

Trachtenberg School of Public Policy & Public Administration

THE GEORGE WASHINGTON UNIVERSITY

GUIDE TO THE PH.D. IN PUBLIC POLICY AND ADMINISTRATION

---For Students Starting in Fall 2017---

TABLE OF CONTENTS

Common Abbreviations	iii
SECTION I: CURRICULUM	
Overview of The Doctoral Program in Public Policy and Administration	4
Advising and Program Planning	5
Curriculum	6
Further Information on Economics courses	8
Research Methods	9
Fields of Study	13
Elective and Additional Courses	13
The Comprehensive/General Examination	14
Core Examination	14
Field Examination	14
Dissertation Research Credits	16
Suggested Course Sequencing	17
The Dissertation	19
Time to Completion	19
Dissertation Format Option	20
Dissertation Proposal	20
Human Research Requirements	23
The Final Oral Ph.D. Examination	24
Deadlines	25
SECTION II: FIELDS OF STUDY	
Education Policy	28
Health Policy	30
Program Evaluation	32
Public and Nonprofit Management	34
Public Budgeting and Finance	36
Science and Technology Policy	38
Social Policy	40
Gender and Social Policy	41
Race, Ethnicity and Public Policy	42
Poverty and Inequality	43
Urban Policy	44
SECTION III: POLICIES AND ADMINISTRATIVE ISSUES	
Program Committee	46
Transferring Credits	47
Requesting Leaves and Extensions	47
Full-time student certifications	48
Travel and research support	49
Teaching and other funding opportunities	51
Academic Integrity Policies	52
Consortium of Universities and Libraries	53
Additional Contact Information	54
SECTION IV: FORMS	
Program of Study Form	57
Proposal Scheduling Form	59
Final Defense Scheduling Form	60
Proposal and Dissertation Listserv Announcement Template	61

COMMON ABBREVIATIONS

Accy	Accounting
CCAS	Columbian College of Arts and Sciences
CRN	Course Reference Number
DnSc	Decision Sciences
Econ	Economics
Educ	Education
EnRP	Environmental Resource Policy
ESIA	Elliott School of International Affairs
Fina	Finance
Geog	Geography
GW	The George Washington University
GWIPP	George Washington Institute of Public Policy
Hist	History
IA	International Affairs
IISTP	Institute for International Science and Technology Policy
LOA	Leave of Absence
Mgt	Management
MPA	Master of Public Administration
MPA Building	Media and Public Affairs Building
MBAd	Master of Business Administration
MPP	Master of Public Policy
PAd	Public Administration
Phil	Philosophy
PPol	Public Policy
PPPA	Public Policy and Public Administration Course Prefix
PPSA	Public Policy Student Association
PSc	Political Science
Psyc	Psychology
PubH	Public Health
SB	School of Business
SMPA	School of Media and Public Affairs
SMPP	Strategic Management and Public Policy
Soc	Sociology
TSPPPA	Trachtenberg School of Public Policy and Public Administration
WRLC	Washington Research Library Consortium
WStu	Women's Studies

SECTION I: CURRICULUM

OVERVIEW OF THE DOCTORAL PROGRAM IN PUBLIC POLICY AND ADMINISTRATION

The multidisciplinary Ph.D. Program in Public Policy and Administration in the Trachtenberg School of Public Policy and Public Administration (the Trachtenberg School) at The George Washington University (GW) is designed to develop a range of competencies needed to undertake sophisticated research in public policy and public administration. Fundamental to the development of these competencies is a mastery of subjects in multiple academic disciplines, including politics, economics, and quantitative and/or qualitative methods in policy research. Built upon the diversity and strengths of academic departments and faculty distributed throughout the Trachtenberg School and the University community, our program offers an exceptional education across these disciplines.

OUR STUDENTS

Most doctoral students already have a graduate degree and significant experience in a policy-related environment. Many students are mid-career professionals. Approximately one-quarter of our Ph.D. students come from outside of the United States.

The Ph.D. Program may be completed on either a full-time or part-time basis. Throughout their educational experience, students receive guidance and support from nationally renowned scholars who offer a wide range of experience in the real world of public affairs, policy, and politics.

In addition to developing broad analytical skills in multiple subjects, our students take courses designed to prepare them to undertake research in specific areas of public policy and administration. Through course work in each specialized field, students develop expertise for a variety of careers in the public and private sectors. Graduates pursue careers in teaching and research related to public policy and administration and as policy researchers and analysts. Some hold administrative positions in these sectors and many are closely involved in the development and evaluation of public policies.

Program Objectives:

1. Develop capacity to do independent policy research.
2. Understand the intellectual traditions and literature that make up the fields of public administration and public policy.
3. Understand and apply concepts of economic analysis and resource scarcity.
4. Demonstrate knowledge of relevant literature in the field.
5. Demonstrate ability to teach core courses in either an MPA or MPP program
6. Develop expertise in a substantive field of public policy or administration
7. Demonstrate ability to make an independent research contribution to the field.

CURRICULUM

ADVISING AND PROGRAM PLANNING

The Doctoral Program Director is the advisor for all students while they are taking courses required for the core comprehensive examination. The most important advice for successfully planning a program is to consult with your advisor before registering for classes and to read the official University Bulletin. The University Bulletin will serve as a guide to the governing university rules and requirements. Peer mentoring with doctoral students farther along in their program is helpful, however, it should never be substituted for faculty advising.

Students should also meet with the field advisors soon after being admitted to the program. Based on conversations with these faculty members, each student then selects one of the field advisors to work with as they prepare for the field exam. The process of selecting a dissertation director and committee is described elsewhere in this Handbook.

Plan ahead! Careful attention to program planning and course sequencing is necessary to avoid scheduling conflicts, especially later in the program. Most core courses are not offered during the summer, and most field courses are offered only once a year. Consult the Schedule of Classes online, the Assistant Director of Graduate Studies, or your academic advisor for the most current information on scheduling for the upcoming semester.

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You should first contact the Assistant Director of Graduate Studies anytime you need to file official forms with the University, such as Registration Transaction Forms or any of the various kinds of petitions; she will know the official process or chain of command for most situations. All forms are available on the Trachtenberg School website. Also, the Assistant Director of Graduate Studies will keep a copy of any paperwork you file with the program or University for your student record. Finally, many of the questions you may have, such as what courses are being offered during which semester, can be answered by the Assistant Director of Graduate Studies.

CURRICULUM

CURRICULUM

The Ph.D. Program in Public Policy and Administration requires the completion of 72 credit hours beyond the baccalaureate or a minimum of 48 credits beyond the master's degree. Students with graduate course work judged to satisfy program requirements may be granted advanced standing of up to 24 credit hours toward the 72 credits required for the Ph.D. Assuming previous completion of two prerequisites, doctoral course work requirements are divided into five general categories: public policy and administration core courses, research methods, field courses, elective courses, and dissertation credits. Students work closely with the program director and their field advisor to prepare an individualized program of studies. Students must maintain an overall GPA of 3.3 in order to remain in the program.

Prerequisite Courses

**Survey of Economics:
Intermediate Microeconomic Theory**
(PPPA 6007 – Microeconomics or equivalent)

Intermediate-level microeconomic theory for graduate students in fields other than economics.

Research Methods and Applied Statistics
(PPPA 6002 or equivalent)

Use of statistics, computers, and statistical software in research and program evaluations. Emphasis on interpretation and use of statistics. Development of basic statistical competency; frequency distribution, sampling, central tendency, variability, correlation, probability, regression.

Core Curriculum

Literature of Public Administration
(PPPA 8100)

Contemporary and historical literature in the institutional and intellectual development of public administration.

Economics in Policy Analysis
(PPPA 6014)

Application of intermediate microeconomic theory to the study of public policy. Topics include: models of individual choice in policy analysis, policy aspects of models of the firm, theory of market failure and welfare economics, and resource allocation decisions in the public sector.

Prerequisite: PPPA 6007– Microeconomics or equivalent. [See section on Further Information on Economics Placement below]

CURRICULUM

Design of Social and Policy Research (Research Methods) (PPPA 8101)

Doctoral seminar on theory and practice in research methodology. Data sources and gathering, research models and designs. Critical evaluation of research studies. Emphasis on application of research methods to policy questions.

Prerequisite: PPPA 6002 or equivalent.

Politics and Public Policy (PSc 8229)

Examination of political processes that influence policy formulation, policy implementation, and the uses of policy analysis.

Core Courses not Covered by the Core Exam

Public Finance and Human Capital (PPPA 8105)

Focuses on the numerous dimensions of theory and research in public finance and labor economics. Topics include public expenditure and revenue analysis, and human capital theory as applied to topics such as education, health, and immigration policy. Emphasis on classic works and on various approaches to researching issues related to public finance and human capital. (Note material from PPPA 8105 is included in the field examination for the field in Public Budgeting and Finance, but not the core exam.)

Mixed Methods in Research Design (PPPA 8023)

The historical and philosophical foundations of mixed method research design; review of canonical designs; developing and honing skills to implement mixed methods research designs. Learning Outcomes: 1. Develop an understanding and appreciation of mixed methods research design 2. Provide a historical overview of theoretical and philosophical foundations of mixed methods research 3. Provide working knowledge of major mixed methods research designs 4. Provide opportunities to write and present mixed methods research for a scholarly audience. Can be replaced with a different qualitative course with approval of advisor.

Econometrics for Policy Research II (PPPA 8022)

Advanced topics in econometrics for policy research. This course is designed for doctoral students who wish to use econometric tools in their research. The course prerequisite is PPPA 6013 or an equivalent course in introductory econometrics; however, students should expect a greater degree of difficulty and a greater reliance on self-directed study in PPPA 8022 than PPPA 6013. Can be replaced with a different advanced quantitative course with approval of advisor.

Prerequisite: PPPA 6013

Further information on economics courses

Regarding PPPA 6014:

The required core course in economics (PPPA 6014 Economics in Policy Analysis) is primarily concerned with the application of economic theory to policy issues. It therefore assumes a prior knowledge of economic theory at an intermediate level. **You should be aware that both intermediate microeconomic theory AND its application are included on the core comprehensive examination, so you should make sure you are adequately prepared.**

To this end, students with no prior experience with economics should take the pre-requisite, PPPA 6007 – Microeconomics, which is designed for graduate students in fields other than economics. This will count as one of your electives in the PhD program.

Students who have taken a graduate-level microeconomics class like PPPA 6007 at another institution (e.g., as part of an MPP program) and those who have taken a second-level “intermediate” microeconomics class at the undergraduate level (e.g., Economics 2101 at GWU) should have sufficient background to waive the pre-requisite and enter PPPA 6014 directly.

There are sometimes exceptions to these general rules and we do not strictly enforce the prerequisite for PPPA 6014. For example, students with extensive background in another highly quantitative field (e.g., engineering) may be able to go directly into PPPA 6014 with some self-study. Please contact Professor Brock (gbrock@gwu.edu) or Professor Cordes (cordes@gwu.edu) for assistance in developing a self-study plan or if you have any questions about which economics course is right for you.

Regarding PPPA 6013:

Students who have had little or no prior coursework in econometrics and do not have a particularly strong math background, should take PPPA 6013.

Students who have had little or no prior coursework in econometrics, but have a strong math background, are required to take PPPA 6013. As an alternate they can take Econ 6376 (the applied econometrics course for the MA in Applied Econ, which goes into the same topics as 6013, but in greater depth).

All students would find it useful to read and "master" *Mastering Econometrics* (by Joshua D. Angrist and [Jörn-Steffen Pischke](#)), which covers topics covered in PPPA 6013 and/or Econ 6376, in a way that is useful for review.

RESEARCH METHODS

The program requires the development of research skills alongside the core curriculum and field studies. These skills complement and support the research interests of students in their applied field of studies. All Ph.D. students must complete an intermediate graduate-level course in quantitative research methods. In addition, students must complete a more advanced course in quantitative methods and a course in qualitative or mixed research methods.

CURRICULUM

The intermediate quantitative methods requirement is normally satisfied by completing PPPA 6013. With advisor approval, students may substitute an intermediate quantitative methods course that is equivalent in coverage to PPPA 6013, such as DnSc 6274, PSc 6102, or Econ 8379. Students with a strong technical background may substitute Econ 8375 for PPPA 6013.

INTERMEDIATE QUANTITATIVE COURSES (SELECT ONE)

Econometrics for Policy Research I

(PPPA 6013)

This course emphasizes the application of basic econometric methods to the analysis of policy.

Prerequisite: PPPA 6002 or equivalent.

Empirical Political Analysis

(PSc 8102)

Techniques of social science data analysis, with emphasis on statistics and computer applications. Lab fee of \$20.

Prerequisite: PSc 201 or instructor permission.

Statistical Modeling and Analysis
(DnSc 6274)

The process of specifying, analyzing, and testing models of human and systemic behavior. Formalization of models; statistical test comparison and selection; computer implementation of univariate, bivariate, and multivariate tests. General linear model: linear regression, analysis of variance, and analysis of covariance.

Prerequisite: MBAd 6220 or equivalent.

Econometrics I
(Econ 8375)

Single equation models of economic behavior. Statistical methods for testing economic hypotheses and estimating parameters. Topics include heteroscedasticity, serial correlation, and lagged dependent variables. Some exposure to matrix algebra helpful but not required. Same as Stat 8275.

Laboratory in Applied Econometrics
(Econ 8379)

Application of econometric theory and the use of econometric software; students are required to write an empirical research paper. Depending on the section, the focus will be either on micro-econometric or macro-econometric topics. May be repeated for credit provided the topic differs.

CURRICULUM

ADVANCED QUANTITATIVE AND QUALITATIVE COURSES (SELECT ONE)

Each student is required to also take two advanced methods courses. They are typically PPPA 8022 and PPPA 8023. Students should consult with their adviser about possible substitutions as listed below.

COURSES IN QUANTITATIVE METHODS

Econometrics for Policy Research II

(PPPA 8022)

Advanced topics in econometrics for policy research. This course is designed for doctoral students who wish to use econometric tools in their research. The course prerequisite is PPPA 6013 or an equivalent course in introductory econometrics; however, students should expect a greater degree of difficulty and a greater reliance on self-directed study in PPPA 8022 than PPPA 6013.

Prerequisite: PPPA 6013

Econometrics III

(Econ 8377)

This course covers econometric methods for systems of equations and panel data. Additional topics, which may vary from year to year, will also be covered as time permits.

Prerequisites: Econ 8375 and 8376.

Econometrics II

(Econ 8376)

Topics include asymptotic theory, statistical endogeneity, instrumental variables estimation, discrete and limited dependent variable and time-series models. Same as Stat 8376.

Prerequisite: Econ 8375 or equivalent.

Advanced Statistical Modeling and Analysis

(DnSc 6275)

Advanced topics associated with the general linear model. Testing for and remediation of assumption violations. Detection of outliers, influential observations, and multicollinearity. Alternative design strategies in the analysis of variance; latent growth analysis; hierarchical linear modeling; testing for interactions and parallelism.

Prerequisite: DnSc 6274 or permission of instructor

COURSES IN QUALITATIVE METHODS (SELECT ONE)

Mixed Methods in Research Design

(PPPA 8023)

This seminar builds upon prior methods courses and as such **does not** focus on a specific quantitative or qualitative technique. The seminar examines philosophical assumptions underlying mixed methods research and provides an in-depth perspective on the pros and cons of mixing qualitative and quantitative methods. As part of the seminar students will work on application oriented exercise(s) to advance their understanding of mixed methods research designs and/or methodological innovations.

Qualitative Research Methods

(PSC 8104)

This course includes protections of human subjects and the ethical aspects of using qualitative methods. Students will be introduced to a wide variety of qualitative techniques for data gathering and for analyzing qualitative data.

Theoretical, practical, and ethical aspects of conducting qualitative research covering the basic techniques for collecting and analyzing data in the social sciences. The

Qualitative Research Methods & Analysis

(PubH 8417)

Techniques for designing and conducting qualitative research and for analyzing and reporting qualitative data relevant to program development and implementation, community assessment, and policy analysis.

CURRICULUM

Qualitative Methodology: Field Research

(Soc 6232)

Practical application of data collection methods in natural settings; observation, participant observation, and field experience. Emphasis on implementing research projects by using these methods for purposes of developing empirically grounded theory.

Uses of History in International Affairs

(Hist 6030)

The multiple interconnections among history, politics, and international affairs, including how policymakers use or misuse "lessons" of history and how countries attempt to deal with difficult aspects of their past. Specific cases may vary.

Qualitative Research Methods

(Educ 8122)

A general introduction to several major qualitative research traditions (e.g., biography, grounded theory, ethnography, phenomenology, and case study). Application of qualitative research design and procedures, including preliminary data collection, analysis, and writing.

Case Study Research

(Educ 8131)

Techniques used to examine one or a few complex cases, collecting data from several types of sources and by several methods. The course covers design, data collection, and data analysis/integration.

Prerequisite: Educ 8122.

CURRICULUM

FIELDS OF STUDY

In addition to the core curriculum, each student will complete six or more courses in one of the following fields to which they were admitted. Requirements for each field are detailed in Section II of this handbook.

- Education Policy
- Gender and Social Policy
- Health Policy
- Program Evaluation
- Public and Nonprofit Management
- Public Budgeting and Finance
- Race, Ethnicity and Public Policy
- Science and Technology Policy
- Social Policy:
 - Gender and Social Policy
 - Race, Ethnicity and Public Policy
 - Urban Policy

ELECTIVES AND ADDITIONAL COURSES

Students, typically those who do not have a previous masters degree, may take between 9 and 15 credits of electives. Generally, students use elective credits to supplement course work in their field of study. However, prerequisite courses at the graduate level can be counted as electives toward degree requirements. Students who have not completed course work in intermediate microeconomics or statistics may need to use elective credits to fulfill these requirements.

In individual cases, students may be required to take additional courses as a foundation for their dissertation research. The field advisor would normally determine any required courses. Students who are required to take additional courses may count these courses as elective credits. In some cases, however, these requirements may cause the total number of credit hours to exceed the normal 72 credit hours.

With advisor approval, students may include courses taken in any department of the University or from member institutions of the Washington Area Consortium of Universities as electives. Registration in Consortium courses is governed by University policies concerning Consortium registration. Students interested in taking a Consortium course must consult with their advisor before registering for the course.

In some cases, Advanced Reading and Research (PPPA 8198) can be used to design independent work to supplement elective courses or to provide background in an area related to the dissertation research that is not available in a course at GW or the Consortium of Washington Area Universities.

PPPA 8198: Advanced Reading and Research
1-3 credits Supervised reading in selected fields. Student is responsible for identifying a project (e.g., expansion of a previous research paper), and securing agreement from a faculty member, who is both interested and able to support your topic as well as available for the commitment related to overseeing such a project. This must occur prior to seeking permission of department.

CURRICULUM

Once agreement has been reached, students complete a Registration Transaction Form, which requires departmental approval (i.e., instructor of record) prior to processing by the CCAS Dean's Office and Registrar. The supervising faculty member works with the instructor of record to enter a grade after the work has been completed.

May be repeated once for credit.

THE COMPREHENSIVE (GENERAL) EXAMINATION

Students must pass a Comprehensive Examination in Public Policy and Administration. The Examination consists of two parts, the core exam and the field exam. There are four possible grades on each of these exams: Pass with Distinction, Satisfactory Pass, Low Pass, and Fail. To earn a satisfactory pass on the core exam, a student cannot have a grade of Fail on any of its three major parts. In order to pass the overall Comprehensive Examination, a student must receive a grade of at least satisfactory pass on either the core or the field examination and must not fail either examination. If a student does not receive at least a satisfactory pass on one of the parts, the student may retake either part one time in order to raise his/her grade to a satisfactory pass. Neither part may be retaken more than once. Failure to pass the Comprehensive Examination results in termination from the program. Upon completion of the Comprehensive examination students advance to candidacy and enter the dissertation phase of their study.

CORE EXAMINATION

Students take the core examination after they have completed the examined courses in the public policy and administration core. Full-time students typically take the exam after three semesters in the program (this is typically four to six semesters for part-time students), and before they complete a significant amount of course work in their specialized policy field. This examination provides students with the opportunity to demonstrate a mastery of core skills needed for the analysis of policy issues and serves as an instrument for assessing the student's capacity for further doctoral studies. Note that the examination is designed to integrate knowledge about the field and is not limited to specific content covered in the individual courses.

The core examination is generally administered during the week before classes start in the fall semester (late August) and spring semester (early January).

FIELD EXAMINATION

Students take a field examination in their selected field of concentration after passing the core exam and completing the required field courses for their respective field. In exceptional circumstances students may submit a petition to take the field exam first. The field exam gives students the opportunity to demonstrate a mastery of core issues, concepts, and methods in the selected field of study.

Process:

All students must meet with a field advisor at least 3 months before they expect to take the exam. At that time the advisor will work with the student to determine a date for the exam and share details about the specific process.

In most cases field exams are offered once per semester. They are administered as either 1) in-class, close-book taken in one day, or 2) take-home, open-book exams taken over 3-4 days. In all fields the exams are read by at least 2 graders and a single, unified grade is provided to the student no more than 4 weeks after submitting the exam.

CURRICULUM

Performance expectations:

- a. All the key elements of the questions need to be addressed.
- b. Complexities should be anticipated and addressed.
- c. Responses should draw upon applicable scholarly literature and exhibit a critical understanding of those sources.
- d. The scholarly literature should be applied to analyze the situation indicated in the question and respond to the tasks specified in the question (versus the literature being strictly summarized).
- e. Responses are expected to draw on materials beyond class readings. In some fields students develop a reading list in advance of the exam.
- f. Responses should draw connections among multiple sources.
- g. Responses should make a coherent point.
- h. Responses should be clearly written.

CURRICULUM

Dissertation Research Credits

All students are required to complete between 12 and 18 credits of dissertation research. To fulfill this requirement, students register for:

- Philosophical Foundations of Policy and Administrative Research (PPPA 8190),
- Dissertation Workshop (PPA 8191), and
- A minimum of 6 credits of Dissertation Research (PPPA 8999) must be taken in 3-credit increments until the 72-credit hour requirement has been met. Credit is not awarded for 8999 until the dissertation is complete.
- After students have met the 72-credit hour requirement, they register for Continuing Research (CCAS 940), which is available in 1-credit increments.

Philosophical Foundations of Policy and Administrative Research (PPPA 8190)

Philosophy of science as applied to research in public policy and public administration. Topics include the nature and current problems of epistemology, development and role of theories, and relationships among theory, methodology, and empirical data.

Dissertation Workshop (PPPA 8191)

Use of models and theoretical frameworks in designing dissertation research; formulation of research questions, hypotheses, operational definitions, research designs, sampling, and data analysis approaches.

For doctoral candidates who have completed all courses and examinations, and are preparing for their dissertation.

Dissertation Research (PPPA 8999)

Continuing Research (CCAS 0940)

COURSE SEQUENCING

Students enter the Ph.D. program with very diverse backgrounds, thus there is not one set list of courses that all students will follow. However, the Suggested Course Sequencing Table, included in this Handbook, provides a template that can be used to guide course selection.

Typically students will first take the required courses that are covered on the Ph.D. core exam. Students who need to take the prerequisites in economics or statistics should take those courses during the first year.

There are no rigid sequencing requirements except that the economics prerequisite should be completed before PPPA 6014 (Econ 6221) is taken, and the statistics prerequisite should be taken before PPPA 6013.

Field advisors will provide helpful advice on sequencing of field courses and may also provide useful information regarding when field courses will be offered, thus they should be consulted prior to field course selection.

Please note that these general guidelines are not a substitute for faculty advising and should not be used as such.

CURRICULUM

Reminder: Students must maintain a cumulative GPA of 3.3 in order to remain in the program.

SUGGESTED COURSE SEQUENCING FOR STUDENTS WITH A PREVIOUS MASTERS DEGREE

Students without a previous masters degree take additional courses in consultation with their advisor(s)

Schedule below assumes fall matriculation and that the student does not need Econ 6007 (Intermediate Microeconomics) or PPPA 6002 (Research Methods and Applied Statistics)

Note: Courses may be offered in semesters different from those listed due to sabbaticals and issues of faculty availability.

FULL TIME (THREE COURSES)

<p>Fall One PPPA 8100 (3) PPPA 6013 (3) PSc 8229 (3) or field course</p>	<p>Spring One PPPA 8105 (3) or methods course PPPA 6014 (3) Methods course (3)</p>	<p>Summer One PPPA 8101 (3)</p>	<p>Fall Two <i>Core Exam</i> PPPA 8090 (3) PPPA 8105 or Methods course (3) PSc 8229 or Field Course (3) <i>Core Exam (January)</i></p>
<p>Spring Two Field Course (3) Field Course (3) Field Course (3)</p>	<p>Fall Three Field Course (3) Field Course (3) <i>Field Exam</i></p>	<p>Spring Three PPPA 8191 (3) PPPA 8999 (3) <i>Proposal Review</i></p>	<p>Fall Four PPPA 8999 (3)</p>
<p>Spring Four CCAS 0940 (1) <i>Ph.D. Defense</i></p>			

CURRICULUM

PART-TIME (TWO COURSES)

Fall One PPPA 8100 (3) PPPA 6013 (3)	Spring One PPPA 8105 (3) or methods course PPPA 6014 (3)	Summer One PPPA 8101 (3) *	Fall Two PPPA 8105 or methods course (3) PSc 8229 (3)
Spring Two <i>Core Exam</i> Methods course (3) PPPA 8190 (3)	Fall Three Field Course (3) Field Course (3)	Spring Three Field Course (3) Field Course (3)	Fall Four Field Course (3) Field Course (3)
Spring Four <i>Field Exam</i> PPPA 8191 (3)	Fall Five PPPA 8999 (3) <i>Proposal Review</i>	Spring Five PPPA 8999 (3)	Fall Six CCAS 0940 (1) <i>Ph.D. Defense</i>

CURRICULUM

THE DISSERTATION

The dissertation should consist of a scholarly examination of an important public policy or public administration problem or issue. All dissertations should have a solid conceptual grounding in either or both of these fields and should explore, critique, and/or extend existing scholarly literature in the candidate's chosen field. The dissertation's findings, conclusions, and modes of analysis and argumentation should be of interest to a significant segment of the intellectual community, as well as, and perhaps just as important, to citizens and public officials concerned about the dissertation's topic. The conclusions of the dissertation should be well supported by the research conducted and the evidence presented.

The first step of the dissertation process is to select an issue of interest. Based on that topic, a variety of theoretical and methodological approaches, described below, can be the basis for conducting the research for the dissertation.

1. The dissertation may pose a primary research question, or a series of related research questions, which guide the dissertation's empirical inquiry. Whether the methodological approach selected is chiefly "qualitative" or "quantitative" should depend on its suitability for producing findings of intellectual and practical interest. By implication, form (methodology) follows function (the substantive nature of the problem or issue being addressed by the dissertation).
2. The dissertation may chiefly "make an argument" rather than "answer a question." Dissertations of this type consist of theoretical, philosophical, or historical analyses that critique and/or reframe taken-for-granted understandings of policy and administrative problems on the basis of which novel problem definitions and even solutions might be formulated. They often take a particular theoretical model, construct, or philosophical position itself as the focus of investigation rather than using it as a vehicle to produce empirical findings.
3. Case studies, so long as they are solidly grounded theoretically and effectively used as vehicles for critical analysis, are also encouraged. The "generality" of case studies will depend less upon their statistical generalizability than on the candidate's ability to evoke general scholarly interest by imaginatively linking "thick" empirical description with theoretical analysis.

These three general types of dissertations should not be seen as mutually exclusive. Some overlap may occur, and combinations of the three types can be mutually reinforcing. The ultimate approach taken in the dissertation is determined based on the research topic or question of interest by the student working in close consultation with the dissertation director and members of the dissertation committee¹ and will vary across public policy and public administration fields and from dissertation committee to dissertation committee.

TIME TO COMPLETION

The dissertation must be written, defended, and accepted (and all course-work completed) within eight years of the student entering the Ph.D. program. If the dissertation is not accepted within this period, the student may be required to repeat the entire General Examination or the student's candidacy may be terminated due to lack of satisfactory progress. In special circumstances the Associate Dean for Graduate Studies of CCAS

¹ Selection of the dissertation director and committee is described in the section on Dissertation Proposal below.

CURRICULUM

may approve a semester's extension, in which case the student may be required to register to audit up to six hours of Reading and Research.

DISSERTATION FORMAT OPTION

Dissertations may take the form of either one multiple chapter work or a collection of (normally three) scholarly, publishable papers on a related topic in the student's chosen public policy or public administration field. Again, the format option taken in the dissertation is determined by the student working in close consultation with the dissertation director and members of the Dissertation Research Committee (see below) and will vary among specific public policy and public administration fields and from dissertation committee to dissertation committee. While the dissertation is permitted to focus, in whole or in part, on topics covered in the student's own previously published work, the fact that a piece of research has been published should not be taken as an indication that it will be considered by the dissertation committee to be acceptable dissertation work.

Requirements pertaining to form, style, and methods of reproduction of the dissertation are set forth in the [Electronic Thesis and Dissertation \(ETD\) web site](#). Citations normally follow the APA Style Manual. It is expected that the candidate have the CCAS Graduate Office check the formatting of the dissertation prior to completion.

DISSERTATION PROPOSAL

The dissertation proposal typically includes a statement of a public policy and/or public administration problem and research questions, a review of the relevant literature, and a description of the research design and methodology to be used. Students are required to present their proposal formally to a group of faculty prior to receiving approval. The group of faculty consists of the student's prospective Dissertation Research Committee (Director², plus two members; or Co-Directors (2) plus two members). Either the Director or one of the Co-Directors must be a member of the Trachtenberg School faculty. The eligible faculty are listed on the School website and does not include Affiliated Faculty. Other members of the Research Committee may be from inside or outside of CCAS, but must have the terminal degree in their discipline.

The Ph.D. Program Director must approve the Research Committee. Students should send the Proposal Review Scheduling Form (see below or Assistant Director of Graduate Studies) that identifies the members of the committee at least three weeks before scheduling the proposal review. The email, sent to the Director of the Ph.D. program, should include the C.V.s of any proposed members of the Research Committee who are from outside of GWU, and/or who do not have the terminal degree. The Director of the Ph.D. program and the Associate Dean for Graduate Studies of CCAS must approve their participation. An honorarium may be available for co-directors, committee members (called Readers at the final defense) and/or examiners who do not work at GW. Check with the Ph.D. Program director for the current policy.

Since at the time of the final oral defense each dissertation is required to be read by two Examiners it may be useful for the student and dissertation director (with the concurrence of the Ph.D. program director) to identify at least one of these individuals at the proposal stage. Membership at the final oral examination requires that one of the two examiners be from outside of the Trachtenberg School. This faculty committee

² Note: The Dissertation Director is sometimes referred to as the Chairperson of the Dissertation Research Committee.

CURRICULUM

evaluates the student based on both the written proposal and on the oral presentation of the proposal. If approved, the proposal becomes the basis for the dissertation.

DISSERTATION PROPOSAL REVIEW

At the dissertation proposal review, the student and the Dissertation Research Committee come together to consider the importance of the proposed dissertation project and the appropriateness and feasibility of the research design. Students typically describe this as a proposal “defense”, but it is really best thought of as a final review prior to giving a student “the green light” to forge ahead full speed on the dissertation. The review also provides an opportunity for the faculty and others in attendance to provide a broad range of constructive input at this critical early stage. Although the meeting is typically conducted more in the spirit of a working session than of an exam, it culminates in a formal recommendation by the Dissertation Research Committee about whether the research should proceed.

The review can be scheduled only after every member of the Dissertation Research Committee agrees that the proposal is ready to be presented and informs the Ph.D. Director as indicated on the Dissertation Proposal Scheduling form. The review will not be scheduled if the student has any outstanding grades of “incomplete” or “in progress.” A completed Program of Study form, signed by the Ph.D. Director must be on file before the review is scheduled. As soon as the Ph.D. Director gives the student permission to proceed, the student should:

1. Consult with the members of the committee to find a date and time for the review. The proposal is normally distributed to members of the committee a month (and no less than three weeks) before the defense date. All committee members should be prepared to devote at least two hours to the review.
2. Work with the School staff to find a suitable room for the review. The room should be available for at least two hours (and preferably longer) and should be able to accommodate several guests.
3. After finding a suitable room is available at the designated time, check back with the Ph.D. program director to ensure that there are no scheduling conflicts, and, assuming that there are none, finalize the room arrangements.
4. Prepare a one-page announcement of the review containing the following information:
 - o Title
 - o Candidate
 - o Date
 - o Time
 - o Location
 - o Committee
 - o Abstract (one paragraph)
5. At least ten days before the proposal review, this announcement must be posted electronically to all Trachtenberg School faculty and students.
6. The student should ask all members of the review committee whether they prefer hard copy or an electronic version of the final proposal that is to be considered as the basis of the review.

The review is open to all Trachtenberg School faculty and students who wish to attend. The procedures to be followed in a particular review should be agreed on by the working committee members in a brief pre-review session, but several considerations should generally be applicable.

1. The dissertation research director should chair the review and should indicate at the outset the procedures that will be followed.
2. The chair should then ask the student to provide a very brief project overview. Because the committee members can safely be assumed to be familiar with the proposal and because the review is primarily

CURRICULUM

(though not exclusively) a proceeding involving the student and the committee, a lengthy recitation is not appropriate. Fifteen minutes should normally be more than enough time for the student's introductory remarks.

3. The dissertation research director should ensure that there is ample time for questions and comments by members of the committee, other faculty members in attendance and graduate students, in that order of priority.
4. At an appropriate time, the research director should excuse the student and all guests from the room so the committee can formulate its recommendations. When this discussion is complete, the research director should call the student back in, convey in short form the nature of the recommendations, and adjourn the meeting.
5. If the committee members determine that the student should, on the basis of the proposal as presented, be given permission to proceed with the dissertation, they sign the form that the student will be provided, to the research director. Also available to the committee are several alternatives to outright approval. These alternatives include the following:
 - a. If committee members conclude that the proposal needs fundamental revision, it will have to be reviewed again. (Because the committee members approved the original proposal review, this option should be exercised only if the actual review turns up serious problems that were not evident earlier.)
 - b. If the meeting has brought to the surface certain concerns that need to be taken into account in the proposal but are relatively narrow, then the committee members may:
 - i. Delay signing the approval form until the necessary changes have been made to the proposal, but without requiring that a new review be scheduled; or
 - ii. Agree that the readers will sign the form but that the dissertation research director will not do so until the proposal has been satisfactorily revised according to the committee's specifications.

After the proposal has received committee approval, the student should establish a working relationship with the committee members. The nature of this relationship will vary from student to student and from committee to committee (and even within a committee, from member to member). Some committees or some members may expect to play a very active role in guiding the project as it develops. Others may prefer that the director monitor the project closely, with the readers playing a lesser role. There is no single "best" way to proceed, but it is vital at the very least that the Dissertation Research Committee (a) be kept informed of the progress the student is making, (b) be consulted when unanticipated problems arise, and (c) review drafts of completed sections on an ongoing basis. If examiners were included in the proposal review, they should not be consulted during the conduct of the research.

CURRICULUM

HUMAN RESEARCH REQUIREMENTS

Research at GW using human subjects, which will yield generalizable knowledge in the form of a journal article, poster presentation, masters thesis, or doctoral dissertation, must obtain Institutional Review Board (IRB) approval before researchers collect data. **While often dissertation projects in the social sciences are granted exceptions to Human Research requirements, it is crucial that students make contact with the IRB if there is ANY question as to the applicability of human subjects requirements to the research in question. Frequently students incorrectly assume that their research is not covered by these requirements, only to find out later that IRB review is needed. This can slow data collection, and ultimately completion of the dissertation,**

Once a proposal has been approved, the IRB process should be initiated by:

- Downloading and completing the Non-Medical Submission checklist and Non-Medical Submission form. These items can be obtained from the [Office of Human Research](#) website.
- Preparing a submission packet. The submission checklist helps to decipher what is required.

Failure to obtain IRB approval will result in the following:

- You will not be allowed to collect data until you obtain IRB approval.
- You will not be allowed to use the data collected for the intended research purposes. You may be asked to re-register for the thesis/dissertation research credits and start the data collection phase over again.
- You will not be allowed to use the data collected for future research, i.e., you will not be able to use the information to publish or as the base for a future study.
- If the study is funded, you will not have access to the funds.

If you have any questions about this process, you may contact the Office of Human Research at any time by calling (202) 994-2715 or emailing ohrirb@gwumc.edu.

Office of Human Research
The George Washington University
Ross Hall, Suite 613
2300 Eye Street, NW
Washington, DC 20037

CURRICULUM

FINAL ORAL PH.D. EXAMINATION

The Final Examination is designed, scheduled, and administered by the School. It is an oral examination, open to the public (meaning other current students and faculty may attend, as well as various Deans from Columbian College), and is conducted by the Final Examination Committee.

Membership of the Final Oral Ph.D. Examining Committee

The Dissertation Research Director, in consultation with the Ph.D. Program Director, proposes the membership of the Final Oral Examination Committee, although CCAS has ultimate responsibility for its approval. Care should be taken to ensure that the committee proposed represents the necessary fields of expertise. The committee must consist of at least five members (not including the co-director, if applicable), one of whom is from outside the School. This would typically mean that the oral examination would be conducted by the Dissertation Research Director (also called the Advocate), Committee Members (who, at this stage, are referred to as Readers) and two examiners. An expert from outside the University may be suggested as one of the examiners. The expert should be located in the metropolitan DC area. A student's current or prospective immediate supervisor of employment is not permitted to be an examiner.

Dissertation Research Committee Directors take on the role of advocate during the final dissertation defense. Advocates normally do not ask questions but they can participate by providing clarification, etc., as needed. Advocates often take notes during the session. Their main role is to advocate on behalf of the student during the executive sessions.

Finally, the proceedings must have a Chair who runs the process. The chair serves in a procedural capacity to ensure the proceeding are conducted properly. This person is typically the senior Trachtenberg faculty member on the committee who is not the dissertation director or another faculty member chosen by the Dissertation Director. The Director of the Ph.D. program and the Dean of CCAS prior to the dissertation defense being scheduled must approve the Oral Examination Committee, including the examiners.

The Dissertation Defense Scheduling Form must be turned into the Ph.D. directly 3 weeks prior to the desired defense date.

Responsibilities of the Student

After the oral examination committee has been approved, and the dissertation research director has informed the Ph.D. program director that the dissertation is ready to be defended, the student shall:

- A. Provide a hard copy of the final version of the dissertation to each member of the examining committee at least three weeks before the intended date.
- B. Schedule a time and location for the defense that is acceptable to all required attendees with the Assistant Director of Graduate Studies. The room will not be reserved until the committee has received the dissertation copy (step B above). Note that the defense should be scheduled for 2 hours.
- C. Supply the Assistant Director of Graduate Studies with all relevant information so that she may notify the Trachtenberg School and GWU community of the scheduling of the dissertation defense.

Each student must be registered during the semester or summer session in which the degree will be awarded. An application for graduation (available [online](#)) must be filed prior to the deadline for that semester.

CURRICULUM

The process at the defense is typically as follows:

- The chair of the proceedings introduces the committee and describes the process
- The dissertation director (advocate) introduces the candidate
- The candidate summarizes his/her research for 15-20 minutes
- Questions (usually in the range of 3-4 questions) are posed first by the non-GW examiner, followed by the internal examiner
- Then questions are asked by the committee members (readers)
- There is typically time for a second round of questions
- Questioning will be stopped with about 30 minutes remaining
- The candidate and guests leave the room for the committee to deliberate
- Decision options are to approve as is, approve with modifications, or reject and re-defense required. If modifications are required, the committee will determine the nature and scope of the revisions as well as identify which committee member(s) will review the changes
- The candidate is invited back into the room to hear the decision.

DISSERTATION DEADLINES

The dates below, other than in the first column, are final deadlines. They assume that the student has been sending drafts to committee members regularly and only minor changes are needed at each stage. Students must allow 2 weeks for faculty comments. The dates below allow approximately one additional week for students to respond to those changes.

GRADUATE	Expected date full working draft given to 3-4 committee members for comment:	Complete draft to 3-4 member committee by:	Final full copy to committee plus examiners by:	Defend by:	Final forms to library by:
Spring	January 7	February 1	February 21	March 15	April 1
Summer	May 21	June 15	July 7	August 1	August 15
Fall	September 21	October 15	November 7	December 1	January 15

NOTE: If you have a different deadline for completion based on a petition to the Dean's office, you need to back up from that date in the same amounts of time as indicated on the table above.

After Defense (See Post-Dissertation Checklist below)

Once the student has successfully completed the Final Examination and the Committee has verified any required revisions to the dissertation have been made, the student submits the dissertation through the Electronic Thesis and Dissertation (ETD) web site and submits to CCAS the completed ETD Approval Form. For deadlines concerning final submission of doctoral dissertations, please consult the Electronic Theses & Dissertations (ETD) web site. Formatting guidelines are provided on the ETD site. The guidelines are designed to produce documents that are uniform in style, but they also allow for the particular

CURRICULUM

requirements of various disciplines.

Students access and print the Survey of Earned Doctorates from their website. The certification page in the dissertation should only include the core research committee (director/co-director and two readers). Please use academic titles only (this information is in the University Bulletin). Do not use titles such as Dr., Ph.D., or MD.

Dissertations will first be sent to the Gelman Library for approval. Once approved by Gelman, the dissertation will be forwarded to CCAS for a final check. Students may receive instructions from Gelman or CCAS to make changes and upload a revised edition of their work. The student will be notified by email once the dissertation has been forwarded to ProQuest/UMI.

Students will pay ProQuest/UMI directly on line. The amount charged will depend on the publishing option chosen by the student. GW recommends students choose the Open Access option in the interest of making their scholarship as accessible as possible.

Accepted dissertations and any accompanying illustrations become the property of the University. The University is to be given credit for material used in the publication of any portion of a dissertation, whether as a direct quotation or as an adaptation.

Copyrights and Patents

Students submitting theses/dissertations should be aware of copyright and fair use considerations. Understanding Copyright and Fair Use will help reduce your concerns. You are encouraged to review the information about copyright issues on the ETD web site

Ph.D. Post-Dissertation Defense Checklist*

1. Complete all edits and submit dissertation for final approval to the designated member(s) of your committee.
2. Once final approval has been given, upload the dissertation and follow all steps located on the ETD website under “Steps in Submitting Your Dissertation”: <http://www.gwu.edu/~etds/>
 - a. Submission of Dissertation to ETD
 - b. ETD Approval Form – signed by you and your dissertation director. Submitted directly to Nicole Davidson (Smith Hall, Suite 118, nad1@gwu.edu)
 - c. Survey of Earned Doctorates – Submitted online or to Nicole Davidson (Smith Hall, Suite 118 or nad1@gwu.edu)
3. Email the Assistant Director of Graduate Studies to inform him/her that your dissertation has been submitted. This will prompt him/her to prepare final graduation paperwork.
 - a. If your title has been altered during the dissertation defense and editing process, please let the Assistant Director of Graduate Studies know ASAP.
4. Follow all other steps clearly outlined at: <http://www.gwu.edu/~etds/steps.html>
5. Once the final dissertation has been accepted by ETD and the GW library, you can begin referring to yourself as “doctor”.
6. Congratulations – you have completed your dissertation!

*This checklist will be distributed to you the day of your dissertation.

SECTION II: FIELDS OF STUDY

Education Policy

Health Policy

Program Evaluation

Public and Nonprofit Management

Public Budgeting and Finance

Science and Technology Policy

Social Policy with areas of specialization in:

Gender and Social Policy

Poverty and Inequality

Race, Ethnicity and Public Policy

Urban Policy

FIELDS OF STUDY

EDUCATION POLICY

FIELD DESCRIPTION

Education and training policies play an important role in the economic and social wellbeing of local communities, states, and nations. From preschool to graduate school, improving the quality of education is a priority for policymakers worldwide. The education policy track draws on multidisciplinary tools from economics, education, philosophy, political science, psychology, and sociology to train researchers and practitioners to: identify education policy problems and opportunities, develop policy alternatives, analyze their costs and benefits, influence policy decisions, plan and guide the implementation of new policies, and evaluate the impacts of education programs and policies. Students in the Education Policy field must complete two required core courses, plus four additional courses in methods and topics chosen in consultation with their advisor.

GENERAL EXAMINATION CORE

Educ 8321: **Economics of Education**

Economic analysis as it pertains to educational systems and their impact on economic growth. Economic methods and tools are used to analyze and evaluate contemporary education policy issues. The course builds on Economic principles and theories to assess education problems such as education productivity and cost, teacher quality, school choice and accountability.

Educ 8322: **Education Policy Implementation**

Analysis of the evolution and implementation of education policies. Analysis of policy implementation in various levels and types of educational systems. Policy is analyzed as a process and as it interacts with organizational, social, economic, and political factors. Focus on the impediments of effective policy implementation.

Topics courses

EDUC 8340 Methods of Policy Analysis in Education
EDUC 8320 Politics of Education
EDUC 8325 Policy Design: Education Accountability
EDUC 8323 Policies of Education Equity
EDUC 6555 Higher Education Policy
ECON 8341/42 Labor Economics
ECON 8351/52 Development Economics
ECON 8358 Urban Economics
ECON 8363/64 Public Finance
PPPA 6040 Poverty & Social Policy
PPPA 6048 Financing State & Local Government
PPPA 6049 Urban Public Policy
PPPA 6054 Budget & Tax Policy
PSC 8286 U.S. Social Policy

Methods courses

PSC 8122 Longitudinal Analysis
PSC 8124 Multilevel Modeling
PSC 8130 Surveys and Experiments
PSC 8130/31 Game Theory
ECON 8375/75 Econometrics
ECON 6300 Mathematical Methods for Economists
ECON 8379 Applied Econometrics Lab (micro version)

FIELDS OF STUDY

ECON 6291 Methods of Demographic Analysis
PPPA 6015 Benefit-Cost Analysis
PPPA 6085.12 Quantitative Modeling for Policy Analysis

Comprehensive examination: Upon completion of coursework in the field, students will take a comprehensive field exam involving two parts:
Part 1. Content from the required courses
Part 2. Content from field electives that typically focus on one of the following areas (field is chosen in consultation with your advisor and will be based loosely on topics covered in your field electives):

Early childhood education
Elementary and secondary education
Higher education
Education finance
Education inequality
Economics of education

FIELD ADVISORS

Dr. Yas Nakib

Associate Professor of Education Policy and Public Policy
and Public Administration
Phone: (202) 994-8816
Email: nakib@gwu.edu

Dr. Dylan Conger

Professor of Public Policy and
Public Administration
Phone: (202) 994-1456
E-mail: dconger@gwu.edu

Dr. Stephanie Cellini

Associate Professor of Public Policy
and Public Administration and Economics &
MPA Program Director
Phone: (202) 994-0019
Email: scellini@gwu.edu

FIELDS OF STUDY

HEALTH POLICY

FIELD DESCRIPTION

Students who choose this field will be prepared to analyze a broad array of health policy issues. These problems include, for example, assessing health and health needs, financing health services, health care reform, global health, care for underserved populations, and long-term care. A multidisciplinary approach to these issues will combine the curricula of economics, philosophy, sociology, law, public health, and health management.

GENERAL EXAMINATION CORE

PubH 8404: **Advanced Topics: Health Systems and Health Policy Research**

Examines issues at the intersection of health systems and policy, with a focus on research methods.

PubH 8405: **Health Services and Systems Financing**

Examines the range of critical financing issues for the U.S. public health and health services systems.

Prerequisite: PubH 6315 or equivalent.

HEALTH POLICY/ PUBLIC HEALTH

- PubH 6004: Environmental and Occupational Health
- PubH 6006: Health Behavior and Health Education
- PubH 6305: Fundamentals of Health Policy
- PubH 8419: Measurement in Public Health and Health Services Research

Health Policy Courses

- PubH 6315: Introduction to Health Policy Analysis
- PubH 6320: Advanced Health Policy Analysis
- PubH 6330: Health Services and Law OR PubH 6335: Public Health and Law
- PubH 6340: Health Economics and Financing
- PubH 6361: Health Workforce Policy
- PubH 6364: Federal Budget Process for Health Policy
- PubH 6370: Medicare/Medicaid Law and Policy
- PubH 6374: Pharmaceutical Policy

Global Health Courses

- PubH 6410: Global Health Study Design
- PubH 6413: Global Health Policy and Analysis
- PubH 6442: Comparative Health Systems

Epidemiology and Biostatistics Courses

- PubH 6262-3: Geographic Information Systems

Prevention and Community Health Courses

- PubH 6501: Evaluation of Health Promotion & Disease Prevention Programs

Health Services Management and Leadership Courses

- HSML 6202: Introduction to the U.S. Health System

FIELDS OF STUDY

HSML 6207: Health Services Information Applications
HSML 6326: Aging and Disability

METHODS:

Public Health

PubH 8365: Design of Medical Studies
PubH 8366: Biostatistical Methods
PubH 8417: Qualitative Research Methods and Analysis
PubH 6249: Use of Statistical Packages: Data Management and Data Analysis
PubH 6260: Advanced Data Analysis for Public Health

Political Science

PSc 8122: Longitudinal Analysis
PSc 8124: Multilevel Modeling
PSc 8132: Network Analysis

ECONOMICS

ECON 8375-6: ECONOMETRICS 1-2
Econ 8379: Laboratory in Applied Econometrics

MicroEconomics

Econ 8361: Public Finance 1
Econ 8342: Labor Economics
Econ 8345: Industrial Organization

Engineering Management and Systems Engineering

EMSE 6740-5: Systems Thinking and Policy Modeling 1-2

Education

Educ 8173: Structural Equation Modeling

FIELD ADVISORS

Dr. Avi Dor

Professor and Director, Economics and Health
Policy Program
Milken Institute School of Public Health
Phone: (202) 530-2368
E-mail: avidor@gwu.edu

Dr. Leighton Ku

Professor and Director, Center for Health Policy
Research,
Milken Institute School of Public Health
Phone: (202) 994 – 4143
Email: lku@gwu.edu

FIELDS OF STUDY

PROGRAM EVALUATION

FIELD DESCRIPTION

The Program Evaluation field is designed for Ph.D. students who wish to develop both quantitative and qualitative research skills that may be applied to analyze and assess the performance of public and nonprofit programs. Students will be exposed to research methods from multiple disciplines to prepare them for program evaluation and performance auditing professionals.

GENERAL EXAMINATION CORE

PPPA 6016: **Public and Nonprofit Program Evaluation**

Theory and practice of program evaluation and evaluative research. Exploration of scope and limitations of current practice in evaluation, considering economic, political, social, and administrative factors. Examination of methodological considerations for design, data collection, analysis, and dissemination.

PPPA 8164: **Seminar in Program Evaluation**

Doctoral seminar on theory and practice in public and nonprofit program evaluation. The broad range of approaches undertaken, current controversies in the field, and the political and ethical context for evaluators are addressed.

PPPA 8174: **Public Management**

Public organization theory and behavior. Organizations and management are central not only to administration but to other areas of inquiry in public policy and public administration. The course also covers the art and craft of organizational research.

FIELD ELECTIVES

Students are required to take three of the following courses:

Anth 6331:	Research Methods in Development Anthropology	PPPA 8023	Mixed Methods in Research Design
PPPA 6015:	Benefit- Cost Analysis	Soc 6232:	Qualitative Methodology: Doing Field Research
Econ 8375:	Econometrics I: Introduction	Stat 8265:	Multivariate Analysis
Econ 8376:	Econometrics II: Simultaneous Equation Models	Stat 8266:	Topics in Multivariate Analysis
Educ 8122:	Qualitative Research Methods	Stat 8281:	Advanced Time Series Analysis
DnSc 6275:	Advanced Statistical Modeling and Analysis	Stat 6287:	Modern Theory of Sample
DnSc 6276:	Exploratory and Multivariate Data Analysis	Stat 8288:	Surveys
		Stat 6291:	Methods of Demographic Analysis

FIELD ADVISORS

Dr. Kathryn E. Newcomer

Professor of Public Policy and Public Administration and
Director, The Trachtenberg School of Public Policy and Public Administration

Dr. Burt S. Barnow

Amsterdam Professor of Public Service and Economics
Phone: (202) 994-6379

FIELDS OF STUDY

Phone: (202) 994-6295
E-mail: newcomer@gwu.edu

E-mail: barnow@gwu.edu

FIELDS OF STUDY

PUBLIC AND NONPROFIT MANAGEMENT (PREVIOUSLY NAMED PUBLIC ADMINISTRATION AND MANAGEMENT)

FIELD DESCRIPTION

This field of concentration is for Ph.D. students seeking a focused background in a core public administration sub-field or topic such as public and nonprofit management, government regulation and reform, administrative processes, technology, and state-society relations. It is important that students pursue a focus that is related to strengths in the Trachtenberg School.

Students who have not already completed the Master of Public Administration (MPA) degree either at The George Washington University or at another university's accredited MPA program will be expected to include as part of their coursework selected MPA core courses before taking more advanced coursework. The field faculty advisors will work with students on an individual basis in identifying coursework appropriate for them. Although most of the students' coursework will consist of Public Administration courses, students may also include courses from other GWU departments and well as courses at other universities participating in the Consortium of Washington Area Universities upon consultation with their advisor.

Choice of Public and Nonprofit Management Field Courses

The purpose of completing the field coursework is two-fold:

- 1) Develop an overarching and integrated perspective on public and nonprofit management.
- 2) Develop competencies and knowledge that will be useful in conducting scholarly research in public and nonprofit management on dissertation and other relevant themes.

Students are required to take 6 field courses; 4 are elective and 2 are required of all students.

The 2 required courses are:

- PPPA 8164: **Seminar in Program Evaluation Doctoral seminar on theory and practice in public and nonprofit program evaluation**
- PPPA 8174: **Public Management Doctoral seminar covers public organization theory and behavior.** Organizations and management are central not only to administration but to other areas of inquiry in public policy and public administration. In addition to substantive public management themes and theories, the course also covers the art and craft of organizational research.

The choice of elective field courses should be guided by the field coursework purpose outlined earlier. Given the scope of Public and Nonprofit Management, both in academe and in practice, we do not offer a closed master-list for choosing field elective courses. Rather, students must abide by the following guidelines:

1. Student should consult with an appropriate field adviser about field electives and communicate the agreement about field courses to all field advisers (email is sufficient). If this plan gets updated, changes in plan should be communicated as well.
 2. For the consultation meeting with one of the field advisers, student should prepare a list of candidate courses. This list should be prepared with the following criteria in mind:
-

FIELDS OF STUDY

a. The proposed list should be made of doctoral courses (review doctoral seminars offered by other fields in the doctoral program, doctoral courses offered at Washington Metropolitan area consortium schools/programs, as well as doctoral-level methods courses. Other departments and programs may also have relevant courses.)

b. If a Masters-level course is proposed, students need to propose and obtain prior approval, from the instructor of the course, for additional assignments/activities that will make it a worthwhile doctoral elective.

Field Advisors

Dr. Lori A. Brainard

Associate Professor of Public Policy and Public
Administration

Phone: (202) 994-1091

Email: brainard@gwu.edu

Dr. Sanjay Pandey

Shapiro Chair of Public Policy and Public
Administration

Phone: (202) 994-1084

Email: skpandey@gwu.edu

FIELDS OF STUDY

PUBLIC BUDGETING AND FINANCE

FIELD DESCRIPTION

This field is designed for students who desire a greater depth and breadth of knowledge about those issues surrounding taxation, public expenditure, and the management of financial resources. The field generally draws on several intellectual traditions, including economics, political science, accounting, and public administration. Students who successfully complete this field of study should be prepared to teach a wide variety of general courses in budgeting and public finance, and should have a solid understanding of the research questions and methodologies that have defined this field.

GENERAL EXAMINATION CORE

Doctoral Seminar in Public Finance and Human Capital PPPA 8105

All students will be expected to take PPPA 8105, and will be examined on material from this course on the field examination in public budgeting and finance.

Students must also take PPPA 6048 or PPPA 6051:

PPPA 6048: Financing State and Local Governments

Analysis of the theory and practice of public finance in state and local governments. Includes the financing of services through municipal taxation, intergovernmental funds, debt instruments, and other revenue sources. Review of expenditures as well as financial management practices.

PPPA 6051: Governmental Budgeting

Survey of actors, institutions, and processes in U.S. national budgeting system. Executive budget preparation/ execution, legislative re-view and approval of budget requirements, budget execution, and independent audit of government spending. Interrelationships of strategic planning, program development and evaluation, and budgeting at federal level. Statutory bases of budgeting.

One doctoral-level course in accounting, economics, finance, or political science selected in consultation with the field advisor.

PPPA 6015: Benefit-Cost Analysis

The application of microeconomic theory and welfare economics to the empirical evaluation of public policies and programs. Applied welfare economics as a framework for policy analysis; empirical measures of welfare change; techniques of benefit—cost analysis. PPPA 6014 or equivalent.

PPPA 8174: Public Management

Public organization theory and behavior. Organizations and management are central not only to administration but to other areas of inquiry in public policy and public administration. The course also covers the art and craft of organizational research.

FIELD ELECTIVES

Students are required to take two of the following courses:

PPPA 6048:	Financial Management in State and Local Government and Nonprofit Agencies	Econ 2105:	Economic Conditions Analysis and Forecasting (taken for graduate credit)
PPPA 6054:	Budget and Tax Policy	Phil 6231:	Economic Justice
PPPA 6055:	Contracting Out and Privatization	Accy 6701:	Governmental Accounting and Auditing
PPPA 6016:	Public and Nonprofit Program Evaluation		
Econ 6218:	Survey of Intermediate Macroeconomics		

FIELD ADVISOR

Dr. Joseph J. Cordes

Associate Director, Trachtenberg School
Professor of Economics, Public Policy and Public Administration, and International Affairs
Phone: (202) 994-5826 E-mail: cordes@gwu.edu

FIELDS OF STUDY

SCIENCE AND TECHNOLOGY POLICY

FIELD DESCRIPTION

The Science and Technology Policy field focuses on the interactions among scientific development, technological change, and governmental and private-sector activities at the domestic and international levels. The program trains students to understand and manage issues at the intersection of science, technology, industrial strategy and structure, and government policy. A comparative approach to science and technology policy is emphasized, founded on the twin poles of in-depth understanding of domestic policies and continuous coverage of policy developments around the world. Students in the Science and Technology Policy program have frequent opportunities for involvement in the activities of the Elliott School's Institute for International Science and Technology Policy and Space Policy Institute.

GENERAL EXAMINATION CORE

IAff 6141: International Science and Technology Policy Cornerstone

Introduction to the study of international science and technology policy; focus on policy issues that arise from interactions between scientific and technological developments and government activity.

IAFF 6085: Seminar in Science and Technology Policy (Offered during every 2 – 3 years))

Doctoral seminar on theory and practice in science and technology policy. Critical evaluations of interdisciplinary policy analyses. Practical application to policy questions and the implementation of policy choices in selected fields related to science and technology policy.

IAff 6159: Science and Technology Policy Capstone

A seminar designed to synthesize the skills and knowledge that students have acquired in their graduate study. Open only to M.A. and Ph.D. candidates in science and technology policy.

FIELD ELECTIVES

PPPA 8174: Public Management

Econ 6255: The Economics of Technological Change

IAff 6142: Technology Creation/Diffusion

IAff 6145: U.S. Space Policy

IAff 6151: Environmental Policy

IAff 6153: Science/Tech & National Security

IAff 6158: Space Law

IAff 6158: International Issues in Energy

IAff 6158: Science, Tech, and Policy Analysis

IAff 6158: Science and Technology Development

Students may also propose other courses of relevance to their designated specialization. Such courses may be offered by the Columbian College of Arts and Sciences (Economics, Political Science), the School of Business (Strategic Management and Public Policy, International Business), the School of Engineering (Engineering Management), the School of Public Health and Health Services (International Health Policy), and others. Proposed courses will be evaluated by the Program Director.

FIELDS OF STUDY

FIELD ADVISORS

Dr. Nicholas Vonortas

Professor of Economics and International
Affairs

Phone: (202) 378-6230

Email: vonortas@gwu.edu

Dr. Scott Pace

Professor of the Practice of International Affairs
Director, Space Policy Institute

Phone: (202) 994-7292

Email: space1@gwu.edu

Dr. Allison MacFarlane

Professor of Public Policy and International Affairs
Director, Institute for International Science and Technology Policy (IISTP)

Phone: (202) 994-1639

E-mail: amacfarlane@gwu.edu

FIELDS OF STUDY

SOCIAL POLICY

FIELD DESCRIPTION

Students in the Social Policy field must complete one common field course, 2-3 required courses in their area of specialization and additional courses selected from electives suggested for that specialization or other courses chosen with adviser approval, to equal a total of 18 credits in the field.

GENERAL EXAMINATION CORE

Required course

PsC 8286: U.S. Social Policy

This course covers poverty, work, welfare, and inequality in the U.S. It will include a comprehensive description and critical analysis of the components of the American welfare state, including social insurance, means-tested transfers, and the "hidden" welfare state (tax expenditures). In addition, the course will examine growing income and political inequality and link growing inequality to the structure of the welfare state.

POLICIES AND ADMINISTRATIVE ISSUES

Social Policy - Gender and Social Policy

Advisor Cynthia Deitch

Associate Professor of Women's Studies of Sociology & of Public Policy & Public Administration

Phone: (202) 994-7438

E-mail: deitch@gwu.edu

Advisor Ivy Ken

Association Professor of Sociology

Phone: (202) 994-1886

E-mail: ivyken@gwu.edu

Required:

PSc 8286: **U.S. Social Policy**

WSTU 6221: **Research Issues in Women's Studies**

WSTU 6240: **Women and Public Policy**

Choose 3

PPPA 8174 **Public Management**

WSTU/SOC 6271 **Gender and Society**

WSTU 6220 **Fundamentals of Feminist Theory**

WSTU 6225 **Contemporary Feminist Theory**

WSTU 6230 **Global Feminisms**

PHIL/WSTU 6238 **Feminist Ethics and Policy Implications**

WSTU 6241 **Women and the Law**

WSTU 6257/ANTH 6501 **Gender and Sexuality**

WSTU 6268/SOC 6268 **Race, Gender and Class**

WSTU 6270 **Seminar: Selected Topics***

WSTU 6283 **Practicum in Women's Studies**

WSTU 8275/PSYC 5275 **Women and Health**

AMST/HIST/WSTU 6430-6421 **Gender, Sexuality, and American Culture**

HIST/WSTU 6435 **Readings on Women in American History**

POLICIES AND ADMINISTRATIVE ISSUES

Social Policy - Race, Ethnicity and Public Policy

Advisor: Greg Squires

Professor of Sociology & of Public Policy & Public Administration

Phone: (202) 994-6894

E-mail: squires@gwu.edu

Advisor: Steven A. Tuch

Professor of Sociology & of Public Policy & Public Administration

Phone: (202) 994-7466

E-mail: steven.tuch@gwu.edu

Required:

PSc 8286: **U.S. Social Policy**

SOC 6245: **Race Relations**

SOC 6248: **Race and Urban Redevelopment**

Choose 3

AMST/HIST 3350 **U.S. Social History**

HIST 3360 **African American History**

LAW 6595 **Race, Racism, and American Law**

LAW 6596 **Law of Race and Slavery**

PPPA 8174 **Public Management**

PSC 8211 **State and Urban Politics**

PSC 8212 **State and Urban Policy Problems**

PSYC 8236 **Minorities and Mental Health**

PSYC 8298 **Current Topics, Cross-Cultural Psychology**

SOC 6250 **Urban Sociology**

SOC 6252 **Special Topics (with approval)**

SOC 6263 **Race and Crime**

SOC 6265/WSTU 6265 **Women, Welfare, and Poverty**

SOC 6268 **Race, Gender, and Class**

WSTU 6240 **Women and Public Policy**

POLICIES AND ADMINISTRATIVE ISSUES

Social Policy – Poverty and Inequality

Advisor: Elizabeth Rigby

Associate Professor of Public Policy and Political Science

Phone: (202) 994-6196

Email: erigby@gwu.edu

Advisor: Dylan Conger

Professor of Public Policy and Public Administration

Email: dconger@gwu.edu

Required:

PSC 8286: U.S. Social Policy

PPPA 6040: Poverty and Social Policy

PPPA 6085: Politics of Poverty and Inequality

Choose 3:

PPPA 6065 **Federalism and Public Policy**
PPPA 6054 **Public Budget and Tax Policy**
PPPA 6076 **Federal Government Regulation of Society**
PPPA 8174 **Public Management**
PPPA 6085 **Comparative Public Policy**
PPPA 6015 **Benefit-Cost Analysis**
ECON 6295 **Applied Behavioral Economics**
ECON 6295 **Labor Economics and Public Policy**
ECON 6295 **Modern Macro Money**
PSC 8212 **Urban Problems and Policy Analysis**
PSC 8211 **State and Urban Politics**
PSC 8211 **Urban Politics**
EDUC 8323 **Policies of Education Equity**
HIST 6011 **History and Public Policy**
PHIL 6230 **Ethical Issues in Policy Arguments**
PHIL 6231 **Economic Justice**
PHIL 6238 **Feminist Ethics and Policy Implications**
PHIL 6242 **Philosophy, Law and Social Policy**
WSTU 6240 **Women and Public Policy**
WSTU 6265 **Women, Welfare and Poverty**
SOC 6250 **Urban Sociology**
SOC 6268 **Race, Gender and Class**
LAW 6595 **Race, Racism, and American Law**
SOC 6265 **Women, Welfare, and Poverty**
SOC 6268 **Race, Gender, and Class**
WSTU 6240 **Women and Public Policy**

Many other courses as approved by adviser

POLICIES AND ADMINISTRATIVE ISSUES

Social Policy - Urban Policy

Advisor: Leah Brooks

Associate Professor of Public Policy & Public Administration

Phone: (202) 994-4703

E-mail: lfbrooks@gwu.edu

Advisor: Hilary Silver

Professor of Sociology

E-mail: hilarysilver@gwu.edu

Required:

PSc 8286: **U.S. Social Policy**

PPPA 6040: **Poverty and Social Policy**

PSC 8212: **Urban Problems and Policy Analysis**

Choose 3

AMST 6495 **Historic Preservation: Principles & Methods I**

AMST 6520 **Economics of Preservation**

AMST 6525 **Politics of Historic Preservation**

ECON 6291 **Methods of Demographic Analysis**

ECON 8341/8342 **Labor Economics**

ECON 8342 **Labor Economics**

ECON 8357 **Regional Economics**

ECON 8358 **Urban Economics**

ECON 8363/8364 **Public Finance**

EDUC 8323 **Policies of Education Equity**

GEOG 6244 **Seminar: Urban Sustainability**

GEOG 6243 **Urban Geography Seminar**

GEOG 6290 **Principles of Demography**

PPPA 6042 **Managing State and Local Governments**

PPPA 6043 **Land Use, Planning, and**

Community Development

PPPA 6048 **Financing State and Local Government**

PPPA 6051 **Governmental Budgeting**

PPPA 6054 **Public Budget and Tax Policy**

PPPA 8174 **Public Management**

PSC 8211 **Urban Politics**

PSC 8388 **Selected Topics in Comparative Politics**

PSYC 8246 **Personnel Evaluation Technology**

SOC 6245 **Race Relations**

SOC 6248 **Race and Urban Redevelopment**

SOC 6250 **Urban Sociology**

SOC 6258 **Deviance and Control**

SOC 6259 **Criminology**

SOC 6262 **Corrections**

SOC 6263 **Race and Crime**

WSTU 6240 **Women and Public Policy**

SECTION III: POLICIES AND ADMINISTRATIVE ISSUES

Over the course of a Ph.D. student's time at GWU, there are a number of administrative issues and policies that it will be necessary for the student to understand in order to successfully navigate through the process of getting a Ph.D. In this section, we have identified the most common of these issues:

- Course load and attendance
- Transferring credits;
- Requesting leaves of absence and extensions;
- Full-time student certifications; and
- Travel and research support;
- Teaching and other funding opportunities

In addition, this section lists other useful university policies and resources, such as academic integrity policies and library resources, and lists web sites and links for common issues confronted by Ph.D. students.

POLICIES AND ADMINISTRATIVE ISSUES

PROGRAM COMMITTEE

Donna Lind Infeld

Professor of Public Policy and Public Administration
Director, Ph.D. Program in Public Policy and Administration Fall 2017

Dylan Conger

Professor of Public Policy and Public Administration
Director, Ph.D. Program in Public Policy and Administration – Spring 2018

Lori Brainard

Associate Professor of Public Policy and Public Administration

Leah Brooks

Associate Professor of Public Policy and Administration

Joseph J. Cordes

Professor of Economics, Public Policy and Public Administration, and International Affairs
Associate Director, Trachtenberg School of Public Policy and Public Administration

Ivy Ken

Associate Professor of Sociology

Kathryn E. Newcomer

Professor of Public Policy and Public Administration
Director, Trachtenberg School of Public Policy and Public Administration

Sanjay Pandey

Shapiro Professor of Public Policy and Public Administration

Robert Stoker

Associate Professor of Political Science, and Public Policy and Public Administration

Nick Vonortas

Professor of Economics and International Affairs

POLICIES AND ADMINISTRATIVE ISSUES

COURSELOAD AND ATTENDANCE

Part-time students are expected to take two courses in each fall and spring semester. Full-time students are expected to take three courses in each fall and spring semester. Summer registration is optional except if it is the semester in which a student is graduating. However, PPPA 8101 is typically offered only in summer semesters. Course attendance is required. Students should not expect Skype, conference calls, or other forms of virtual participation to be acceptable forms of attendance unless in extreme, rare circumstances. If a student knows before the start of the semester that he or she will be missing more than two meetings during the class, they should consider alternative course selections.

Research Seminar Series: The Trachtenberg School holds periodic lunchtime brown-bag research seminars. At these seminars, faculty and doctoral students present research, with priority given to conference presentations. Faculty will be invited and all doctoral students are expected to attend as often as possible and to make a presentation at least once during the course of the program.

TRANSFERRING CREDITS

Students who enter the program with graduate credits from another institution are eligible to request a transfer of credits, to be applied to the 72 credits required for the Ph.D. in Public Policy and Administration. The transfer of credits may only be requested after the student has been enrolled in the program, and must be approved by the Dean of CCAS.

Normally, students with a Master's degree from GW or another accredited institution may be permitted to transfer 24 credits into the Ph.D. program. Students requesting transfer of 24 credits need to submit a petition to the Director of the Ph.D. program indicating the desire to transfer credits. Some students may find that the transfer of 24 or more credits will necessitate ultimately earning more than the 72 credits technically required for the Ph.D.

In exceptional cases, the CCAS Dean may permit more than 24 credits to be transferred. In such cases, it is necessary to work with the Director of the Ph.D. program to prepare a petition. Students should have a conversation with their field advisor and the Director of the Ph.D. program prior to requesting a transfer of credits if there are any questions concerning the impact of the transfer of credits on Ph.D. program requirements.

REQUESTING LEAVES OF ABSENCE AND EXTENSIONS

Students have eight (8) years from their first semester in the program to complete all degree requirements, including successful defense of the dissertation. In exceptional circumstances, however, students may request either a leave from the Ph.D. program or an extension of time to finish the dissertation.

Leaves of Absence

Students who are temporarily unable to continue their program may request a **Leave of Absence (LOA)**. Such leaves are typically only granted in cases related to some significant life event, such as serious illness, death of a loved one, illness, or the birth of a child. The student should submit a petition form to the Director of the Ph.D. program through the Assistant Director of Graduate Studies. If the request is approved, CCAS will inform the student and submit the required registration paper work to the Office of the Registrar. Students on LOA do not have access to University facilities including the library and the faculty. No more than two semesters LOA is

POLICIES AND ADMINISTRATIVE ISSUES

allowed over the total period of enrollment in the program. Time spent in a leave of absence does not count toward the eight year completion requirement.

FULL-TIME STUDENT CERTIFICATION

Students are permitted to petition for certification as full-time students in the event that they are unable to take the required credits of coursework otherwise required for such status due to unusual personal circumstances or have finished all coursework. If approved, this form will allow certification of full- or half-time study with a registration of fewer credits than officially required: 9 credits per semester for full-time study; 4.5 credits per semester for half-time study. In the summer, full-time status requires 6 credits and half-time status requires 3 credits. This frequently applies to students at the dissertation stage once they have completed the required 72 credits.

If approved, the full- or half-time status will be entered into the student record system. This information is available to offices across campus, such as housing and financial aid, and is reported electronically at least twice a semester to the National Student Loan Data System (NSLDS). Once reported, almost all lenders and guarantee agencies have access to this data. Students do not have access to this online information.

Trachtenberg School Ph.D. students should submit the full-time certification form, found on the GWU registrar's web site, for processing by the Assistant Director of Graduate Studies and approval by the Ph.D. program director and the Dean of CCAS.

Notes to Students (from Registrar's web site)

- Requests for exception to the official registration requirements will **only** be considered for reasons listed on the full-time certification form. Students at the end of their program of study who only require a three-credit course in a semester to complete their degree **cannot** be certified either full- or half-time. Similarly, students at the end of their program taking 6-8 credits of coursework cannot be certified full-time.
- Students working more than 20 hours per week cannot be certified as full-time.
- Students must complete a form for **each semester requested**.
- Only **current and past** semesters may be verified.
- Students must be registered for the semester requested before the form can be processed.
- Incomplete forms will not be processed and will be returned. All signatures are required.
- Forms cannot be approved and enrollment status updated until the first day of classes for the semester requested. Students must be registered for the category indicated on their request form.
- Students must submit special requests to notify offices outside of the University of their status by completing a *Request for Certification* form through the Office of the Registrar.
- The *Request for Certification* form may also be required if the Half-time/Full-time Certification form was approved after the data was submitted to the NSLDS.

TRAVEL AND RESEARCH SUPPORT FOR PH.D. STUDENTS

The Trachtenberg School will, in principle, assist Ph.D. students in defraying costs for expenses related to their development as researchers. This includes, but is not limited to, support for travel to present research at professional conferences. The purpose of this policy is to establish a process for the award of these funds, and to inform students of the availability of other sources of funds in the university.

Background

Ph.D. students often find it useful, for their professional development, to engage in activities involving the outlay of funds to support their own development as researchers. This would include participation in professional conferences, attendance at research methods training seminars, and purchase of necessary software to conduct dissertation research.

For travel to professional conferences, there are three sources of funding available within the university, each of which has certain limitations attached:

- The Columbian College of Arts and Sciences (CCAS) will provide \$500 per student to present a paper at a professional conference. This is limited to travel to one conference per student per academic year, and must be matched by at least \$100 in money from the student's home department (the Trachtenberg School); (See Travel Approval)
https://tspppa.gwu.edu/sites/tspppa.gwu.edu/files/Scholarly%20Travel%20Approval%20Form_TSP_PPA_f.pdf
- The student's home department (the Trachtenberg School) may provide additional funding over the \$100 required as matching the CCAS funds. There is no dollar limit to the amount that may be provided.
- The Office of Graduate Assistantships and Fellowships permits an award, once per a student's academic career, to present a paper at a professional conference. This may be in addition to the CCAS award referenced above;

Procedure for Receipt of Funds from CCAS and the Trachtenberg School

Three times per academic year (by June 30th, August 31, and January 5th) any Ph.D. student may propose funding from the Trachtenberg School, for any purpose indicated below under "priorities for funding." A subcommittee of the Ph.D. Program Committee will review applications and make a recommendation to the Trachtenberg School director concerning which ones should be funded. The number that can be funded, and the amount of funding provided for a given proposal, will in part depend on resources available in a given year. The Ph.D. Committee will normally make decisions within two weeks of the deadline on which proposals to fund. The following other specific provisions will govern the application process.

1. Students are permitted to apply even though their request to present at a professional conference may not have been accepted at the time of application. In this case the requesting student is required to notify the director of the Ph.D. program when the proposal is finally accepted or rejected.
2. Students must apply for funding at least one month before the conference so that necessary paperwork can be processed.
3. Requests for funding should be forwarded, electronically, using the Scholarly Travel Approval E-Form, to the Ph.D. director. The form will then be forwarded, in turn, to the Trachtenberg School

POLICIES AND ADMINISTRATIVE ISSUES

Director, for final approval. The electronic form may be obtained from the Assistant Director of Graduate Studies.

4. The application must include the following information:

- Specific purpose of the request;
- Justification for the request, including how the requested funds will contribute to the development of the student as a researcher;
- Dates of travel, if applicable; and
- Cost, detailed by type of cost (for example, conference registration fee, transportation, etc.)

5. If the Trachtenberg School has not approved the travel before it takes place, NO reimbursement for expenses can be provided.

6. The student is required to turn in all required receipts and requests for reimbursement to the Trachtenberg School, within two weeks of the conclusion of the travel. Failure to do so may result in the student not being reimbursed. **NOTE: All receipts must be submitted no later than June 17 of the year in which travel occurred in order to receive reimbursement.**

Applying for Assistance from the Office of Graduate Student Assistantships and Fellowships

There is no particular time constraint or dollar limit on requests from this office. To the extent that students want funds from this source supplemented by Trachtenberg School funds, however, they must adhere to the deadlines referred to above. The application form can be found at http://www.gwu.edu/~fellows/fellowships/applications/Conference_TravelGrant.pdf

Priorities for Funding

While any activity related to the development of the student as a researcher is potentially eligible for funding, the Ph.D. Committee intends to adhere to the following general priorities in awarding funds:

1. Giving papers at professional conferences, in particularly those organized by associations and groups most directly related to the student's area of academic interest;
2. Attendance at conferences directly related to the student's approved dissertation (that is, following a successful proposal review) research;
3. Assisting the student in developing skills or data necessary for conduct of his or her dissertation research (this could include attendance at methodological workshops or the purchase of necessary software for approved dissertation research); or
4. Any other purpose that clearly supports the student's development as a researcher.

While each of these is potentially eligible for funding, only the first of these would meet the CCAS criteria for award of travel funds. In practice, therefore, the funds available for the last three purposes listed above are likely to be quite limited.

Advanced training and other workshops:

With funding from the Kee Endowment, the Trachtenberg School is able to periodically support travel to ICPSR (Interuniversity Consortium for Political and Social Research) Summer Institute or other advanced training programs. ICPSR offers two highly regarded 4-week Summers Programs for Quantitative Methods of Social Research (<http://www.icpsr.umich.edu/icpsrweb/sumprog/>). Interested applicants must submit a 1-

POLICIES AND ADMINISTRATIVE ISSUES

2-page summary of your progress in the program and, to the extent possible, the type of research methods likely to be using in your dissertation. Please submit your application by January 5 to the Assistant Director of Graduate Studies.

TEACHING OPPORTUNITIES

Ph.D. students, particularly those who desire a career in academia or are interested in teaching courses upon completion of their Ph.D.s, are encouraged to take advantage of opportunities to gain teaching experience. These opportunities tend to fall into three categories:

- Serving as a teaching assistant, co-teaching a course, or being an instructional assistant under the supervision of a faculty member;
- Team-teaching a course with a faculty member; and
- Teaching a course independently.

In most cases to be TA or to team-teach a course the student must have passed his or her core examination. Students who meet this requirement and are interested in teaching should email the Ph.D. program director to indicate their interest. **Any student serving as a TA or team teaching must take the TA course offered by CCAS and the Graduate Office of Assistantships and Fellowships. This course is typically only offered once a year in late August.** Instructional assistants are often used to run course labs. These positions are available at any stage of the program.

Students must have passed both their core examination and their field examination in order to be eligible to teach a course independently. The Trachtenberg School will periodically notify Ph.D. students of teaching needs and offer those interested an opportunity to express that interest. In addition, particularly during the summer sessions, Ph.D. students may be given an opportunity to propose courses that they are interested in teaching.

Any questions concerning teaching or assisting in classes should be directed to the Ph.D. program director.

Future Faculty Program

GW offers the Future Faculty Program for all Ph.D. students across the university. FFP is a great opportunity for Ph.D. students to learn a variety of teaching skills in preparation for an academic career. Participants will receive a certificate upon program completion. More information about the program and how to apply can be found: <http://tlc.provost.gwu.edu/future-faculty-program>.

POLICIES AND ADMINISTRATIVE ISSUES

ACADEMIC INTEGRITY POLICIES (PLAGIARISM!)

Students are required to adhere to University policies regarding academic integrity. Plagiarism is taken very seriously in the doctoral program. Individual faculty members have the right to specify penalties for plagiarism and those penalties currently range from a zero on the assignment to an “F” in the course. Make sure you understand what plagiarism is and avoid any suggestion of it.

All members of the community are expected to exhibit honesty and competence in their academic work. Incoming students have a special responsibility to acquaint themselves with, and make use of, all proper procedures of doing research, writing papers, and taking examinations.

Members of the community will be presumed to be familiar with the proper academic procedures and held responsible for applying them. Deliberate failure to act in accordance with such procedures will be considered academic dishonesty. Acts of academic dishonesty are a legal, moral, and intellectual offense against the community and will be prosecuted through the proper university channels.

The University Code of Academic Integrity is located on the Academic Integrity Office website.

Academic Integrity Office
801 22nd Street NW
Phillips Hall, Suite 411
202-994-1977
ntegrity@gwu.edu
<http://www.gwu.edu/~ntegrity>

UNIVERSITY POLICY ON EQUAL OPPORTUNITY

The George Washington University does not unlawfully discriminate against any person on the basis of race, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This policy covers all programs, services, policies, and procedures of the University, including admission to educational programs and employment. The University is subject to the District of Columbia Human Rights Act. Inquiries concerning the application of this policy and related federal laws and regulations may be addressed to Susan B. Kaplan, Associate Vice President for Human Resources, George Washington University, Washington, D.C. 20052 (202-994-4433), to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or the Director of the U.S. Equal Employment Opportunity Commission/Washington Field Office. To request disability accommodations, students should contact the Office of Disability Support Services, (202) 994-9250 (TDD/voice) and employees should contact the Office of Equal Employment Activities (202) 994-9656.

POLICIES AND ADMINISTRATIVE ISSUES

CONSORTIUM OF UNIVERSITIES AND LIBRARIES

CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA

The George Washington University is a member of the Consortium of Universities of the Washington Metropolitan Area. Eleven universities in the Washington area--American University, Catholic University of America, Gallaudet University, George Mason University, George Washington University, Georgetown University, Howard University, Marymount University, South-eastern University, the University of the District of Columbia, and the University of Maryland--are associated in a Consortium through which they coordinate the use of their respective facilities. Trinity College is an associate member of the Consortium. Students in approved programs leading to degrees in any one of these institutions have the opportunity to select from the combined offerings the particular courses that best meet their needs. This privilege is subject to regulations of the school in which the student is enrolled. Participation is limited to degree candidates. For specific regulations and further information, please see the [University Bulletin](#).

UNIVERSITY LIBRARIES

The George Washington University is a member of the Association of Research Libraries. The library collections of the University, housed in the [Melvin Gelman Library](#) (the general library of the University), in the Jacob Burns Law Library, and in the Paul Himmelfarb Health Sciences Library, contain some two million volumes. University appropriations supplemented by endowments and gifts provide research materials in the social sciences, the humanities, the sciences, and business. Gifts from many sources have enriched the collections, including a large National Endowment for the Humanities grant to strengthen the University's humanities holdings. The libraries hold over 18,000 serials.

Students, faculty, and staff of The George Washington University (except medical and law students) may borrow directly from the main campus libraries of six other academic institutions in the Washington Research Library Consortium (WRLC). Students may also obtain books and journal articles on interlibrary loan from other libraries in the area and throughout the United States.

[ALADIN](#) is the electronic library resource of WRLC and contains the combined on-line catalog of the seven member universities with more than 4.3 million records, as well as a rich array of electronic databases, indexes, and full texts. ALADIN can be accessed from numerous computers in the libraries as well as remotely from on and off campus.

Information concerning the use of the libraries may be obtained from the GW Information System, Gelman home page, and at library service desks. Individual and class instruction in the use of the library and orientation to library facilities are given by librarians upon request as well as through print, media, and computer-assisted instruction. The libraries strive to fulfill the curricular and research needs and interests of the students. Through computerized searches of bibliographic databases, students identify and locate desired research materials not easily found through more traditional methods. The staff assists all members of the University in using the rich resources of the DC area and the unusual opportunities they offer for extensive research.

ADDITIONAL CONTACT INFORMATION

Columbian College of Arts and Sciences: Office of Student Services

<http://www.gwu.edu/~ccas/grad/>

801 22nd Street, NW
Phillips 107

Phone: (202) 994-6210

Fax: (202) 994-6213

Colonial Central:

Student Financial Assistance, Student Accounts, Cashier, Registrar

<http://colonialcentral.gwu.edu/>

800 21st Street NW
Marvin Center, Ground Floor

Fin. Assist. finaid@gwu.edu

Registrar: regweb@gwu.edu

Student Accts sao@gwu.edu

Phone: (202) 994-9000

Office of Graduate Student Assistantships and Fellowships

www.gwu.edu/~fellows

2121 Eye Street, NW
Rice Hall 603

Email: gradfell@gwu.edu

Phone: (202) 994-6822

Fax: (202) 994-8845

Disability Support Services

This office provides services for disabled students, including aid with academic advising, academic support services, registration, housing, parking, and other campus services.

<https://disabilitysupport.gwu.edu/>

800 21st Street, NW
Suite 102

Email: dss@gwu.edu

Phone: (202) 994-8250

Fax: (202) 994-7610

Graduate Life / Student Activities Center

<https://studentengagement.gwu.edu/>

800 21st St. NW
Suite 505

Email: engage@gwu.edu

Phone: (202) 994-6555

GWorld

University ID card, dining services

<https://gworld.gwu.edu/>

800 21st St. NW
G05 (lower level)

Email: gworld@gwu.edu

Phone: (202) 994-1795

Human Resource Services

www.gwu.edu/~hrs/

2033 K Street, NW
Suite 200

Email: hrweb@gwu.edu

Phone: (202) 994-9600

Fax: (202) 994-9619

International Services Office (ISO)

<https://internationalservices.gwu.edu/>

800 21st St NW
Suite 505

Email: iso@gwu.edu

Phone: (202) 994-4777

Fax: (202) 994-4488

Information Systems and Services (ISS)

<http://helpdesk.gwu.edu>

Phone: (202) 994-5530

Lerner Health & Wellness Center

<https://campusrecreation.gwu.edu/>

2301 23rd Street NW

Phone: (202) 994-1626

Multicultural Student Services Center

<https://mssc.gwu.edu/>
2127 G Street NW

Email: mssc@gwu.edu
Phone: (202) 994-6772

Parking Services

<https://transportation.gwu.edu/>
801 22nd St NW

Phone: (202) 994-PARK (7275)

Schedule of Classes

<http://www.gwu.edu/~schedule>

Student Health Service

<https://healthcenter.gwu.edu/>
800 21st Street, NW

Phone: (202) 994-5300
Fax: (202) 912-8488

University Counseling Center

The University Counseling Center is designed to help students resolve personal, social, career, and study problems that can interfere with academic success. Services include workshops on topics that include time management, study skills, procrastination prevention, family and interpersonal issues, stress management, conflict management, and self-esteem. The University Counseling Center also offers tutoring services for all GW students.

800 21st Street, NW

Phone: 202-994-5300 (staffed 24-7)

<https://healthcenter.gwu.edu/mental-health>

Email: counsel@gwu.edu

The Writing Center

The Writing Center provides writing instruction to GW students at all levels of experience and expertise. Students are assisted in identifying writing problems and learning how best to express ideas. Trained tutors work with students individually on the areas of specific need or interest, and provide assistance in using concise language, maintaining a clear focus, communicating effectively, and understanding the conventions of business writing.

Gelman Library, Suite 103

Phone: (202) 994-3765

<http://www.gwu.edu/~gwriter/>

Other Online Resources

GWeb: Course Registration

<http://banweb.gwu.edu>

Blackboard

<http://blackboard.gwu.edu/>

GW Identification Number Retrieval

<http://gwid.gwu.edu/>

GWorld Student ID Card

<http://gworld.gwu.edu/>

GWired: Student Services

<http://gwired.gwu.edu>

University Directory

<http://my.gwu.edu/mod/directory>

Public Transportation (Metro)

www.wmata.com

SECTION IV: FORMS

Program of Study Form

Proposal Review Scheduling Form

Dissertation Defense Scheduling Form

Dissertation and Proposal Listserv Announcement Template

PHD PROGRAM OF STUDY FORM

For students beginning the program in Fall 2017
 Submit at the beginning of the semester in which taking PPPA 8191 (Dissertation Workshop)
 Semester availability is tentative

Name:		GW ID:	
Field:		Field Advisor:	
Master's degree:		Number of credits transferred:	

Required Core Courses Prior to Core Exam (15 credits)

Course	Title	Semester Taken	Credits
PPPA 8100	Seminar on the Literature of Public Administration (Fall)		
PPPA 8101	Design of Social and Policy Research (Sum)		
PPPA 6014	Economics in Policy Analysis (Fall & Spring) <i>Prerequisite: PPPA 6007 –Intermediate Microeconomics or equivalent.</i>		
PPPA 6013*	Econometrics for Policy Research I (Fall & Spring) <i>Prerequisite: PPPA 6002 or equivalent.</i>		
PSc 8229	Politics and Public Policy (Fall)		

Core Courses Not Covered by Core Exam (9 credits)

PPPA 8105	Public Finance and Human Capital		
PPPA 8022 (or approved alternate)	Econometrics for Policy Research II <i>Prerequisites: PPPA 6013</i>		
PPPA 8023 (or approved alternate)	Mixed Methods in Research Design (Spring)		

Core Exam	Date taken:	Grade received:
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Policy Field (18 credits)	Name of Field:	

Field Exam	Date taken:	Grade received:	

Electives: additional courses <i>may be taken</i> depending upon student's background (Note: if you transferred in credits from a previous graduate degree, they generally replace these electives)			
(Econ 6007 if taken)			

Dissertation (12-18 credits)			
PPPA 8190 **	Philosophical Foundations of Policy and Administrative Research (Fall)		
PPPA 8191***	Dissertation Workshop		
PPPA 8999	Dissertation Research		
PPPA 8999	Dissertation Research		
PPPA 8999	Dissertation Research (<i>if needed</i>)		
CCAS 0940	Continuing Research – Doctoral (1 credit/semester) (<i>Taken after reaching 72 credits, if needed; used to maintain continuous registration.</i>)		

TOTAL CREDITS: _____

*If this or comparable course has been taken previously, must substitute with another advanced methods course.

** PPPA 8190 should be taken earlier in the program, rather than waiting until dissertation stage.

*** PPPA 8191 is to be taken after the field courses and the field exam are complete and before the dissertation proposal review.

Special Approvals: Please list any approved substitute for the standard requirements as listed in the Student Handbook, with name of the person who approved the substitute and the date of the approval. Save a copy of e-mail approvals for reference.

Reminder: Students must maintain an overall GPA of 3.3 in order to remain in the program

Ph.D. in Public Policy and Administration

Proposal Review Scheduling Form

Must have an approved Program of Study Form on file before submitting this form

Instructions to Students:

Submit a paper or electronic copy of the final, complete proposal (based on each member's preference) and the requested proposal review date, to each committee member at least 3 weeks before the requested date.

Candidate's Name _____ Date _____

Email _____ Home Phone _____

Work/Cell Phone _____

Requested date _____ Requested time _____

Instructions to Dissertation Director:

After communicating with all members of the committee, the dissertation director should check each space below to indicate each member's approval that this version of the proposal is ready for review. The form should then be given to the Assistant Director of Graduate Studies.

Dissertation Director _____ Date _____

Dissertation Co-Director _____ Date _____
(if Director is not in the Trachtenberg School)

Dissertation Committee Member _____ Date _____

Dissertation Committee Member _____ Date _____

Ph.D. Program Director _____ Date _____
Signature

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Ph.D. in Public Policy and Administration

Dissertation Defense Scheduling Form

Instructions to Students:

Submit this form, a paper or electronic copy of the final, complete dissertation (based on each member's preference), and the requested dissertation defense date, to each committee member at least 3 weeks before the requested date.

Candidate's Name _____ Date _____

Email _____ Home Phone _____

Work/Cell Phone _____

Requested date _____ Requested time _____

Instructions to Dissertation Director:

After communicating with all members of the committee, the dissertation director should check each space below to indicate each member's approval that this version of the dissertation is ready for defense. The form should then be given to the Assistant Director of Graduate Studies.

Dissertation Director _____ Date _____

Dissertation Co-Director _____ Date _____
(if Director is not in the Trachtenberg School)

Dissertation Committee Member _____ Date _____

Dissertation Committee Member _____ Date _____

Ph.D. Program Director _____ Date _____
Signature

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Dissertation and Proposal Listserv Announcement Template

Please send the following information, in the following format to the Assistant Director of Graduate Studies two (2) weeks prior to the date of your proposal/dissertation.

*Note, these events are public and all GW community members are welcome.

Name:

Title of Dissertation:

Abstract:

Dissertation Director (Advocate): Name, Title, Affiliation

Committee Member (Reader): Name, Title, Affiliation

Committee Member (Reader): Name, Title, Affiliation

Examiner³: Name, Title, Affiliation

Examiner: Name, Title, Affiliation

Chair of the Formal Proceedings: Name, Title, Affiliation

Date:

Time:

Location:

****Note**** For a dissertation proposal review, a Chair of the Proceedings is not used. Additionally, External Examiners are not required.

³ Note that one of the two examiners must not be from Trachtenberg School.

CONCLUSION

This handbook is offered as an aid to advising and planning by students and faculty advisors. The Ph.D. program is governed by the rules of the Columbian College of Arts and Sciences and The George Washington University. Students are responsible for consulting their program director, the Columbian College Graduate Student Handbook, and the University Bulletin. For official statement of applicable policies, refer to the [University Bulletin](#) and the Columbian College's [Graduate Student Handbook](#).

Trachtenberg School of Public Policy and Public Administration
The George Washington University
Washington, D.C. 20052

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