

UNIVERSITY OF RHODE ISLAND  
COLLEGE OF BUSINESS ADMINISTRATION



PH D STUDENT  
SURVIVAL MANUAL

## GENERIC PH D PROGRAM TIMELINE

	COURSE WORK		Summer	Benchmarks and Milestones
	Fall Semester	Spring Semester		
YEAR 1	Doctoral Seminar Research Methods Course Elective BUS 602 Doctoral Colloquium in Business Research	Doctoral Seminar Research Methods Course Elective BUS 601 Practicum in Business Teaching	Begin writing your first field paper	<ul style="list-style-type: none"> <li>• Annual progress review</li> <li>• Submit a preliminary Program of Study with your annual review</li> <li>• Attend at least one conference</li> <li>• Choose your major professor</li> </ul>
	Doctoral Seminar Elective	Doctoral Seminar Elective	Begin writing your second field paper  Start studying for your comprehensive examinations	<ul style="list-style-type: none"> <li>• Annual progress review</li> <li>• Submit a revised Program of Study with your annual review</li> <li>• Form your dissertation committee</li> <li>• Submit and present your first field paper in the Fall semester</li> <li>• Present at least one conference paper</li> </ul>
YEAR 2	BUS 603 Special Problems in Business Research	BUS 603 Special Problems in Business Research	Finish writing dissertation proposal	<ul style="list-style-type: none"> <li>• Annual progress review</li> <li>• Submit your final Program of Study with your annual review</li> </ul>
			Begin job search	<ul style="list-style-type: none"> <li>• Form your examination committee</li> <li>• Submit and present your second field paper in the Fall semester</li> </ul>
			Write a journal article	<ul style="list-style-type: none"> <li>• Take comprehensive exams at the end of Fall or beginning of Spring semester</li> <li>• Be admitted to candidacy after the comprehensive exams</li> </ul>
				<ul style="list-style-type: none"> <li>• Begin writing your dissertation proposal after the comprehensive examinations</li> <li>• Present at least one conference paper</li> </ul>
YEAR 3	BUS 699 Dissertation Research	BUS 699 Dissertation Research	If not completed in the Spring semester submit a final copy of your dissertation	<ul style="list-style-type: none"> <li>• Defend your dissertation in the Spring semester</li> <li>• Present at least one conference paper</li> <li>• Submit and publish a journal article</li> <li>• Continue job search in the Fall semester</li> <li>• Campus interviews in the Spring semester</li> <li>• Accept your first academic position</li> </ul>
YEAR 4				

## **Annual Progress Review and Professional Portfolio**

Every year your major professor or first year advisor and the Doctoral Program Director discuss with you your current progress and future directions. Although partly an evaluation, the main purpose of the meetings are to help you address any problems you may have and to clarify your thinking about your education, teaching, and research. In order to make the meeting productive, the basis of the conversation will be your professional portfolio.

You will develop your portfolio for the all the years you are in the program. You will then have it when you search for an academic position. Most likely you will continue to maintain portions of it throughout your career.

## **BUS 601 – Practicum in Business Teaching**

How to teach business subjects to undergraduate students is the focus of BUS 601. This course covers basic pedagogical methods as well as some of the topics and issues you will likely encounter in the teaching and learning of business. The fundamental purpose of this course is to improve the learning of business by undergraduates by increasing your teaching effectiveness now as a doctoral student as well as in the future as an assistant professor at other colleges and universities. Emphasis is placed on the teaching of those introductory courses (freshman, sophomore and junior level) that you will teach in the College of Business Administration because these are the courses most doctoral students and new faculty members are likely to teach. The focus on teaching and learning, however, is applicable to all undergraduate and masters business courses.

Most students who receive their Ph.D. degree in Business Administration at URI find their careers at colleges and universities that place great weight on teaching. Successful completion of this course should give you the basic skills and information you need to become an effective instructor. This course can be the first step in developing a teaching portfolio that documents your commitment to teaching and learning.

## **BUS 602 – Doctoral Colloquium in Business Research**

During your first semester in the program, you will enroll in this one credit course. The purpose of this course is to acquaint you with various aspects of academic life. Guest speakers, faculty and student research presentations, dissertation defenses, and panel discussions are common venues for this course. Other meetings consist of discussions, both formal and informal, concerning such matters as defining research topics, successful approaches to publishing research, and responding to journal referees. Also discussed are various strategies on how to not just survive but prosper in the doctoral program.

### **BUS 603 – Special Problems in Business Research**

This course exists as a “place holder”. In your third year of study, you may have finished all your course work but have not yet been admitted to candidacy. You need to stay registered for at least one credit to remain enrolled in the program. If you need to maintain full time status then you must register for six or nine credits. You need to register for something so this is the course.

### **BUS 699 – Dissertation Research**

Once you are admitted to candidacy, you will write your dissertation proposal and your dissertation. You need to register for at least 18 credits of BUS 699 over a minimum of two semesters to fulfill your degree requirements. You will need to get an over ride number from the Doctoral Program Director to register for this course under your major professor.

### **Comprehensive Exams**

After you finish your course work and have both your major papers accepted and presented, you may then register for and undertake your comprehensive exams. The “comps” consist of two parts, written and oral. The written exam is first and, if you pass successfully, the oral examination must follow within 30 days of the written. Officially, the format of the exam is chosen by your major professor with agreement by your committee. Some areas have area-wide formats while others are idiosyncratic to the major professor. Formats can, and do, vary widely. Your dissertation committee determines whether you passed your written exam (they may not, however, have anything to do with the actual questions on the exam) while your expanded examination committee conducts and grades you on the oral examination.

Once you pass your comprehensive examinations you have progressed in the academic world. You are no longer a doctoral student but you have been admitted to candidacy.

Please see the attached Graduate School forms for scheduling and reporting the results of these exams.

### **Conference Attendance and Conference Papers**

At conferences, you will meet the people who wrote the articles that you have read for your seminars and research papers as well as the editors and associate editors of journals where your research aspirations may take you. You can discuss new and exciting intellectual ideas, “hot topics”, and staple research concepts with them and, indeed, all the conference attendees. There is no other forum where you can have this “up close and personal” situation.

Although you can do well in your career without conference participation, meeting colleagues in your field and establishing relationships with them is tremendously important. There is no better way to network than attending conferences and meeting people. Attend sessions, “schmooze” at coffee breaks, chat with people at the conference receptions. Do what you can to meet others.

Don't forget, the attendees may become very important to your professional career. You may have met future co-author, journal editor, work colleague, recruiting chair and/or your "boss."

It is most common that your published research begins with conference papers. In essence you are presenting your working papers for professional review and constructive criticism. In time, these efforts will help you develop the skills necessary to research your ideas and begin writing successful journal articles.

On a more mundane level, the concept of travel funding is important. The College will do all it can to reimburse your conference costs. If you are presenting a paper, it is more likely that funding will be available.

### **Dissertation and Examination Committees**

Your dissertation committee consists of at least three people: your major professor, a member of the College of Business Administration's (CBA) doctoral program faculty (this person does not have to be but often is in your area), and a University of Rhode Island graduate faculty member who is not on the faculty of CBA. The dissertation committee approves your final program of study, comments upon and evaluates your second (and possibly your first) major paper, and evaluates and recommends the disposition of your written comprehensive examination (i.e., whether you passed or failed).

Your examination committee consists of your dissertation committee and two addition people: another member of the College of Business Administration's (CBA) doctoral program faculty and a University of Rhode Island graduate faculty member who is not on the faculty of CBA. This committee conducts and "grades" you on your oral comprehensive examination, evaluates your dissertation proposal, and conducts your dissertation defense.

Obviously, these people have a tremendous impact on your success in the doctoral program. Choose wisely and well!

### **Dissertation Proposal and Dissertation**

Dissertations at URI take one of two forms. First developed by the University of Chicago in the 1930's, the traditional approach, called the Standard Plan by URI, is in book form divided up into chapters. A typical division is six chapters (Introduction, Literature Review, Development of Hypotheses, Methodology, Data Analysis, and Conclusions) plus a Bibliography and Appendices. Of course, different forms of research would have different chapters. The proposal would be a fairly complete draft of some of these chapters with brief outlines of the remainder.

The Manuscript Plan or option was developed by Stanford University in the 1960's. One or more essays (traditionally three essays) are written on a related topic. The essays, or manuscripts, are written as journal articles. You would therefore have three manuscripts ready for or already submitted to one or more academic journals. A typical proposal would have one complete manuscript while the other two manuscripts are abbreviated. These would often

consist of an Introduction section and very short discussions of the literature, methodology, and hoped for results.

There are numerous forms, procedures, and deadlines for the proposal and dissertation defenses. Be sure to follow them carefully.

### **Doctoral Research Seminars**

The doctoral research seminars are the courses where you learn about your chosen area of concentration. These are the courses where you will learn about how academic research is conducted and, in turn, how the research is turned into publishable journal articles. Every seminar will require that you write a research paper. Some professors do not require a completed research paper while others do. Keep in mind that some of these papers should be used as early drafts for your two major papers, conference proceedings, journal articles, and dissertation research.

Depending upon your area of concentration and the availability of research professors, you will be required to take two, three, or four research seminars. All doctoral research seminars require permission numbers to enroll. They are obtained from the course instructor.

### **Electives**

The following list is only for guidance. You must consult with your academic advisor or major professor in order to choose appropriate elective courses. Please note that research methods courses may also be used as elective courses.

You may need override numbers for many of these. If you have difficulty obtaining these numbers from the course instructor, your advisor, major professor, or the Doctoral Program Director can help you.

BUS 691,692 Independent Study  
COM 501 Communication Theory  
COM 510 Communication Methods  
COM 530 Seminar in Organization Communication  
CPL 555 Introduction to Economic Development Planning  
CSC 501 Programming Language Semantics  
CSC 505 Advanced Topics in Software Engineering  
CSC 509 Object-Oriented System Design  
CSC 519 (ELE 543) Computer Networks  
CSC 525 (IME 525) Discrete Simulation Models  
CSC 536 Topics in Data Management Systems  
ECN 526 (LRS 526) Economics of Labor Markets  
EDC 581 Administering Adult Programs  
EDC 582 Instructional Systems Development for Adult Programs  
EDC 583 Planning, Design, and Development of Adult Learning Systems

EDC 584 The Adult and the Learning Process  
PSC 501 Administrative Theory  
PSC 503 (LRS 503) Problems in Public Personnel Administration  
PSC 521 (LRS 521) International and Comparative Trade Unions and Labor Relations  
PSC 523 Seminar in Comparative Public Administration  
PSC 580 Seminar in International Relations Theory  
PSC 584 Seminar in Advanced Comparative Theory  
PSY 600 Multicultural Issues in Psychology  
PSY 604 Cognitive Psychology  
PSY 605 Personality  
PSY 606 Social Psychology  
REN 528 Microeconomic Theory

### **Field Papers**

The main purpose of these research papers is for the faculty member of your choice to teach, guide, and mentor you while you learn, in a collaborative fashion, how to think, work, and write like an academic researcher.

Specifically, these papers allow you to develop a strong affinity with the research process, from the development of an idea through ultimate completion. They also provide you with the opportunity to further your writing skills under the direction of one or more faculty mentors of your own choosing. You will become better acclimated to the culture and process of scholarly research that is part of an academic career. This culture includes being continually involved in research and understanding through experience the process of writing, receiving constructive feedback, and revising scholarly manuscripts. In addition, the papers provide you with a stream of research for high-level conference proceedings and journal publications. Finally, the papers create a strong basis for the independent research required by your dissertation.

You will write two field papers. The scholarly quality of the papers is expected to be quite high. Given the time difference between the papers however, the two papers are treated separately. The first field paper, which is not required to be complete, would have less stringent quality criteria and a less formal assessment process than the second, complete, field paper. As a general guideline, the second and, hopefully the first, paper must be at the same quality level as those papers accepted by a peer reviewed academic journal or high quality conference.

Each member of your committee will fill out and sign individually a field research paper evaluation form for each of your field papers. Admittedly, you may not have a complete committee available by the time your first paper is due (i.e. - no later than the end of your third semester). In that case, the paper's faculty mentor and other graduate faculty members knowledgeable in the paper's research area may substitute for the incomplete committee with the approval of the Ph D Program Director. There is a separate evaluation form designed for the type of research paper you write.

After the review and acceptance by the committee, the second or complete paper must be presented publicly. The target audience is your committee, other students, and interested faculty. The approximate duration of your presentation is 45 minutes. In addition, the second or

complete paper will be posted to a special section of the CBA working paper series devoted to student research.

The first or incomplete paper need not be presented or posted. If it is complete, you certainly may present or post it if you wish.

### **Journal Articles**

As a scholar, your job is to teach and publish research. If you fail to do this at the quantity and quality level required by your hiring institution, you will not get tenure and you will have to leave and look for another academic institution in which to work. As a student, you will begin to learn successful publication strategies. More importantly, you will be expected to publish at least one journal article before you graduate. Hopefully it will be published before you enter the job market. Why are you expected to publish as a student? Simply put it is to distinguish you from the other newly minted doctoral students who want the same job that you want. It's one thing to say as a student that you have research potential. It's a far better thing to prove you are a scholar with a journal publication.

### **Research Methods Courses**

The following list is only for guidance. You must consult with your academic advisor or major professor in order to choose appropriate research methodology courses. Please note that research methods courses can, and often are, used as elective courses.

Often, research method courses are in a particular sequence; please be sure to follow the correct sequence.

You may need override numbers for many of the courses offered outside the College of Business Administration. If you have difficulty obtaining these numbers from the course instructor, your advisor, major professor, or the Doctoral Program Director can help you.

BUS 685 Knowledge Systems in Managerial Disciplines (*required for Marketing students*)  
ECN 628 Advanced Microeconomics  
EDC 530 Qualitative Research and Evaluation  
IME 525 (CSC 525) Simulation  
IME 533 Advanced Statistical Methods for Research and Industry  
IME 634 Design and Analysis of Industrial Experiment  
MSI 675 Applied Time Series Methods and Business Forecasting  
MTH 550 Probability and Stochastic Processes  
MTH 551 Mathematical Statistics  
PSY 517 (STA 517) Small N Designs  
PSY 532 (STA 532) Experimental Design  
PSY 533 Advanced Quantitative Methods in Psychology  
PSY 610 (STA 610) Parsimony Methods  
PSY 611 Methods of Psychological Research and Experimental Design  
PSY 612 Structural Modeling

PSY 613 Qualitative Research and Analysis in Psychology  
REN 527 Macroeconomics Theory  
REN 529 Game Theory  
REN 576 (ECN 576, STA 576) Econometrics  
REN 676 (ECN 676) Advanced Econometrics  
STA 501 Analysis of Variance and Variance Components  
STA 502 Applied Regression Analysis  
STA 520 Fundamentals of Sampling and Applications  
STA 532 (PSY 532) Experimental Design  
STA 541 Multivariate Statistical Methods  
STA 542 Discrete Multivariate Methods