinator. The plan of study should include:

- A brief description of the major field of study, the minor field of study (if applicable), and the area of specialization. The description will provide students' advisors and the

Ph.D. graduate coordinator with a basis for determining the degree to which the proposed courses will allow students to build competence in their major fields and areas of specialization

- A list of completed courses and courses to be completed in the major field and the area of specialization
- A list of courses from previous graduate coursework organized by major field and area of specialization. The list of pre-doctoral courses should include the name of the university where students completed the coursework, the semester and year taken, the course number and title, the name of instructor, and the grade received. Students must have earned a grade of B or higher for all previous coursework listed. Students may be required to provide the course syllabus and major paper to their advisors, the Ph.D. graduate coordinator, or their committee members for courses that constitute key components of the doctoral program of study
- An outline of plans for developing teaching skills.
- A brief description of any tentative plans for a dissertation project

### **Annual Evaluation**

The Ph.D. graduate coordinator and their advisors will evaluate doctoral students during the semesters in which students expect to complete their 18th credit hour of coursework and their 36th credit hour of coursework. (Evaluations will occur during the following fall semester for students expecting to complete their 18th or 36th credit hour of coursework in the summer.) The purpose of the annual evaluation is to ensure that all students have established effective advising relationships with doctoral program faculty members and are making satisfactory academic progress in the Ph.D. in Urban Studies program.

Students should submit to the Ph.D. graduate coordinator, by October 1 in the case of the fall semester or February 1 in the case of the spring semester, the program of study completed during their first semester of study along with any subsequent amendments or additions, and a written statement detailing the progress they have made in furthering their professional development and in meeting their educational goals. Students should include as part of their written statements a plan for meeting UNO residency requirements. Based on students' programs of study, written statements, and other relevant information, the Ph.D. graduate coordinator and students' advisors will either inform students that they are proceeding in a satisfactory manner or else may provide them with a set of conditions they must meet in order to achieve satisfactory academic performance.

Following the first annual review, students are required to submit a completed Doctoral Program of Study form and associated documentation to the Ph.D. graduate coordinator, which includes:

- A list of degrees held with institutions and dates;

- A list of graduate courses completed at the University of New Orleans;
- A list of courses completed at other institutions that will become part of the doctoral program of study. (UNO does not require all prior coursework to be formally transferred into a student's program of study);
- A list of courses to be taken in the future;
- A summary of semester hours, broken out by semester hours taken and in progress at UNO, courses taken elsewhere, and courses to be taken;

The University of New Orleans Doctoral Program of Study form is available online at <http://www.uno.edu/grad/documents/pos.pdf>.

**Please note that students may not be able to register for additional courses if they are not making demonstrable progress in the Ph.D. in Urban Studies program or have not completed program requirements in a timely manner.**

### **General Examination**

All students must pass a general examination of the required curriculum and their major and, if applicable, their minor fields of study. They must complete all required coursework apart from DURB 7050 Dissertation Research.

The general examination assesses competence in the fields of knowledge defined by students' programs of study and the adequacy of the dissertation proposal. Students' examiners assess competence in the required curriculum and major and minor fields through a written comprehensive examination and evaluate the dissertation proposal through an oral examination students may schedule before or after the written comprehensive examination. After successfully completing both parts of the general examination – the comprehensive examination and the oral examination of the dissertation proposal – students advance to candidacy for the Ph.D. in Urban Studies degree.

### ***Written Comprehensive Examination***

The written comprehensive examination covers:

Part I

Core Curriculum

Part II

Research Design and Methods

Part III

Major Field and Area of Specialization

- History and precedent in the field

- Theory and its evolution
- Current issues and debates
- Methods of inquiry

#### Part IV (if applicable)

##### Minor Field

- History and precedent in the field
- Theory and its evolution
- Current issues and debates
- Methods of inquiry

At least one month prior to the scheduled date of the written comprehensive examination, students must submit a brief proposal to the Ph.D. Graduate Coordinator. The proposals should include:

- Membership of the general examination committee, including the advisor and two additional urban studies faculty members. The advisor functions as chair of the committee. If students and their advisors would like an examiner from outside the University of New Orleans to serve on an examination committee they should contact the Ph.D. graduate coordinator for further information
- Subject and brief description of the proposed dissertation research
- Bibliography in the required curriculum and major and minor fields of study that includes the domain for the examination agreed upon by students and their examination committee members
- List of courses in the required curriculum and major and minor fields

Students may discuss and clarify the scope and content of the examination with committee members. Students are not expected to take off a semester to prepare for the examination but might prepare for the examination over the summer or winter recess. Upon request, the Ph.D. graduate coordinator will provide sample questions to students preparing for their examinations. The examination is usually a four-day "take-home" examination. Students' general examination committee members evaluate their examinations.

The chair of the examining committee assumes responsibility for the initial distribution of question writing among committee members, coordinates questions, defines the purpose of each question in conjunction with committee members, and assures that the examination adequately covers the body of knowledge summarized in students' bibliographies and doctoral coursework. The chair of the general examination committee submits the examination for approval to the Ph.D. graduate coordinator at least one week prior to the examination.



The Ph.D. graduate coordinator administers the written comprehensive examination and provides the chair of the examining committee with a copy of students' examination responses. The chair of the examination committee in turn distributes the examination responses to committee members for their evaluation.

General examination committee members evaluate each examination question independently of the others. Students may initially pass or conditionally pass one or more parts of the written examination and fail others. The general examination committee members may deem it useful to conduct an oral review of the written examination with students in order to clarify the content of responses to the examination questions, explore ideas presented in responses, or expand on ideas or themes suggested in responses. Oral reviews are held at the discretion of the examination committee members.

In the event of failure, students must retake only those parts of the written examination they failed.

There are four possible outcomes of the written comprehensive examinations:

- Pass with honors indicates exemplary responses to the examination questions
- Pass indicates adequate responses to the examination questions
- Conditional pass indicates that one or more of the responses show important weaknesses in the way students interpreted the question or questions, interpreted or applied the literature or methods of inquiry applicable to the question or questions, or otherwise did not offer a compelling argument or thorough discussion. The examiners, in consultation with the chair, determine appropriate remedial actions short of having the student retake the examination. Remedial actions may include preparation of a paper pertaining to the area or areas of weakness, completion of additional coursework, or other actions as determined by the examination committee. Students will have six months to complete the work. If they do not do so in satisfactory fashion within the six-month period the conditional pass becomes a fail and they must retake the entire written comprehensive examination
- Fail indicates insufficient mastery of the material or an inability to offer a compelling argument or thorough discussion. Student must work out a plan for remedial work with the committee chair and examiners and retake those parts of the examination they have failed after satisfactorily completing any required remedial work. Students have one year to retake any parts of the comprehensive examination they have failed.

Chairs of general examination committees are responsible for providing examinees and the Ph.D. graduate coordinator with a brief summary of the examination committee members' assessment of the strengths and weaknesses of examinees' responses and for answering questions examinees may have about their performance on the examination.

Students must pass all parts of the written examination. Students who fail any part of a second general examination including any remedial work undertaken as part of a "conditional pass" must withdraw from the doctoral program.

### ***Oral Examination of the Dissertation Proposal***

In order to advance to candidacy students must also pass an oral examination of the dissertation proposal. The oral examination provides an opportunity for general examination committee members to evaluate the significance and feasibility of the dissertation proposal. After students present their dissertation proposals general examination committee members may ask questions concerning the theory and research design underlying the proposed research. On completion of the oral examination committee members approve the proposal, approve the proposal with specific changes, or do not approve the proposal. If the proposal is not approved, students submit a new proposal and participate in the oral examination a second time. Students who fail the oral examination a second time must withdraw from the doctoral program.

### ***Admission to Candidacy***

After students have passed the written examination and have successfully defended their dissertation proposals, they are responsible for submitting the following information to the Ph.D. graduate coordinator:

- A list of any changes made to the program of study
- A description of how they have met or plan to meet the residency requirement
- The title of a pre-dissertation research project, typically the project completed in DURB 7030 Research Design Practicum, the date completed, and the supervisor or course instructor
- A description of the dissertation topic

In order to advance to candidacy all three general examination committee members must certify that students have passed the general examination by signing the Report on General Examination form (<http://www.uno.edu/grad/documents/generalexamreport.pdf>). By signing the Report on General Examination/Application for Candidacy form, students formally petition the Graduate School for admission to candidacy for the Ph.D. in Urban Studies degree, and indicate the expected date of completion of the dissertation and graduation from the University.

### **The Dissertation**

The typical steps in developing a dissertation include preparing a preliminary proposal, selecting a dissertation advisor, formally defending a dissertation proposal, forming a dissertation committee, undertaking dissertation research with input from the dissertation

committee chair and other dissertation committee members, and orally defending the dissertation.

### ***Preliminary Proposal***

Students typically begin exploring dissertation research topics in DURB 6850, where their research papers should identify important research questions within a major field of study or area of specialization. They should discuss the preliminary proposal with faculty members who have an interest in the subject area, or who may otherwise be able to advise students on the merit and feasibility of the project. The dissertation should be an original, carefully researched and written scholarly contribution to the major field of study or area of specialization. It usually, though not always, involves collection and analysis of empirical data.

### ***Selection of an Advisor***

Selection of a dissertation advisor (also known as the major professor or dissertation committee chair) is initiated by students and is determined by mutual agreement of students, faculty members, and the Ph.D. graduate coordinator. Any member of the urban studies doctoral faculty may serve as a dissertation advisor and students may have more than one dissertation advisor. Students' program advisors or their general examination committee chairs are often a logical choice as the dissertation advisor, but there is no requirement that students' program advisors or general examination committee chairs serve as their dissertation advisors. Faculty members electing to serve as dissertation advisors commit to reasonably seeing students through their dissertation projects.

### ***Formal Dissertation Proposal***

Students, in consultation with their dissertation advisors and other faculty members as needed, prepare a formal proposal of the dissertation project. The exact format will be determined in considerable measure by their advisors, but it should include at a minimum a description of the research problem, a statement of the significance of the dissertation to a recognized body of knowledge, a summary of existing literature on the problem, a statement of a relevant theoretical base for researching the problem, a set of research questions or hypotheses, a description of research methods, and a working bibliography of the most critical literature. Some advisors and students also find it useful to develop a list of chapters of the dissertation with a summary of what students will cover in each chapter.

### ***Selection of the Dissertation Committee***

Dissertation committees consist of no fewer than four persons. In addition to the dissertation advisor or co-advisors, at least two additional faculty members from the urban

studies doctoral program must serve on dissertation committees. Students and their advisors may invite faculty members from other departments or scholars from outside the University of New Orleans to serve on their dissertation committees, but at least two members of the dissertation committee must be full members of the UNO Graduate Faculty. In order to serve on committees, external (non-UNO) committee members require the approval of the Ph.D. graduate coordinator and the director of the Graduate School. Students and their dissertation advisors propose committees and obtain agreements from members to serve on it. The Ph.D. graduate coordinator, however, must approve committee membership.

Dissertation committee members consult with students as students research and write the dissertation and participate in the final oral examination of the dissertation project.

### ***Dissertation Hours***

After advancing to candidacy, students must complete at least six credit hours of dissertation research through registration in DURB 7050 Dissertation Research. Students should register for DURB 7050 during any semester in which they are working on the dissertation and actively seeking the advice of the dissertation advisor and committee members. Students may enroll in more than six hours of DURB 7050 but only six hours may count as part of a program of study.

### ***Dissertation Preparation and Feedback from Committee Members***

Doctoral students should expect to consult with members of their dissertation committees at frequent intervals and must submit a progress report at least once a year. Advisors and students jointly decide whether draft chapters should be distributed to other committee members as students complete them, or else wait to distribute complete or nearly complete drafts to committee members. Students should expect their advisors and committee members to provide timely feedback. When extenuating circumstances prevent this, advisors or committee members should inform students as soon as possible that there may be delays. In extreme cases when students feel that they are not receiving timely feedback, they should inform the Ph.D. graduate coordinator, who will discuss the situation with the relevant parties. At the same time, students should not expect faculty members to provide feedback within unreasonable time constraints. Students, under normal circumstances, must provide faculty members at least three weeks to review and comment on the dissertation materials provided.

### ***Collaborative Dissertation Research and Co-Authorship***

The Department of Planning and Urban Studies and School of Planning and Regional Studies encourages students to conduct dissertation research, where practicable, as part of larger externally-funded faculty research grants or contracts. While there are many bene-

fits to such an arrangement, it also raises a number of issues, including: (1) protecting doctoral students' rights and responsibilities of authorship of their dissertation; (2) providing a means for faculty members to judge whether the dissertation represents students' ability to conceive and carry out independent research; and (3) providing an environment that maximizes opportunities for students to participate in funded research and mentoring by faculty researchers, while also fostering doctoral students' intellectual growth and creativity.

All chapters in a dissertation are expected to be primarily the work of students. Students may include work co-authored with faculty members through summaries of the work and appropriate citation in a manner similar to the use of other published sources, which will help ensure proper attribution for all work students include in their dissertations. Verbatim inclusion of co-authored work in dissertations is permissible only with unanimous approval of the dissertation committee.

Advice normally expected from and provided by dissertation advisors and committee members on research design, analytic strategies, editing style, and the like should not constitute an expectation of co-authorship of any articles or other publications that may result from students' dissertation research.

When students use faculty-initiated research projects as the basis for their own dissertation research, their faculty advisors or principal investigators should actively assist them in identifying pieces of the larger research project upon which students can base their dissertation research. In such cases the dissertation research might be significant enhancements or extensions of work already done collaboratively, or central parts of larger research projects that principal investigators have asked students to design and carry out. Students must demonstrate that they have added an extra dimension to the research that goes significantly beyond any input provided by faculty members and that satisfies well-recognized standards for independence and originality. Ultimately, the dissertation research must be able to stand on its own and must be judged in terms of the scope and quality of students' contributions to the final research design, assembly of evidence, and valid and defensible interpretations of results.

The Department of Planning and Urban Studies and School of Planning and Regional Studies strongly encourage co-authorship by Ph.D. in Urban Studies students, either as lead or junior authors, with their faculty advisors of work that represents extensions of their dissertations or is unrelated to their dissertation research, since it contributes substantially to students' professional development and to their professional reputations.

### ***Final Oral Examination***

Dissertation advisors are responsible to members of dissertation committees for determining that drafts are in an appropriate form prior to distributing them to committee mem-

bers. The final oral examination of the dissertation, or the dissertation defense, should be held only after all committee members have had at least three weeks to review the draft of the doctoral dissertation and a majority of committee members have deemed it defendable. The final oral examination is primarily a defense of the dissertation research and report, but it may include questions that relate the dissertation to the major field of study or area of specialization. It is conducted by the dissertation committee members but is open to all students and faculty members in the Department of Planning and Urban Studies, the School of Planning and Regional Studies, and other departments. Students are responsible for posting a notice in the PLUS office announcing the date and time of the dissertation defense, and inviting attendance by interested students and faculty members.

Students and their dissertation advisors are jointly responsible for filing the Request for Doctoral Examination form with the Graduate School at least two weeks before the scheduled date of the examination. The Request for Doctoral Examination form is available online at <http://www.uno.edu/grad/documents/ferequest.pdf>. Semester-specific deadlines for dissertation format checks, dissertation defenses, and uploading approved dissertations are available online at <http://www.uno.edu/grad/>.

After the oral examination, committee members evaluate students' overall performance, inform students of their judgment (pass, conditional pass, or fail), and sign the Doctoral Examination Report form if the dissertation or any subsequent revisions are acceptable to them. The chair of the dissertation committee is responsible for delivering the completed Doctoral Examination Report to either the Ph.D. graduate coordinator or PLUS director of academic services. The Doctoral Examination Report is available online at <http://www.uno.edu/grad/documents/td-approval-form.pdf>. At least three of the four dissertation committee members must approve the dissertation for a passing grade at the final oral examination. Under no circumstances may a student who receives two failing grades on the final oral examination retake the examination; they must withdraw from the doctoral program.

### ***Application for Degree***

During the expected term of graduation, students must file an application for the degree with the Registrar's Office. Filing deadlines may vary by semester and are posted on the UNO website.

## **FINANCIAL AID**

Urban studies doctoral students may at times receive various forms of financial assistance.

## **University of New Orleans Graduate Scholarships and Fellowships**

The University of New Orleans offers graduate scholarships and fellowships on a competitive basis to exceptional applicants. For information about the types of awards available and how to apply, visit the UNO Graduate School Awards webpage at <http://www.uno.edu/grad/financing-your-education/awards.aspx>.

### **Graduate Assistantships**

The Department of Planning and Urban Studies has typically offered a number of graduate assistantships to qualified doctoral students every year. Students holding graduate assistantships work 20 hours per week on sponsored research activities under the direction of faculty members or SUPRS-affiliated staff members. All graduate assistants must register as full-time students. Stipends vary depending upon students' duties, qualifications, and experience.

PLUS awards doctoral graduate assistantships on a competitive basis. Students apply for an appointment as a graduate assistant through the regular application form to the Ph.D. in Urban Studies program or, after admission, by applying to the Ph.D. graduate coordinator or the department chair. Faculty and staff members seeking assistance on sponsored research projects may contact students directly.

For more information on graduate assistantships at the University of New Orleans visit the UNO Graduate Assistantships webpage at <http://www.uno.edu/grad/financing-your-education/graduate-assistantships.aspx>.

### **Grants and Loans**

The University of New Orleans Office of Student Financial Aid assists students in applying for other sources of financial aid, including various grant and loan programs and part-time work. Students interested in these sources of aid should contact the financial aid office directly well in advance of their expected date of enrollment. Information about student aid and application forms for grants, loans, scholarships, and part-time campus employment is available online at <http://www.uno.edu/finaid/index.aspx>.

## **ADDITIONAL INFORMATION**

For questions or additional information about the doctoral program, please contact:

David Gladstone  
Director, Ph.D. in Urban Studies Program  
Department of Planning and Urban Studies  
368 Milneburg Hall  
University of New Orleans  
2000 Lakeshore Drive  
New Orleans, LA 70148  
Telephone: 504-280-3206  
Fax: 504-280-6272  
Email: [david.gladstone@uno.edu](mailto:david.gladstone@uno.edu)



## **APPENDIX I – PH.D. IN URBAN STUDIES FACULTY**

**Vern Baxter (Emeritus)**

[http://soci.uno.edu/baxter\\_personal.htm](http://soci.uno.edu/baxter_personal.htm)

**David Beriss**

[http://www.uno.edu/cola/anthropology/faculty\\_members.aspx](http://www.uno.edu/cola/anthropology/faculty_members.aspx)

**Anna Brand**

[http://www.uno.edu/cola/planning-and-urban-studies/faculty\\_members.aspx](http://www.uno.edu/cola/planning-and-urban-studies/faculty_members.aspx)

**Jane S. Brooks (Emerita)**

[http://www.uno.edu/cola/planning-and-urban-studies/faculty\\_members.aspx](http://www.uno.edu/cola/planning-and-urban-studies/faculty_members.aspx)

**Sandip Chakrabarti**

[http://www.uno.edu/cola/planning-and-urban-studies/faculty\\_members.aspx](http://www.uno.edu/cola/planning-and-urban-studies/faculty_members.aspx)

**Ana Croegaert**

[http://www.uno.edu/cola/anthropology/faculty\\_members.aspx](http://www.uno.edu/cola/anthropology/faculty_members.aspx)

**Robert Dupont**

[http://www.uno.edu/cola/history/Faculty\\_members/index.aspx](http://www.uno.edu/cola/history/Faculty_members/index.aspx)

**Jeffrey David Ehrenreich**

<http://anthro.uno.edu/>

**David Gladstone**

[http://www.uno.edu/cola/planning-and-urban-studies/faculty\\_members.aspx](http://www.uno.edu/cola/planning-and-urban-studies/faculty_members.aspx)

**Monica Farris**

<http://www.uno.edu/chart/Staff.aspx>

**D. Ryan Gray**

[http://www.uno.edu/cola/anthropology/faculty\\_members.aspx](http://www.uno.edu/cola/anthropology/faculty_members.aspx)

**Pamela J. Jenkins (Emerita)**

[http://soci.uno.edu/jenkins\\_personal.htm](http://soci.uno.edu/jenkins_personal.htm)

**John J. Kiefer**

[http://poli.uno.edu/Faculty\\_members/faculty\\_memberswebpages/Kiefer/Kiefer.htm](http://poli.uno.edu/Faculty_members/faculty_memberswebpages/Kiefer/Kiefer.htm)

**Tara Lambeth**

<http://www.uno.edu/chart/Staff.aspx>

**Shirley Laska (Emerita)**

[http://soci.uno.edu/laska\\_personal.htm](http://soci.uno.edu/laska_personal.htm)

**Mary Niall Mitchell**

[http://www.uno.edu/cola/history/Faculty\\_members/index.aspx](http://www.uno.edu/cola/history/Faculty_members/index.aspx)

**Marla Nelson**

[http://www.uno.edu/cola/planning-and-urban-studies/faculty\\_members.aspx](http://www.uno.edu/cola/planning-and-urban-studies/faculty_members.aspx)

**Bethany Stich**

[http://www.uno.edu/cola/planning-and-urban-studies/faculty\\_members.aspx](http://www.uno.edu/cola/planning-and-urban-studies/faculty_members.aspx)

**Steve Striffler**

[http://www.uno.edu/cola/anthropology/faculty\\_members.aspx](http://www.uno.edu/cola/anthropology/faculty_members.aspx)

**Michelle Thompson**

[http://www.uno.edu/cola/planning-and-urban-studies/faculty\\_members.aspx](http://www.uno.edu/cola/planning-and-urban-studies/faculty_members.aspx)

## **APPENDIX II – DOCTORAL PROGRAM FORMS**

1. Program of Study  
<http://www.uno.edu/grad/Forms.aspx>
2. Certification of Foreign Language/Computer Competence  
<http://www.uno.edu/grad/Forms.aspx>
3. Report on General Examination  
<http://www.uno.edu/grad/Forms.aspx>
4. Request for Final Examination  
<http://www.uno.edu/grad/Forms.aspx>
5. Dissertation Approval Form  
<http://www.uno.edu/grad/Forms.aspx>
6. Independent Study Agreement for Doctoral Students  
<http://www.uno.edu/cola/planning-and-urban-studies/forms.aspx>
7. Dissertation Research Agreement  
<http://www.uno.edu/cola/planning-and-urban-studies/forms.aspx>