

STUDENT GUIDE
DOCTORAL PROGRAM IN URBAN AND PUBLIC AFFAIRS
UNIVERSITY OF LOUISVILLE
2018-2019

INTRODUCTION

The Doctoral Program in Urban and Public Affairs is administered by the Department of Urban and Public Affairs. The Program, along with the Urban Studies Institute, constitutes a fundamental part of the University of Louisville's urban mission and commitment. The Ph.D. in Urban and Public Affairs is an interdisciplinary degree that prepares graduates for careers in teaching and research, policy analysis, public management, land use and environmental planning, and economic development. A number of fellowships and assistantships for outstanding students are available.

Please note that this document is not intended to be exhaustive. Students should consult the *Graduate Catalog* for further details. The *Catalog* and other useful information for graduate students are available on The School of Interdisciplinary and Graduate Studies (SIGS) web site: <http://graduate.louisville.edu>.

ADMISSION

Entry to the program ordinarily requires a master's degree or equivalent. A completed application form, all transcripts of previous undergraduate and graduate study, Graduate Record Examination scores (verbal, quantitative, and analytical), at least two letters of recommendation (from former professors), and a supplemental application are required. Students whose native language is not English and who do not hold a degree from a university where the language of instruction is English must also submit scores from the Test of English as a Foreign Language (TOEFL) *or* the International English Language Testing System (IELTS). A personal interview with members of the Ph.D. Admissions Committee also may be required for applicants not fully satisfying normal admissions requirements. Interviews will be conducted in-person when feasible or via internet video when in-person interviews are not feasible.

DISMISSAL AND ACADEMIC STANDING

Any student with a point standing below 3.0, or experiencing similar academic problems, will be placed on probation by the Dean of the College of Arts and Sciences. Students are ordinarily not permitted to continue on academic probation for more than one semester. Students not rectifying these academic problems after one semester will be recommended for dismissal if academic problems are not corrected after one semester. In addition, students receiving more than two course grades below a "B-" (C+ or lower) in any graduate-level course (600-level or above) will be dismissed from the program. No grade below a C- will be counted towards the fulfillment of degree requirements. The Program Director will review the performance of students each semester to ensure students are making satisfactory progress. Students not making satisfactory progress are subject to dismissal from the program. Time Limit: Students not completing all program requirements four years after reaching doctoral candidacy status will ordinarily be dismissed from the program.

CURRICULUM

The Doctoral Program consists of a core curriculum and field areas. The core provides a broad orientation, and the field areas enable students to develop expertise in a particular specialty. The curriculum includes 48 credit hours: 18 credits of core courses; 18 credits of field area courses; and 12 credits of dissertation research. Up to nine credits of Master's course work may count towards the 48 hours of Ph.D. study. After satisfying coursework requirements, students qualify for doctoral candidacy by satisfactorily completing the qualifying examination. The field areas are: *Urbanism and Sustainable Development* and *Urban Policy and Administration*.

Brief descriptions of the following courses are available in the *Graduate Catalog*. With approval from the Program Director, students may substitute relevant courses from other departments or universities for a limited number of program requirements.

Required Core Courses (18 Credits)

UPA 602 The Urban Political

UPA 680 Advanced Urban Studies

UPA 603 Urban Economics
UPA 606 Research Methods***
UPA 610 Urban Theory
UPA 608 Regression Analysis***

Note: Students with limited statistical training may be required to take PADM 601/PLAN 602 (Statistics for Public Affairs) prior to enrolling in UPA 608 (Regression Analysis). This course does not count toward the 48-semester-hour requirement. ***UPA 606 and UPA 608 require a grade of a full "B" or better to demonstrate proficiency. Students may repeat either of these courses only once.

Field Area Courses (18 credits)

Students must pursue a specialty area, including 9-12 hours of required courses and 6-9 hours of elective courses. Elective courses must be compatible with specialty area and must be approved by the Program Director.

Urbanism and Sustainable Development Planning Option

Required Courses (9 credits)

- *UPA XXX Urbanism Course: Sustainable Urbanism; Urbanism in the Global South; Planning Theory
- *UPA XXX Sustainability Course: Sustainable Development and Planning; Sustainable Social-Ecological Systems; Environmental Policy; Intro to Sustainability
- *UPA XXX Development Course: Economic Development; Housing and Community Development; Land Use Planning; Comparative Urban Development; Fair and Affordable Housing

[Note: Other Relevant Courses can be substituted by approval of Program Director]

Elective Courses (9 Credits)

Substantive UPA Electives. By approval of the Program Director. Also see relevant courses in PLAN, PADM, GEOG, POLS, EDUC, SOC, etc.

Methods Elective. It is recommended students take an elective methods course, such as:

- SOC 616 Statistics III [for students planning to do a quantitative-orientated dissertation]
- SOC 618 Qualitative Field Research Methods [for students planning to do a qualitative-orientated dissertation]
- GEOG 660 Qualitative Methods for Applied Geography [for students planning to do a qualitative-orientated dissertation]
- UPA 680 Urban Ethnography [for students planning to do an ethnographic dissertation]

Urban Policy and Administration Option

Required Courses (9-12 Credits)

- *UPA 621 Policy Analysis and Program Evaluation
- *UPA 650 Urban Policy and Administration
- *UPA 630 Politics of Urban Policy
- *UPA 661 Foundations of Public Administration (can be waived for students with an MPA)

[Note: Other Relevant Courses can be substituted by approval of Program Director]

Elective Courses (6-9 Credits)

Substantive UPA Electives. By approval of the Program Director. Also see relevant courses in PLAN, PADM, POLS, GEOG, EDUC, SOC, etc.

Methods Elective. It is recommended students take an elective methods course, such as:

- SOC 616 Statistics III [for students planning to do a quantitative-orientated dissertation]
- SOC 618 Qualitative Field Research Methods [for students planning to do a qualitative-orientated dissertation]
- GEOG 660 Qualitative Methods for Applied Geography [for students planning to do a qualitative-orientated dissertation]
- UPA 680 Urban Ethnography [for students planning to do an ethnographic dissertation]

Workshops

Students should complete relevant workshops satisfactorily. Workshops will be convened by the Ph.D. director and will normally meet 3-5 times a semester. *Dissertation Research Workshop*: Students who have recently advanced to candidacy will present dissertation proposal ideas to fellow students and interested faculty. *Professional Development Workshop*: Topics may include academic publishing, undergraduate teaching, and the academic job market, among others.

Dissertation (12 credits)

UPA 700 Dissertation Research

Doctoral Candidacy

After completing all required coursework, including 12 credits of dissertation research, and passing the qualifying exam, each student is required to maintain continuous enrollment in DOCT 600 Doctoral Candidacy until he or she graduates.

WAIVERS AND PREREQUISITES

Students who have *recently and satisfactorily* completed equivalent courses elsewhere may request that up to nine (9) hours of course work count towards their 48 hours of required Ph.D. study. Students who are not prepared for advanced study or do not hold the prerequisites for a particular course will be required to complete remedial work. Such courses do not count toward degree credit.

QUALIFYING (COMPREHENSIVE) EXAM

Students must satisfactorily complete a Comprehensive (or Qualifying) Examination. The Comprehensive (Qualifying) Examination is held in May each year. Consult with the Program Director for more details about the particular form and structure of the exam. Students must sit for this exam as soon as they are eligible. The qualifying exam is a test of competency designed to assess mastery of specific subjects and fields. As such, the exam covers an array of accumulated knowledge. This knowledge extends beyond specific courses taken. Students are expected to have wide knowledge in the relevant core subjects and field of specialization.

Comprehensive Exams are marked on a Pass/Fail basis. Final marks reported to students are Pass with Distinction (in exceptional circumstances), Pass, and Fail. To successfully complete (Pass) the qualifying examination, a student's examination (considered holistically) must 1) address the questions being asked directly and unambiguously, 2) integrate a wide variety of material and sources in an analytically sophisticated way, including both material drawn from coursework *and* relevant reading lists, 3) demonstrate a masterful grasp of the relevant literature, concepts, ideas, and theories, and 4) be presented coherently and clearly, with a writing style that demonstrates a good command of the English language. Students not meeting these criteria in their examinations will be judged to have failed. Students demonstrating exceptional aptitude in meeting these criteria will be judged to have Passed with Distinction. Passing all of the coursework does not guarantee that a student will pass the comprehensive exam.

The written examinations are evaluated independently and anonymously (when possible) by each examiner. Members of the examination committee will ordinarily meet as a group before determining a final mark. The Program Director will ordinarily chair the examination committee. She or he will appoint other program faculty members to the examination committee. Any examination answer submitted by students is subject to evaluation by plagiarism-detecting software. Students found to have plagiarized will fail the examination and be subject to dismissal from the program.

Should a student not achieve a Pass on the exam in May, he or she can retake the exam only once. This retake will ordinarily be scheduled for the following August. Students failing the exam must retake the exam at this time (unless otherwise scheduled via permission of the Program Director). Failure to retake the exam at this time or failing to pass the exam on the second effort will result in dismissal from the Ph.D. program.

MODEL PROGRAM OF STUDY (*Full-Time Program*)

***Year 1** – Take 6 required core and field courses (18 credits)

***Year 2** – Take 6 required core and field courses (18 Credits)

****Comprehensive Exam (Mid-May; End of 2nd Year); advancement to doctoral candidacy upon successful completion.

Years 3 and 4 – Complete Dissertation Research Workshop (Year 3). Defend dissertation proposal by early in the spring semester of year 3. Complete 12 hours of required dissertation credit. Enroll in Doctoral Candidacy each semester until graduation.

Part-Time Program

Students who enroll part-time need to have **flexible schedules** and be **exceptionally qualified** for program admission and the rigors of doctoral study. The program expects these students to fully participate in program and departmental functions and activities. These students also must be **able to attend** daytime courses and occasional daytime meetings. Students normally must enroll in six hours of coursework each semester, and complete all course requirements by the end of year three. Students who do not make consistent progress following this timetable are subject to dismissal.

Note that a minimum of one year of *full-time* residency is required. All this means is that students must enroll for 18 credit hours over the course of one academic year, including the summer semester. Normally students take 6 credits in both the fall and spring semesters and 6 more in the summer semester to meet this requirement. NOTE: This can be accomplished by registering for dissertation credit either in the summer or in addition to regular coursework in the fall and spring. The student will receive an “X,” a deferred grade, for these credits until completion of dissertation research, so no additional actual coursework is required, and students thus can **continue to work full time** while meeting this one-year residency requirement. Part-time students should work closely with the Program Advisor to ensure this requirement is properly fulfilled.

Ph.D. CANDIDACY AND THE DISSERTATION

Upon successful completion of the qualifying exam, students will normally be recommended by the Program Director for advancement to Ph.D. candidacy. Students are required to complete their dissertations four years after advancing to candidacy. As soon as possible after achieving candidacy status, students should formally select a major professor (dissertation supervisor) and, in consultation with the dissertation supervisor, designate a dissertation committee. Students should work very closely with their dissertation supervisor during the process of developing their dissertation proposals (at all stages). Students also should consult other dissertation committee members during the proposal-development process.

Dissertation committees consist of at least four faculty members, three of whom must be PhD Program Faculty (see list below). The fourth committee member must come from outside the PhD Program Faculty. The student should meet with the Program Advisor and complete a Thesis/Dissertation Advisory Committee Appointment Form. Students should obtain a copy of the “Guidelines for the Preparation and Processing of Dissertations.” These can be found online.

Students must submit a dissertation proposal to their dissertation committee. A formal proposal defense is required prior to commencing dissertation work. For full-time students, this should occur no later than 6-8 months after successfully completing the comprehensive exam. Students who have not successfully defended their dissertation proposal within 12 months after successfully completing the comprehensive exam are normally ineligible for reappointment to assistantships due to lack of sufficient progress toward the degree.

Students should recognize that in all cases it is up to their dissertation chair and committee to determine what is an acceptable proposal and dissertation. A traditional book-style dissertation should: 1) have some reasonable prospect to be published in revised form as an academic book, or 2) have the potential to be the basis for 2-3 scholarly journal articles, or 3) both. *Normally* they will be between 50,000 and 75,000 words in length (including all notes and references). With full agreement from the dissertation chair and all committee members, a student may instead choose

to do a three-essay dissertation. For these dissertations: 1) each of the three essays should represent a publishable piece of research that is ready, with minor revisions, to be submitted to an appropriate refereed journal, 2) the three essays must be thematically related, and 3) the three essays should be preceded by a brief introduction to the overall topic providing the appropriate background introducing the three essays and followed by a conclusion and/or a discussion of policy implications that further ties the three essays together as a coherent whole.

At the end of the process, requests for an oral defense must be submitted to the department office at least 21 days prior to the defense. Please note that most faculty members are on ten-month appointments and may not be available during summer months for advising or defenses. Students should verify correct formatting of the dissertation signature page with The School of Interdisciplinary and Graduate Studies (SIGS) prior to the final defense.

FINANCIAL AID

The Ph.D. Program has a number of graduate research assistantships (GRAs). These assistantships are awarded competitively and based on academic promise and performance. Assistantships cover a 12-month academic period, and students are informed of their assignments by the start of the academic semester. Particulars relating to GRA assignments will be communicated before the start of the appointment period. Ordinarily, students may receive assistantships for a maximum of four years. Students holding GRAs must demonstrate satisfactory academic progress and work performance. Renewals are made on a competitive basis each academic year. University Fellowships may also be available through The School of Interdisciplinary and Graduate Studies (SIGS). These fellowships are highly competitive and awarded only to students with exemplary records who are commencing study toward the Ph.D. The fellowships are normally awarded for two years. Support from departmental funds is available for an additional two years of study, contingent on satisfactory academic progress.

ADVISING

An orientation session is normally held each fall semester for the incoming class. During this session, students are apprised of the program, its procedures, and its faculty. The Program Director is the advisor for all Ph.D. students. When students reach Ph.D. candidacy, the major professor (dissertation supervisor) normally becomes the faculty advisor.

PH.D. PROGRAM FACULTY

Tony Arnold, J.D. (Stanford University), Boehl Chair in Property and Land Use & Professor of Law. Land use and environmental planning, governance institutions, complex adaptive systems and resilience, water resources, participation and justice.

Mark Austin, Ph.D. (Sociology, University of Oklahoma), Professor of Sociology. Community/urban sociology, survey research, neighborhoods, voluntarism, and criminology.

Lisa Bjorkman, Ph.D. (Politics, New School for Social Research), Assistant Professor of Urban and Public Affairs. Political ethnography, urban theory, material infrastructures, South Asian urbanism.

Daniel DeCaro, Ph.D. (Psychology, Miami University), Assistant Professor, Urban and Public Affairs/Psychological and Brain Sciences. Social decision-making and sustainability, environmental governance, public participation, collective action.

John I. Gilderbloom, Ph.D. (Sociology, University of California at Santa Barbara), Professor of Urban and Public Affairs and Director, Center for Sustainable Urban Neighborhoods. Research methods, housing, community development, planning and design.

Frank Goetzke, Ph.D. (Economics, West Virginia University), Professor of Urban and Public Affairs. Urban economics, spatial analysis and transportation policy.

David Imbroscio, Ph.D. (Political Science, University of Maryland), Professor of Political Science and Urban and Public Affairs and Director, Ph.D. Program in Urban and Public Affairs. Urban political economy, economic development, antipoverty policy, urban theory.

Janet Kelly, Ph.D. (Political Science, Wayne State University), Professor of Urban and Public Affairs and Executive Director, Urban Studies Institute and Director, Master of Public Administration Program. State-local finance, public and nonprofit financial management, and program evaluation.

Kelly L. Kinahan, Ph.D., AICP (Urban Studies and Public Affairs, Cleveland State University), Assistant Professor of Urban and Public Affairs. Urban revitalization, historic preservation, community and economic development, legacy city planning and policy.

Steven G. Koven, Ph.D. (Political Science, University of Florida), Professor of Urban and Public Affairs. Organizational administration, research methods, public budgeting.

Cynthia Negrey, Ph.D. (Sociology, Michigan State University), Professor of Sociology. Political economy, gender and urban labor markets.

Aaron C. Rollins Jr., Ph.D. (Public Policy and Public Administration, Mississippi State University), Assistant Professor of Urban and Public Affairs. Social equity, organization effectiveness, education policy, and the politics of race.

Matthew Ruther, Ph.D. (Geography, University of Pennsylvania), Assistant Professor of Urban and Public Affairs, Director, Kentucky State Data Center and Kentucky State Demographer. Urban demography, research methods, metropolitan growth and development, spatial analysis.

David M. Simpson, Ph.D. (City and Regional Planning, University of California at Berkeley), Professor of Urban and Public Affairs and Director, Center for Hazards Research and Policy Development, and Chair, Department of Urban and Public Affairs. Natural hazards, mediation and dispute resolution, land use and environmental planning, qualitative methods.

Wei Song, Ph.D. (Geography, Ohio State University), Associate Professor of Geography. Location analysis, transportation geography, urban issues, quantitative methods, and Geographic Information Systems applications.

Margath Walker, Ph.D. (Geography, University of Kentucky), Associate Professor of Geography. Urban geography, borderlands and security, cities of the Global South, qualitative research methods.

Sumei Zhang, Ph.D. (City and Regional Planning, Ohio State University). Associate Professor of Urban and Public Affairs. Location theory, quantitative methods, geographical information systems.

FOR FURTHER INFORMATION

For application materials please contact:

Patty Sarley, Program Assistant

Telephone: (502) 852-7914

Email: plclea01@louisville.edu