



THE UNIVERSITY *of*  
NEW ORLEANS

# Urban Studies Doctoral Program Handbook

2007-2008

Department of Planning and Urban Studies / College of Liberal Arts  
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# DOCTORAL PROGRAM HANDBOOK

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DEPARTMENT OF PLANNING AND URBAN STUDIES  
UNIVERSITY OF NEW ORLEANS

The University of New Orleans, a publicly-supported institution of higher education, is the Research II urban university of the Louisiana State University System. It is situated on a 300-acre campus on the southern shore of Lake Pontchartrain, a short distance from the Vieux Carré and downtown New Orleans. UNO opened in 1958 with 1,500 students. The Graduate School was founded in 1963. Currently 15,500 students are enrolled, including 3,900 in graduate programs.

The Department of Planning and Urban Studies (PLUS), housed in the School of Urban Planning and Regional Studies (SUPRS) and the College of Liberal Arts (COLA), offers a bachelor's degree program in urban studies and planning, master's degree programs in urban and regional planning and urban studies, and a Ph.D. degree program in urban studies with majors in urban affairs, urban history, and urban planning. The doctoral program faculty, which includes members with advanced degrees in anthropology, city and regional planning, history, landscape architecture, political science, public administration, sociology, and urban geography, highlights the interdisciplinary character of urban studies as a field of endeavor. A favorable student-to-faculty ratio allows doctoral students to work closely with faculty members on a collaborative basis and to develop individual plans of study. The department enjoys a widely acknowledged reputation for excellence in urban research and public service, as evidenced by the growing number of applications to the doctoral program.

Scholarly research and teaching on the theory and practice of planning, public administration, and urban affairs provide the core of the department's educational efforts. The teaching and research specializations of the faculty are diverse, spanning the breadth of urban concerns in a wide variety of field specialties. The theoretical orientations informing faculty research and teaching are equally diverse, providing a number of perspectives from which to address urban research questions. Support for faculty research is provided by the extensive holdings in the University's Long Library, which contains over 12,000 serial titles, state-of-the art computer facilities, and faculty- and staff-generated grant and contract research projects.

## INTRODUCTION TO THE DOCTORAL PROGRAM

The program of study leading to the Doctor of Philosophy degree in urban studies enables students of exceptional ability to undertake advanced study and original research in the fields of urban affairs, urban history, and urban and regional planning. The program's goal is to prepare people for careers in scholarly activity, applied research, and high caliber policy analysis, rather than professional practice. Although many graduates will do applied research and policy analysis outside of academic settings, the program

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

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

The Louisiana State University System, the University of New Orleans, the College of Liberal Arts, and the Department of Planning and Urban Studies have established requirements for the Ph.D. degree. The Doctoral Program Handbook sets out the general requirements of the Ph.D. in Urban Studies program. Specific fields of study within the Ph.D. in Urban Studies program may require additional work, depending on students' previous training and experience. The Ph.D. in Urban Studies program's rules may change from time to time, with all changes incorporated in successive versions of this handbook.

The Ph.D. Graduate Coordinator, who is appointed by the Chair of the Department of Planning and Urban Studies, and the Ph.D. Executive Committee, whose members are collectively responsible for decisions on admissions, curriculum, and other program policy matters, administer the Ph.D. in Urban Studies program. The Ph.D. in Urban Studies program faculty, which is listed in Appendix I, consists of the Department's faculty plus cooperating faculty from the College of Liberal Arts. The Ph.D. Executive Committee currently consists of the Ph.D. Graduate Coordinator, six faculty members, and a Ph.D. in Urban Studies student. All interested parties should submit questions of policy pertaining to the Ph.D. in Urban Studies program through the Ph.D. Graduate Coordinator to the Ph.D. Executive Committee for consideration. The Ph.D. Executive Committee reports its decisions on policy matters to the faculty. Membership on the Ph.D. Executive Committee is renewed annually.

The Chair of the Department of Planning and Urban Studies appoints the Ph.D. Graduate Coordinator of the Ph.D. in Urban Studies program to a three-year term, with annual review and renewal. The Coordinator serves at the pleasure of the Chair. The Coordinator's tasks are to see that both faculty and students follow the rules and procedures of the program, to advise the Chair concerning doctoral student aid and other administrative matters affecting doctoral students, to chair the Ph.D. Executive Committee, and to process applications to the Ph.D. in Urban Studies program. The

PLUS Manager of Student Services and Communications and the Ph.D. Executive Committee, whose members in effect also serve collectively as an admissions committee, assist the Coordinator in processing applications. Appeals of any administrative actions by the Ph.D. Graduate Coordinator are directed to the Chair of the Department of Planning and Urban Studies and to the Dean of the Graduate School.

Most guidance for individual students will come from their faculty advisors and from members of students' advisory committees. Advisory committees include a general examination committee, whose members formulate and evaluate the comprehensive examination at or near the completion of course work and evaluate the dissertation proposal, and a dissertation committee, whose members offer advice on and evaluate the dissertation. There is usually considerable overlap in membership on these committees.

## ADMISSION

Application forms for admission to the doctoral program in the Department of Urban Planning and Urban Studies are available online at <http://planning.uno.edu>.

### Prerequisites

Students admitted to the Ph.D. in Urban Studies program in the Department of Planning and Urban Studies normally will have completed the requirements for the master's degree in urban planning, urban studies, or a related discipline. In addition, the Ph.D. Executive Committee members may require students admitted to the program to have additional preparation appropriate to their field of study.

### Initiating the Admission Process

Applicants from outside the Department of Planning and Urban Studies should file the application materials listed in the application checklist (see below). Students enrolled in one of the Department's master's degree programs need only provide the Ph.D. Graduate Coordinator with written notice that they wish to be considered for admission to the Ph.D. in Urban Studies program, recommendations from two PLUS faculty members, and a statement of research interests. Students may, at their own discretion, supplement their permanent files with supportive documents that, in their judgment, will provide the Ph.D. Executive Committee members with additional insights relative to their potential for doctoral-level work. The Ph.D. Graduate Coordinator refers all doctoral program applications to the Ph.D. Executive Committee for recommendations on admission.

After reviewing an application, the faculty members on the Ph.D. Executive Committee make admissions and financial aid recommendations to the Chair of the Department of Planning and Urban Studies. Normally, when the Committee makes recommendations

for admission, it identifies relevant faculty members who might serve as advisors and refers applicants' folders to them for supplemental evaluation.

In the case of applicants with no prior graduate-level work or with graduate work in fields other than urban planning or urban studies, the Executive Committee members may recommend admission to one of the Department's master's degree programs. If admitted to a master's program, applicants will receive a letter indicating they must begin at the master's level and apply to the Ph.D. in Urban Studies program during the first or second year of study. In the case of applicants from the Department's own master's programs, the Committee may recommend a delay in the admissions decision until they have completed requirements for the master's degree.

The Ph.D. Executive Committee makes the final decisions on recommendations to the College of Liberal Arts for admission to the program.

Admissions to the Ph.D. in Urban Studies program are for the fall semester of the academic year only. The application deadline for admission to the program and financial aid is currently February 15.

#### Application Checklist

The following documents must be submitted before the Ph.D. Executive Committee will consider an application:

- The Department of Planning and Urban Studies application for admission
- The University of New Orleans's Graduate application for admission
- Statement of personal goals and interest in doctoral studies (see below)
- Three letters of recommendation, at least two of which are from professors who can judge applicants' potential for doctoral work
- Graduate Record Examination (GRE) scores (official score report to the University, and a photocopy to the Department)
- Official transcripts from all previously attended institutions of higher education (official transcripts to the University, and photocopies to the Department)
- Examples of previous research and written work
- Scores of Test of English as a Foreign Language (TOEFL) for students from non-English-speaking countries (official score report to the University, and a photocopy to the Department)

Admission requirements for the Ph.D. in Urban Studies program include a minimum graduate school grade point average of 3.0, an undergraduate grade point average of 3.0 or higher, a score of 600 or higher on the verbal and quantitative portions of the GRE, and a score of at 5.0 or higher on the writing portion of the GRE. The Ph.D. Executive

Committee members may relax all or some of the admissions requirements if a student's record documents substantial professional or scholarly achievement. Minimum TOEFL scores required for graduate admission to the University of New Orleans are 550 on the paper-based test (with a minimum listening comprehensive score of 55), a composite score of 225 on the computer-based test, and a score of 77 on the internet-based test. The urban studies doctoral program typically does not admit students with TOEFL scores lower than 600 on the paper-based test, 250 on the computer-based test, and 85 on the internet-based test.

The statement of interest that accompanies the application to the Department is a very important part of the application. It should reflect applicants' best thinking about an area of specialization. It also is used to help decide whether there is a constructive fit between applicants' interests and the doctoral program faculty members' ability to help them develop a command of knowledge and skills in a specific area or areas of interest. In their statements of interest, applicants should outline a proposed area of specialization, including an appropriate theoretical foundation, suitable scholarly research skills, and even illustrative topics for dissertation research. They should suggest course topics, remembering that many of the courses may be outside of the Department of Planning and Urban Studies. Since we are aware that applicants' knowledge of the UNO campus and PLUS is often limited, admitted students will be able to change and refine the proposed program after arrival to reflect personal growth and understanding of the area of interest. Nevertheless, applicants should devote careful attention to the statement of interest.

## DESCRIPTION OF THE PROGRAM

### Program Requirements:

- Students must earn a minimum of 72 semester credits beyond the baccalaureate degree with a grade point average of 3.0 or higher, including a maximum of six credits for dissertation research, in courses approved for the degree by the Department of Planning and Urban Studies and the Graduate School. Students are required to achieve a B or higher in all required courses: DURB 6850, DURB 6830, ANTH 6091, HIST 4543G, URBN 6005, DURB 7030, HIST 6803 and HIST 6804 for urban history majors, and methods courses. For their other courses, students will be allowed two course grades of C or lower. Students who receive a third C while in the Ph.D. in Urban Studies program will be dropped from the program.
- Students may count up to 24 credits earned as part of a master's degree program and up to nine additional credits earned after receiving the master's degree toward Ph.D. in Urban Studies program requirements. Courses proposed for transfer must be approved as part of a student's program of study within the Department and must be

examined at the general doctoral examination held at or near conclusion of course work.

- In order to meet UNO residency requirements, students must enroll in either nine or more credit hours in each of two consecutive semesters or in six or more credit hours in three consecutive or non-consecutive semesters.
- Students must complete sixty-six credit hours of course work, including pre-doctoral graduate-level course work, in three areas: the urban studies core, research design and methods, and the major field of study/area of specialization. Students, at their own option, may wish to identify a minor field of study. In addition, students must complete six credit hours of dissertation research. Each student selects courses for her or his major and minor fields in consultation with her or his advisor.

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

*Urban Studies Core*  
(12 credit hours)

DURB 6850 Seminar in Urban Studies  
DURB 6830 Urban Theory  
HIST 4543 United States Urban History  
ANTH 6091 Seminar in Cultural and Social Theory

*Research Design and Methods*  
(15 or more credit hours)

**Research Design**  
(Six credit hours)

General Track:  
URBN 6005 Statistics and Research Design  
DURB 7030 Research Design Practicum

or

Urban History Track:  
HIST 6803 Proseminar in Urban History: Social and Cultural Change  
HIST 6804 Seminar in Urban History

**Research Methods**  
(Nine or more credit hours)

Research Competence  
(Six credit hours)

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

Intermediate-Level Statistics  
(Three credit hours)

URBN 6005 Statistics and Research Design

or

EDFR 6710 Introduction to and Application of Basic Statistical Methods

or

SOC 4788 Social Statistics

or

PSYC 6311 Advanced Statistics I

Qualitative Methods  
(Three credit hours)

ANTH 4070 Qualitative Research

or

EDFR 6715 Qualitative Research Methods in Education

or

EDFR 6721 Advanced Qualitative Research Methods in Education

or

HIST 6001 Historiography

or

SOC 6788 Qualitative Methods in Sociology

Research Proficiency  
(Three or more credit hours)

Demonstrated by completion of two of the following three options

Option 1: Advanced Quantitative Methods  
(Three credit hours)

EDFR 6720 Applied Regression and Analysis of Covariance

or

EDFR 6725 Multivariate Statistics and Covariance Structure Analysis

or

PSYC 6312 Advanced Statistics II (Multivariate)

or  
MATH 6303 Multivariate Statistical Analysis  
or  
MATH 6304 Regression Analysis

Option 2: Qualitative Methods  
(Three credit hours)

ANTH 4070 Qualitative Research  
or  
EDFR 6715 Qualitative Research Methods in Education  
or  
EDFR 6721 Advanced Qualitative Research Methods in Education  
or  
HIST 6001 Historiography  
or  
SOC 6788 Qualitative Methods in Sociology

Option 3: Foreign Language

Passage of proficiency test with score of 450 or higher, or passage of UNO foreign language course numbered 2002 with a grade of B or higher. If students wish to audit the course, a letter from the instructor testifying to performance in the course at a grade level of B or higher may substitute for a formal letter grade. The foreign language option is open only to students who can demonstrate applicability of the language or languages to their area or areas of specialization.

*Major and Optional Minor Fields of Study/Area of Specialization*  
(42 credit hours)

Students declare a major field of study from among three options: urban affairs, urban history, and urban planning. Within the major field, students select a group of courses that provide a foundation in the theory and methods of that field of knowledge and a set of additional courses that constitute an area of specialization. Typically, foundation courses are completed as part of previous master's degree work and are transferred into the doctoral program. Students who do not have a master's degree in their major field should expect to take courses sufficient to demonstrate knowledge of the basic theory, concepts, and methods of that field.

Students select a group of courses that form an area of specialization within the major field of study. The Department of Planning and Urban Studies supports areas of specialization in land use and environmental management and policy, social and cultural change, and urban development. As a rough rule of thumb, students should expect to

take at least 15 credits hours of courses in their areas of specialization. These courses may be offered in the Department of Planning and Urban Studies or other departments of the University and they may be formal courses or independent studies.

Students define their areas of specialization in consultation with a faculty advisor. The courses must be mutually reinforcing and coherent, assure expertise in some body of knowledge, methods, or problem area, and provide students with adequate skills and knowledge to do dissertation research, teach, and carry out original research as well as policy research in their area or areas of specialization. Students are expected to develop knowledge of the body of relevant theory in their area or areas of specialization, usually by taking courses in the social science, history, or planning, demonstrate an ability to apply theory and methods to specific problems, and to develop a general proficiency in research design and methods.

Students may, at their own option, define a minor field of study. Within the minor field, students must complete at least 15 credit hours (some of which may be transfer credits) in a set of courses approved in advance by the faculty advisor. Courses taken in the minor may constitute an independent body of knowledge, or they may support the area of specialization developed in the major.

### **Suggested Sequence of Courses**

First Fall Semester:

DURB 6850      Seminar in Urban Studies  
HIST 4543G      United States Urban History  
ANTH 6091      Seminar in Cultural and Social Theory  
Basic course in statistics or qualitative methods

First Spring Semester:

DURB 6830      Strategies of Urban Development  
Basic or advanced course in statistics or qualitative methods  
Course in major or minor field of study  
Course in major or minor field of study

First Summer Session:

Course in major or minor field of study  
Course in major or minor field of study

Second Fall Semester:

URBN 6005 Statistics and Research Design  
Course in advanced statistics or qualitative research methods  
Course in major or minor field of study  
Course in major or minor field of study

Second Spring Semester:

DURB 7030 Research Design Practicum

Course in advanced statistics or qualitative research methods

Course in major or minor field of study

Course in major or minor field of study

Third Fall Semester:

General Examination (written examination and dissertation proposal defense)

DURB 7050 Dissertation Research

Third Spring Semester:

DURB 7050 Dissertation Research

Final Examination/Public Presentation of Dissertation Research Proposal

### *Independent Study*

Ph.D. in Urban Studies students wishing to register for an independent study must complete an independent study form and have it approved by the faculty member directing the independent study and the Ph.D. Graduate Coordinator, who certifies that the independent study project is part of the student's program of study. The form must be accompanied by a contract between the student and faculty member overseeing the independent study project. The contract should include a short description of the topical materials covered, a reading list, the nature of product to be graded, and a justification for its inclusion in the student's program of study.

### *Teaching Experience*

An important objective of the doctoral program is to train top quality and highly motivated teachers. Therefore, teaching experience is an important element of a doctoral student's training. Students and their advisors should plan for at least one semester of teaching experience, unless a student comes to the program with substantial experience teaching at the college level. Although teaching experience may not be in the form of sole responsibility for a course, students will share course planning, design of the syllabus, lecturing, and grading papers with a faculty member. Teaching experience should be part of every student's program, even if the primary means of financial support is a fellowship, research grant or contract.

### *Residency Requirement*

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

Prior to graduation, students will need to furnish a list of courses and semester equivalencies taken to fulfill the residency requirement for the Report on General Examination/Application for Candidacy form.

### Advising

Each student works under the direction of a faculty advisor, who is initially appointed by the Ph.D. Graduate Coordinator. By the end of the first semester in the program, a student should either confirm or change her or his advisor. Urban history students are required to have an urban history professor as their major advisor. Students with major advisors who are not members of the doctoral program faculty are required to have a PLUS faculty member as a co-advisor.

An advisor helps a student establish a course of study in the student's major and minor fields. Although advisors have primary responsibility and authority for students' programs of study, most important steps in a student's doctoral career are also reviewed by the Ph.D. Executive Committee members, who make recommendations to the Ph.D. Graduate Coordinator. If students wish to change advisors, they must petition the Ph.D. Graduate Coordinator for approval of the change, indicating clearly why they would like to change advisors.

### Major Milestones

The following lists highlight key milestones in a program of doctoral study for a student with 24 hours of approved previous graduate work. Individual programs of study and milestones may vary depending upon the extent of preparatory work in the major field prior to entering the program.

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

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

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

- Completion of course work
- Submission of general examination proposal
- Submission of dissertation proposal, including topic, advisor, committee membership, and working bibliography

- Completion of comprehensive examination and oral examination of dissertation proposal
- Completion of foreign language proficiency test, if applicable

*After 42 Hours in the Doctoral Program at UNO*

- Completion of dissertation research, including six credit hours of DURB 7050
- Completion of committee review of dissertation
- Completion of dissertation defense
- Graduation

Program of Study

During the first semester of study, a student should review the proposed program of study with her or his advisor and submit a plan of study to the Ph.D. Graduate Coordinator. The plan of study should contain the following elements:

- Brief description of the major field of study and areas of specialization. The description will provide a basis for judging the adequacy of proposed courses to build competence in the major areas of specialization
- List of required courses and courses taken or to be taken in the major field and areas of specialization
- List of courses from previous graduate work organized by major field and areas of specialization. The list of pre-doctoral courses should include university, semester and year taken, course number and title, name of instructor, and grade received. Students cannot transfer courses with a grade of C or below. Students may be required to provide the course syllabus, text, and major paper to their advisors, the Ph.D. Graduate Coordinator, and committee members for transfer courses that constitute key components of the doctoral program of study
- Schedule of previous, current, and future courses by semester and year
- Outline of plans for developing teaching skills. Ordinarily this plan should specify at least one course in which students will participate as teaching assistants
- Brief description of any tentative plans for a dissertation project
- List of important concepts and key readings for which students will be responsible in the general examination. Students will refine the list during subsequent semesters

Each student is responsible for seeing that a copy of their proposed program of study is placed in their file in the Academic Counselor's office, Math 333, after their advisor and the Ph.D. Graduate Coordinator have approved it.

Annual Evaluation in Lieu of Qualifying Examination

The Ph.D. Executive Committee members and the relevant advisor will evaluate each doctoral student during the semesters in which the student expects to complete her or his 18th credit hour of coursework and 36th credit hour of coursework. (If a student expects to complete her or his 18th or 36th credit hour of coursework over the summer, the evaluation will occur during the following fall semester.) The purpose of the annual evaluation is to ensure that all students have established effective advising relationships with Ph.D. in Urban Studies program faculty members and are making satisfactory academic progress in the Ph.D. in Urban Studies program.

Students should submit to the Ph.D. Graduate Coordinator, by October 1 in the case of the fall semester or February 1 in the case of the spring semester, the program of study completed during their first semester of study along with any subsequent amendments or additions, and a written statement detailing the progress they have made in furthering their professional development and in meeting their educational goals. Students should include as part of their written statements a plan for meeting UNO residency requirements (see page 12). Based on a student's program of study, written statement, and other relevant information, the Ph.D. Executive Committee members and the student's advisor will either inform the student that they are proceeding in a satisfactory manner or else may provide them with a set of conditions they must meet in order to achieve satisfactory academic performance.

Following the first annual review, the Ph.D. Graduate Coordinator files the Doctoral Program of Study with the Graduate School, which will include:

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

The Doctoral Program of Study form is available online at <http://grad.uno.edu/forms/>.

**Please note that a student may not be able to register for additional courses if the Ph.D. Executive Committee members and the student's advisor determine that the student is not making demonstrable progress in the Ph.D. in Urban Studies program, or if the student has not completed program requirements in a timely manner.**

## General Examination

All students must pass a general examination of the required curriculum and their major and minor fields. Students must complete all course work and meet the minimum residency requirement by the end of the semester in which they take the examination. PLUS offers the written part of the general examination only in the fall and spring semesters. It is not offered during the summer session, during the recess period between the fall and spring semesters, or before or after the summer session. Students must be registered at UNO in order to take the general examination.

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

### *Written Examination*

The Written Comprehensive Tests Cover:

#### Part I

Core Curriculum, Research Design and Methods

#### Part II

Major Field

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

#### Part III

Minor Field

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

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

- Membership of the general examination committee, including the advisor and two additional faculty members. The advisor functions as chair of the committee. A majority of the examination committee members must be on the Ph.D. in Urban Studies Graduate Faculty. If a student and her or his advisor propose to include an examiner from outside the faculty of the University of New Orleans, they must include the outside examiner's qualifications, including the outside examiner's name, address, and two-page biography in the proposal
- Subject and brief description of the proposed dissertation research
- Bibliography in the required curriculum and major and minor fields that includes the domain for the examination agreed upon by students and their examination committee members
- List of courses in the required curriculum and major and minor fields

Students may discuss and clarify the scope and content of the examination with individual committee members, which should be done fairly early in the examination preparation period. Students are not expected to take off a semester to prepare for the examination but it is wise for students to prepare for the examination over the summer and/or winter recess.

Students must complete the Request for General Examination form at least two weeks prior to the scheduled examination date.

The typical written examination consists of a series of questions on the core curriculum, research design and methods, and the major field of study. The Ph.D. Graduate Coordinator has a loose-leaf notebook of illustrative questions for the written examinations, which is available for students preparing for their examinations. The examination is usually a "take-home" examination. The Ph.D. Graduate Coordinator typically distributes examination questions to students on a Friday afternoon and the students' answers are due back to the Ph.D. Graduate Coordinator on the following Tuesday afternoon. A student's general examination committee members will evaluate her or his responses to examination questions.

The chair of the examining committee assumes responsibility for the initial distribution of question-writing responsibilities among committee members, coordinates questions, defines the purpose of each question in conjunction with committee members, and assures that the examination adequately covers the body of knowledge summarized in the student's bibliography and doctoral course work. In addition, the chair of the examining committee submits the examination for approval to the Ph.D. Graduate Coordinator at least one week prior to the examination.

The Ph.D. Graduate Coordinator will provide the chair of the examining committee with a copy of the student's examination responses. It is the chair of the examining committee's responsibility to copy and distribute the examination responses to the committee members for their evaluation. The Ph.D. Graduate Coordinator will place an additional copy of the student's examination responses on file in the academic counselor's office.

The general examination committee members determine the outcome of the written portion of the general examination. In order to pass, two of the three examiners must approve of the student's answers. Examination committee members judge each examination question independently of the others, and students may pass one or several parts of the written examination and fail others. The general examination committee may deem it useful to conduct an oral review of the written examination with students in order to clarify the content of responses to the examination questions, explore ideas presented in responses, or expand on ideas or themes suggested in responses. Oral reviews are held at the discretion of the examination committee.

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

There are four possible outcomes of the written examinations:

- Pass with honors indicates exemplary responses to the examination questions
- Pass indicates adequate responses to the examination questions
- Conditional pass indicates that the student's responses demonstrate an adequate foundation in a field and area of specialization but one or more of the responses show important weaknesses in the way the student interpreted the question or questions, interpreted or applied the literature or methods of inquiry applicable to the question or questions, or otherwise did not offer a compelling argument or thorough discussion. Students receiving a conditional pass will be given remedial tasks to rectify the situation. The examiners, in consultation with the chair, determine appropriate remedial actions short of having the student retake the examination. Remedial actions may include preparation of a paper on the area of weakness, completion of additional course work, or other actions as determined by the examination committee. Students will have six months to complete this work. If they do not do so in satisfactory fashion within the six months period, the conditional pass becomes a fail and they need to retake the entire general examination
- Fail means the student has not demonstrated sufficient mastery of material and/or ability to offer a compelling argument or thorough discussion. The student must not only work out a plan for remedial studies with the committee chair and examiners, but also must retake the examination after such studies are completed satisfactorily. Students receiving a failing grade have a year to retake their general examination.

The general examination committee chair is responsible for giving the examinee a brief summary of the examination committee members' assessment of the strengths and weaknesses of the examinees responses, and for answering questions the examinee may have about her or his performance on the examination.

Students must pass all parts of the written examination. If a student fails any part of a second general examination, they are automatically withdrawn from the doctoral program and cannot be readmitted.

If a student fails the written portion of the examination, the advisor forwards the Report on General Examination/Application for Candidacy form to the College of Liberal Arts. The report must list causes and note remedial work that is required prior to taking the examination a second time. If the result is a conditional pass, the chair of the examination committee holds the form until the student satisfies conditions for a passing grade.

After students have passed the written examination and successfully defended their dissertation proposals, they must supply the chair of the committee with the following information for the Report on General Examination/Application for Candidacy, which must be submitted to the Graduate School:

- A list of changes in the program of study since the student's advisor filed the Report on Qualifying Examination with the Graduate School after the first annual review, if changes were made
- A list of courses the student will take during the remainder of her or his time in the Ph.D. in Urban Studies program
- A list of courses with semester equivalencies to fulfill the residency requirement
- Summary of semester hours, broken out by semester hours taken at UNO, courses taken elsewhere, and courses remaining
- Title of pre-dissertation research project, which will normally be the project completed in DURB 7030, Research Design Practicum, date completed, and supervisor
- Subject of dissertation

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

Upon submission of a formal dissertation proposal, the general examination committee chair, in consultation with members of the examining and dissertation committees, will schedule an oral examination of the proposal. The oral examination provides an opportunity for general examination committee members to judge the significance and feasibility of the dissertation project. After presentation by the doctoral student, the members of the general examination committee will ask questions concerning any or all

aspects of the underlying theory and research design. On completion of the oral examination, the committee reviews the student's performance and approves the proposal, approves the proposal with specific changes, or does not approve the proposal. If the proposal is not approved, the student will submit a new proposal and participate in the oral examination a second time. Students who fail the oral examination a second time must withdraw from the doctoral program. Any member of the doctoral faculty may read a student's proposal and participate in the oral examination. Two of the three general examination committee members must approve of the proposal defense in order for a student to pass the general examination.

### *Admission to Candidacy*

By signing the Report on General Examination/Application for Candidacy form, students formally petition the Graduate School for admission to candidacy for the Ph.D. in Urban Studies degree, and indicate the expected date of completion of the dissertation and graduation from the University.

### *The Dissertation*

The typical steps in developing a dissertation are presented below.

### *Preliminary Proposal*

Students typically begin exploring dissertation research topics in DURB 6850, where their research papers should identify important research questions within an area of specialization. The dissertation should be a scholarly contribution to the major field of study. It must be an original piece of work, accomplished and reported in a careful and convincing manner. The link to theory and to policy formulation or implementation should be clear. It usually, though not always, involves collection and analysis of empirical data. The application of knowledge to a particular professional practice situation generally is not acceptable unless students can demonstrate that the conclusions are generalizable.

The dissertation often involves use of the scientific method, but other methods are equally acceptable. Comparative case studies based on rigorous case-study methodology which meets the generalizability/theoretical abstraction criterion are acceptable. The appropriate use of historical method, consistent with the methodological norms of the history department, for the investigation of a particular issue or era is acceptable for a dissertation, as are significant contributions to methodology or theory. Students should discuss the preliminary proposal with faculty members who have an interest in the subject area, or who may otherwise be able to advise students on the merit and feasibility of the project.

### *Selection of an Advisor*

Selection of a dissertation advisor is initiated by students and is determined by mutual agreement of the student, the faculty member, and the Ph.D. Graduate Coordinator. Any member of the urban studies doctoral faculty may serve as a dissertation advisor and a student may have more than one dissertation advisor (co-advisors). A list of doctoral faculty members is provided in Appendix I. A student's program advisor is often a logical choice for the dissertation advisor, but there is no requirement that students select the program advisor as their dissertation advisor. Faculty members electing to serve commit themselves to do everything reasonable to see students through their dissertation projects.

### *Formal Dissertation Proposal*

Students, in consultation with their dissertation advisors and other faculty members as needed, prepare a formal proposal of the dissertation project. The exact format will be determined in considerable measure by their advisors, but it should include at a minimum description of the research problem; significance of the dissertation to a recognized body of knowledge; summary of existing literature on the problem; statement of relevant theoretical base for researching the problem; preliminary statement of hypotheses to be tested and data sources if the dissertation constitutes an application of scientific method to empirical data; research methods; expected results; and a working bibliography of the most critical literature. Some advisors and students also find it useful to develop a list of chapters of the dissertation with a summary of what will be covered in each chapter.

### *Selection of the Dissertation Committee*

The dissertation committee consists of no fewer than four persons. In addition to the dissertation advisor or co-advisors, at least two additional faculty members from the urban studies doctoral program must be on the dissertation committee. In addition, students and their advisors may invite faculty members from other departments or scholars from outside the University of New Orleans to serve on their dissertation committees, but at least two members of the dissertation committee must be full members of the UNO graduate faculty. If the dissertation involves the minor field, at least one of the committee members must have expertise in the minor field. Students and their dissertation advisors propose the committee and obtain agreements from members to serve on it. The Ph.D. Graduate Coordinator, however, must approve the committee membership.

The dissertation committee members' job includes consulting with students as the students research and write the dissertation, providing timely feedback on chapter drafts, evaluating the results, and participating in the final oral examination of the dissertation project.

### *Dissertation Hours*

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

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

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

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

The Department of Planning and Urban Studies and School of Planning and Regional Studies encourages students to conduct dissertation research, where practicable, as part of larger externally-funded faculty research grants or contracts. While there are many benefits to such an arrangement, it also raises a number of issues, including: (1) protection of doctoral students' rights and responsibilities of authorship of their dissertation; (2) provision of a means for faculty members to judge whether the dissertation represents students' ability to conceive and carry out independent research; and (3) provision of a milieu that maximizes opportunities for students to participate in funded research and mentoring by faculty researchers, while also fostering doctoral students' intellectual growth and creativity.

All chapters and major chapter sections included in a dissertation are expected to be primarily the written work of Ph.D. candidates. Students may include work co-authored with faculty principal investigators in a dissertation through summaries of the work and appropriate citation in a manner similar to the use of other published sources, which will

help ensure proper attribution for all work students include in their dissertations. Verbatim inclusion of co-authored work in dissertations is permissible only with unanimous approval of the dissertation committee.

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

Securing funding for, or designing and constructing databases used in, a dissertation does not automatically constitute grounds for faculty co-authorship of the dissertation research. In such cases, however, students must demonstrate that they have added an extra dimension to the research that goes significantly beyond the faculty-conceived research, and that satisfies the committee members' and Department's standards for independence and originality.

When students use faculty-initiated research projects as the basis for their own dissertation research, their faculty advisors and/or principal investigators should actively assist them in identifying pieces of the larger research project upon which students can base their dissertation research. The pieces of dissertation research might be significant enhancements or extensions of work already done collaboratively, or central parts of larger research projects that principal investigators have asked students to design and carry out. Ultimately, the dissertation research must be able to stand on its own and must be judged in terms of the scope and quality of students' contributions to the final research design, assembly of evidence, and valid and defensible interpretations of results.

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

### *Final Oral Examination*

Dissertation advisors are responsible to members of dissertation committees for determining that drafts are in an appropriate form prior to their distribution to committee members. The final oral examination of the dissertation, or the dissertation defense, should be held only after all committee members have had at least three weeks to review the draft of the doctoral dissertation and a majority of committee members have deemed it defensible. The final oral examination is primarily a defense of the dissertation research and report, but it may include questions that relate the dissertation to the major field of study. It is conducted by the dissertation committee members but is open to all students and faculty of the Department of Planning and Urban Studies, the School of

Planning and Regional Studies, and faculty from other departments. Students are responsible for posting a sign announcing the date and time of the dissertation defense, and inviting attendance by interested students and faculty.

Students and their dissertation advisors are jointly responsible for filing the Request for Doctoral Examination form with the Graduate School at least two weeks before the scheduled date of the examination. The Request for Doctoral Examination form is available online at <http://grad.uno.edu/forms/>. Students must be registered in the semester in which they submit and defend their dissertations. Semester-specific deadlines for setting and holding dissertation defenses, and bringing dissertations to the Graduate School for format checking are in the UNO Undergraduate/Graduate Catalog.

Students must post notice of the examination in the Department at least three working days before their examinations are to be held, and place one copy of the dissertation in the Department's administrative offices for review by any faculty member who may wish to participate in the examination. That copy of the dissertation remains the property of the Department and must be provided by the student in addition to the copies the student provides to members of the Dissertation Committee and the Graduate School.

After the oral examination, committee members evaluate the student's overall performance, inform the student of their judgment (pass, conditional pass, or fail), sign the dissertation if it is acceptable, and complete the Doctoral Examination Report form, which is filed with the Graduate School. The Doctoral Examination Report is available online at <http://grad.uno.edu/forms/>. At least three of the four dissertation committee members must approve the dissertation for a passing grade at the final oral examination. Under no circumstances may a student who receives two failing grades on the final oral examination retake the examination; they must withdraw from the doctoral program and cannot be readmitted.

### *Application for Degree*

During the registration period of the semester in which the final oral examination or dissertation defense will be scheduled, students must file an application for the degree at the Registrar's Office. Students are required to make this formal application and to state the name to appear on the diploma. In addition, students must pay the diploma fee and dissertation-binding fee at this last registration.

### FINANCIAL AID

The doctoral program offers a variety of financial aid opportunities to its students. Most types of financial assistance at the graduate level are merit-based rather than need-based.

## BORSF Doctoral Fellowships

These four-year fellowships are available periodically to students entering the Department of Planning and Urban Studies doctoral program. The fellowships are awarded on a competitive basis and require a distinguished record of previous undergraduate and graduate work.

## University of New Orleans Graduate Scholarships and Fellowships

The University of New Orleans offers graduate scholarships and fellowships on a competitive basis to exceptional domestic and international applicants. For information about the types of awards available and how to apply, visit the UNO Graduate Scholarships web page at <http://grad.uno.edu/Scholarships/index.cfm>.

## Doctoral Graduate Assistantships

Each year the Department of Planning and Urban Studies makes a number of doctoral graduate research assistantships funded by the on-going sponsored research activities of the faculty available to doctoral students. Students holding graduate assistantships work 20 hours per week on sponsored and other research under the direction of a member of the doctoral faculty and staff. All assistants must register as full-time students. Stipends vary depending upon students' duties, qualifications, and experience. Assistantships also allow out-of-state students to pay tuition at the in-state rate. In addition, graduate assistants are eligible for exemption from most University fees for the summer session if they hold a full-time assistantship during the spring semester.

The Department awards doctoral graduate assistantships on a competitive basis. Students apply for an appointment as a graduate assistant through the regular application form to the Ph.D. in Urban Studies program and, after admission, by applying to the Ph.D. Graduate Coordinator. In addition, individual faculty and staff members who are seeking assistance on sponsored research projects may contact students directly.

## Graduate Assistantships

Additional assistantships are funded to serve the needs of the Department or from faculty-sponsored research activities. The Department of Planning and Urban Studies has a very active research program and employs students to aid in the research. Terms of these awards vary, depending on the needs of the particular service or research activity.

## Grants and Loans

The University of New Orleans Office of Student Financial Aid assists students in applying for other sources of financial aid, including various grant and loan programs and

part-time work. Students interested in these sources of aid should contact the Financial Aid office directly well in advance of their expected date of enrollment. Information about student aid and application forms for grants, loans, scholarships, and part-time campus employment may be obtained by writing the Student Financial Aid Office, University of New Orleans, New Orleans, Louisiana, 70148.

#### ADDITIONAL INFORMATION

For additional information about the doctoral program, please contact:

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

Other Sources of Information at the University of New Orleans:

PLUS Online

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

School of Urban and Regional Studies

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

University of New Orleans

<http://www.uno.edu>

Graduate School

<http://grad.uno.edu>

Office of Admissions

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

UNO Student Housing Office

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

Office of Financial Aid

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

Information on GRE and TOEFL Examinations

<http://www.gre.org/>

<http://www.ets.org/toefl/>

University of New Orleans Office of Testing Services

504-280-TEST

APPENDIX I -- PH.D. IN URBAN STUDIES PROGRAM FACULTY

**Vern Baxter**

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

**David Beriss**

<http://fs.uno.edu/dberiss/>

**Jane S. Brooks**

[http://planning.uno.edu/faculty\\_bios/JaneBrooks.cfm](http://planning.uno.edu/faculty_bios/JaneBrooks.cfm)

**Renia Ehrenfeucht**

[http://planning.uno.edu/faculty\\_bios/ReniaEhrenfeucht.cfm](http://planning.uno.edu/faculty_bios/ReniaEhrenfeucht.cfm)

**Jeffrey David Ehrenreich.**

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

**David Gladstone**

[http://planning.uno.edu/faculty\\_bios/DavidGladstone.cfm](http://planning.uno.edu/faculty_bios/DavidGladstone.cfm)

**Patrick M. Haughey**

[http://planning.uno.edu/faculty\\_bios/PatrickHaughey.cfm](http://planning.uno.edu/faculty_bios/PatrickHaughey.cfm)

**Earl J. Hedrick**

[http://planning.uno.edu/faculty\\_bios/EarlHedrick.cfm](http://planning.uno.edu/faculty_bios/EarlHedrick.cfm)

**Arnold R. Hirsch.**

<http://history.uno.edu/faculty.cfm>

**Pamela J. Jenkins**

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

**John J. Kiefer**

<http://poli.uno.edu/Faculty/facultywebpages/Kiefer/Kiefer.htm>

**Shirley Laska**

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

**Marla Nelson**

[http://planning.uno.edu/faculty\\_bios/MarlaNelson.cfm](http://planning.uno.edu/faculty_bios/MarlaNelson.cfm)

**Madelon Powers.**

<http://history.uno.edu/faculty.cfm>

**John L. Renne**

[http://planning.uno.edu/faculty\\_bios/JohnRenne.cfm](http://planning.uno.edu/faculty_bios/JohnRenne.cfm)

**Nicholas R. Spitzer**

[http://planning.uno.edu/faculty\\_bios/NickSpitzer.cfm](http://planning.uno.edu/faculty_bios/NickSpitzer.cfm)

**Martha C. Ward**

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

## APPENDIX II -- DOCTORAL PROGRAM FORMS

1. Doctoral program of Study  
<http://grad.uno.edu/forms/>
2. Certification of Foreign Language/Computer Competence  
<http://grad.uno.edu/forms/>
3. Request for General Examination, Doctoral Program  
<http://grad.uno.edu/forms/>
4. Report on General Examination/Request for Candidacy  
<http://grad.uno.edu/forms/>
5. Request for Final Examination, Doctoral Program  
<http://grad.uno.edu/forms/>
6. Doctoral Examination Report  
<http://grad.uno.edu/forms/>
7. Independent Study Agreement for Doctoral Students  
<http://planning.uno.edu/studentforms.cfm>
8. Dissertation Research Agreement  
<http://planning.uno.edu/studentforms.cfm>