



# Ph.D. in Public Affairs/Community Development Advising Guide

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October 1, 2012

Note: this document may be revised from time to time. Check the program's website to ensure you have the latest version.

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## **Program Governance**

The Ph.D. program in Public Affairs/Community Development is administered by the Department of Public Policy and Administration (DPPA). As such, the faculty of the Department and especially the Ph.D. Program Director are responsible for the program. The Doctoral Studies committee has the responsibility to oversee the program and prepares this advising guide. Substantive changes in the program rules must be approved by the full faculty. Exceptions to the program rules can be approved for good cause on a case by case basis by the Ph.D. Program Director. Nothing in this document overrides or supersedes the general rules governing graduate study at Rutgers-Camden.

Current governance structure as the date of this document:

DPPA Department Chair: Patrice Mareschal

Ph.D. Program Director: Marie Chevrier

Doctoral Studies Committee: Maureen Donaghy, Richard Harris Paul Jargowsky (Chair), and Gloria Bonilla-Santiago.

## **Admissions**

Applicants who have completed a master's degree are preferred; however, students with a bachelor's degree and outstanding credentials are eligible to apply. Apply online at [gradstudy.rutgers.edu](http://gradstudy.rutgers.edu). The following information is required.

A transcript of all undergraduate and graduate coursework completed or in progress.

- At least two (2) courses in Statistics, Research Methods, and/or Economics are required to enter the Ph.D. program.
- Three (3) letters of recommendation that indicate your potential for succeeding in the Ph.D. in Public Affairs program.
- Personal statement indicating your motivation to earn a Ph.D. and what assets you will bring to the class of students. (Describe your background and experience and how a Ph.D. will benefit your future.)
- A résumé. (Relevant professional experience may also be considered.)
- A writing sample.
- Test scores. GRE preferred, especially for applicants seeking funding. LSAT and GMAT accepted.

Applications will be reviewed by the Rutgers–Camden Office of Graduate Admissions and the Department of Public Policy and Administration. Admission decisions will be made by March 1 for students receiving assistantships.

## **Requirements**

### **A. Advising**

Doctoral students will be assigned a faculty advisor. Students should consult with their assigned advisor or the Ph.D. Program Director before registering for courses each semester. To achieve a better match of substantive interests, students can request a different advisor by consulting with the Ph.D. Program Director. Upon forming a dissertation committee (see below), students should regard the chairperson of the committee as their primary advisor.

### **B. Course Requirements**

Students should focus on core curriculum courses in their first two years. Each student should fill out a degree plan which should be updated each semester. The degree plan is the record of courses taken, milestones achieved, and exceptions granted. A copy of the student's degree plan will be kept on file in the program office.

#### 1. Core curriculum required courses (33 credits)

##### *(i) Theory Courses (6 hours):*

- 824:701 Theory and History of Community Development
- Planning, Markets, and Community Development

##### *(ii) Methods Courses (15 hours):*

- 824:703 Logic of Social Inquiry
- 824:702 Quantitative Methods I (new course in 2012-2013)
- 824:709 Quantitative Methods II
- 824:720 Dissertation Development
- One Methods Elective

Note: the two-semester quantitative methods sequence is required for students entering the program in the 2012-2013 academic year. Students in prior cohorts who have successfully completed 824:709 Quantitative Methods by Spring 2012 are deemed to have satisfied the Quantitative Methods requirement. Quantitative Methods I covers probability, descriptive statistics, and inferential statistics. Quantitative Methods II covers the bivariate and multiple

regression models. Students may request exemption from one or more methods classes based on documented prior course work. An exemption exam may be given.

*(iii) Content courses (12 hours)*

- *One international course: either 834:556 International and Comparative Community Development or 834:556 International Negotiations.*
- 824:705 Regional Economic Development
- 824:711 The Politics of Community Development (formerly Civic Engagement, Nonprofits, and Community Development)
- 824:706 Practicum in Community Development

The Ph.D. Program Director must approve any exemptions or substitutions from required courses. Requests should be submitted in writing and approvals must be contemporaneously documented in the student's file in the program office.

2. Elective Courses (18 credits)

*(i) Two courses from the School of Law.*

*(ii) One course from the School of Business.*

Lists of courses in the Schools of Law and Business open to Public Affairs graduate students will be posted on the program's website on a semester by semester basis.

*(iii) Three additional graduate-level courses from Law, Business, Public Affairs, Economics, or Sociology, or other department if approved by the student's advisor or the Program Chair.*

3. Dissertation (12 Credits)

- Dissertation Hours (up to 12 credits)

4. Transfer Courses

Up to 21 hours of course work from other accredited graduate institutions may count toward the total hours requirement, contingent on certification by the Registrar. A grade of "B" or better, or the equivalent, is required for all transfer credits. Transfer credits automatically count as free electives. Substitutions for core courses, methods electives, or the law and business requirements may be approved on a case by case basis by your graduate advisor and/or the Ph.D.

Program Director. A copy of the class syllabus may be required. For the quantitative methods class, a placement test may be used to determine whether a student may substitute transfer credits.

*(i) Transfer Credit Rules*

- Credit cannot be transferred until 12 credits of work at the Graduate School- Camden (GSC). Grades must be a “B” or better.
- Credit should not have been taken more than six years prior to the transfer request. Students can appeal this rule with a written statement.
- No more than 1/3 of credits need for the degree may be transferred in.
- Quarter credits are converted to semester credits by reducing the total by 1/3.

Additional information about transfer credit requirements can be found at [www.camden.rutgers.edu/RUCAM/transfer\\_credit.pdf](http://www.camden.rutgers.edu/RUCAM/transfer_credit.pdf).

### **C. Comprehensive Exams**

Students must successfully complete two comprehensive exams, which serve to integrate and consolidate the material from the core curriculum. The exams will normally be given in the fall semester in a student’s third year, although exceptions may be approved by the Ph.D. Program Director. There are two separate exams: 1) research methods and 2) community development theory and practice. Each is described further below.

For full-time students, the examinations must be taken in the Fall semester of the third year. For part time students, the examination is taken once the core curriculum requirements have been met. Sample examination questions and a recommended reading list for both exams will be provided by May 15.

#### **1. Research Methods Examination**

The research methods examination covers material from three courses: Logic of Social Inquiry (824:703) and Quantitative Methods I and II (824:702 and 824:709). (Note: Quantitative Methods I is a new course in the Fall of 2012; material in that course will not be included in the Fall 2012 version of the test.) The exam is open book and open note but not take home. Questions on the exam will cover topics such as research design, descriptive statistics, inferential statistics, and applied regression analysis.

With respect to research design, students are expected to be able to discuss conditions for causal inference, the strengths and weaknesses of different designs, and threats to internal and external validity. Students could be asked to propose a design to answer a specified research question or

to critique a proposed design. Students are expected to be familiar with issues related to qualitative research, experimental design, and quasi-experimental design.

In terms of quantitative methods, students are expected to be able to compute various descriptive measures from raw data and to be able to compute confidence intervals and conduct standard hypothesis tests, such as a difference of means *t* test. An applied regression question will typically require students to answer questions about an Ordinary Least Squares regression table from a published journal article, testing their ability to interpret regression results.

Sample examination questions will be provided by May 15. The exam is scheduled for the last Friday of September. Students will have some choice of questions to answer.

## 2. Community Development Theory and Practice Examination

The community development theory and practice examination draw broadly several courses from the core curriculum, including the required theory and content courses (824:701 Theory and History of Community Development; 824:705 Regional Economic Development; 824:707 Law and Regulatory Environment of Community Development; 824:711: Politics in Community Development (formerly Civic Engagement, Community Organizations and Community Development); International and Comparative Community Development).

Questions on the exam will examine the community development legacy of theory and practice. We will look to the body of overlapping ideas, including community participation, community organization and community work that has run alongside the notion of community development. We are interested in covering the following topics: community participation and debates around social capital, capacity building and sustainable development, community social planning and economic development, community development and organization, and community action and social justice. The community development theory exam is normally given the first Friday of October. Students choose two of three questions and write essays drawing on the course content, recommended readings, and the student's experience with and knowledge of community development. This exam is also open book and open notes but not take home.

## 3. Grading of the Examinations

The community development and quantitative committee exams are graded by the Comprehensive Examination Committee. The possible outcomes are *Pass with Distinction*, *Pass*, *Fail*, and *Decision Deferred*. Students receiving a *Decision Deferred* in any examination will be asked to complete additional work; for example, they may be asked to complete an essay or to retake a course and pass with a grade of "B" or better. If the additional work is completed satisfactorily in the opinion of the Committee, the grade is changed to *Pass*. To move to the dissertation stage, a student must eventually pass both examinations.

Students receiving one grade of *Fail* may retake that examination in the following year. Students receiving more than one failing grade, either on two different tests or twice on the same test, will not be advanced to doctoral candidacy. If the student has completed the core curriculum and meets the requirements for the degree, a terminal Masters degree will be conferred.

#### **D. Dissertation Requirements**

##### **1. Dissertation Development Class**

Dissertation Development is a workshop-oriented course that orients doctoral students to the makeup of dissertations and to the committee selection, dissertation proposal, and proposal defense processes. Primary emphasis is on selecting a dissertation topic strategically and in going through the process of writing and defending a proposal so that even if students revise or change topic with their advisor and committee, they will have experience with this process.

##### **2. Dissertation Committee**

Students are expected to form a dissertation committee as soon as possible after passing the comprehensive exams. The committee consists of not less than three and not more than 5 faculty members. The chair must be a member of the Department of Public Policy and Administration. At least one member should be from the Law or Business schools. One member may be from outside the university, either from another university, government agency, or non-profit organization. Adjunct members may serve on a committee, but may not chair a committee, per the GSC Bylaws. Exceptions to these requirements need to be approved in writing by the Ph.D. Program Director.

Students are free to approach any tenured member of the program faculty to be the chairperson of their committee or to consult with the Ph.D. Program Director or the Doctoral Studies Committee to determine a suitable faculty member. Students are encouraged to approach faculty members whose research interests and congruent with those of the student. Faculty members are not obliged to accept a request to chair a student's committee. The student and the Chairperson select the remaining members.

##### **3. Dissertation proposal and proposal defense**

The dissertation proposal defines the student's doctoral project. It should contain the student's rationale for conducting the research, research hypotheses, a preliminary literature review, and a proposed research design and workplan. It should also identify the data to be used in the

dissertation, either an existing data source or a procedure for developing new data. If possible, preliminary results may be reported but this is not an expectation. The student presents the proposal to the committee; the defense is open and advertised, and may be attended by other faculty, students, and community members. After the presentation and an open question and answer period, the committee deliberates in private and then informs the student of the result of the examination. The student's proposal may be passed as is, passed with specified revisions, or not passed.

A proposal that has been passed, with revisions or not, forms a contract between the student and the program. If the student competently carries out the research outlined in the proposal and presents the results of such research according to professional standards, then the student will have passed the dissertation requirement whether or not the student's original research hypothesis is confirmed.

#### 4. Dissertation

Upon successful passage of the comprehensive examinations, students are promoted to doctoral candidacy. It is at this stage that the student may begin to take dissertation hours with the chair of his or her committee.

The **Capstone, Thesis and Dissertation Style Guide: The Graduate School-Camden** ([www.camden.rutgers.edu/RUCAM/info/thesis-style-guide.pdf](http://www.camden.rutgers.edu/RUCAM/info/thesis-style-guide.pdf)) states that the doctoral dissertation must conform to accepted scholarly standard for format, style and general writing procedure. It goes on to prescribe specific standards for the abstract, margins, pagination, and so forth. It is imperative that students follow these guidelines closely. It is also imperative that the dissertation, as with other student work, conform to the Rutgers University Academic Integrity Policy ([www.camden.rutgers.edu/RUCAM/Academic-integrity-policy.php](http://www.camden.rutgers.edu/RUCAM/Academic-integrity-policy.php)).

#### 5. Final Dissertation Defense

The completed dissertation must be presented and defended at a public meeting of the dissertation committee. In order to encourage student and faculty attendance, the time and place of the defense must be posted by the chair of the committee at least ten calendar days in advance of the presentation. Normally the Departmental secretary works with the students and committee chair to publicize the time and date of the defense.

Final approval of the dissertation is the jurisdiction of the dissertation committee before which the candidate defends the dissertation.

It is wise to have prepared in advance of the defense the required dissertation signature page and to have it at the defense so the committee, if it is ready, can sign at that time.

Per the Graduate School- Camden policies, possible outcomes (based on a unanimous decision) are: *pass with distinction; pass with a satisfactory dissertation; pass, pending a revision of the dissertation; decision deferred; and, fail.*

## 6. Submission of Dissertation

The Graduate School-Camden requires approved dissertations to be submitted in electronic format to the RUetd- Rutgers University Electronic Theses and Dissertations via <http://etd.libraries.rutgers.edu.login.php>.

## **Miscellaneous**

### **A. Student Status**

Information about policies that affect doctoral students can be found at: [http://catalogs.rutgers.edu/generated/cam-grad\\_current/pg34.html](http://catalogs.rutgers.edu/generated/cam-grad_current/pg34.html)

#### 1. Full-time vs. part time

Doctoral students are considered full-time if they carry a 9 credit load or higher during the current semester.

#### 2. Academic progress

Doctoral students are considered to be maintaining satisfactory academic progress if they maintain a Grade Point Average of 3.0 or above and have no more than one incomplete.

#### 3. Policy regarding incompletes

Graduate students have one year from the time an IN (incomplete) grade is assigned to make up that incomplete. Extensions beyond that year can be applied for using the form: <http://registrar.camden.rutgers.edu/incextGradW.html>. If the incomplete is made up either without or after an extension deadline, the grade remains IN.

#### 4. Academic Integrity Policy

The Rutgers University Policy on Academic Integrity states:

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an

intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions, and violations of academic integrity constitute serious offenses against the entire academic community. This academic integrity policy is designed to guide students as they prepare assignments, take examinations, and perform the work necessary to complete their degree requirements.

The University administration is responsible for working with faculty and students to foster a strong institutional culture of academic integrity, for providing effective educational programs that create an understanding of and commitment to academic integrity and for establishing equitable and effective procedures to deal with allegations of violations of academic integrity.

The faculty shares with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity. Faculty members are strongly encouraged to provide a statement concerning academic integrity and a link to the Academic Integrity Policy on their course syllabi.

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Specifics about the Academic Integrity Policy, levels of violations, enforcement, penalties, and other matters are found at <http://academicintegrity.rutgers.edu/policy-on-academic-integrity>. And for the Camden campus: <http://www.camden.rutgers.edu/RUCAM/Academic-Integrity-Policy.php>.

## **B. Financial Support**

### **1. Graduate Assistantships**

Graduate Assistantships are awarded on the basis of academic performance. Contact the Ph.D. Program Director for availability and procedure for applying.

## 2. Other Sources of Support

Other sources of financial support are available for doctoral student research and travel. Consult the Ph.D. Program Director and Graduate School-Camden for information.

([www.camden.rutgers.edu/RUCAM/grad\\_travel\\_and\\_research/php](http://www.camden.rutgers.edu/RUCAM/grad_travel_and_research/php)).

### **C. Students with Disabilities**

Rutgers, The State University of New Jersey provides student-centered and student-inclusive programming in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the New Jersey Law Against Discrimination. Doctoral students with disabilities should contact the Rutgers-Camden Coordinator for Disability Services: Mr. Tim Pure. Phone: 856-225-6442. E-mail: [tpure@camden.rutgers.edu](mailto:tpure@camden.rutgers.edu).