



PennState
Harrisburg

School of Public Affairs

PhD Program in Public Administration

Student Handbook

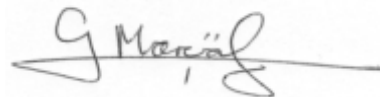
Last updated: August 2017

Welcome to the PhD program in public administration. We are glad that you have decided to join us. We will work to make your experience in the program rewarding and challenging.

This handbook was prepared by the faculty of the PhD program in public administration, which is housed in the School of Public Affairs, to guide you as you advance in the program. Our goal is to state as clearly as possible in this handbook what we expect of you and what you can expect of us. We tried our best to provide accurate and up-to-date information in the handbook, but some information may be outdated by the time you read it. To make sure that you obtain the most accurate and up-to-date information, please consult Penn State University's official bulletin for our PhD program (<http://bulletins.psu.edu/graduate/programs/P/GRAD%20P%20ADM>) and/or ask your questions to the professor in charge of the PhD program, your academic adviser, or your committee chair.

Please remember that as a Ph.D. student, you are officially enrolled in the Graduate School of the Pennsylvania State University, and the general rules that govern the PhD program in public administration are promulgated by the Graduate School. This is why we strongly recommend that you become familiar with the information about the Graduate School rules and guidelines, which are available at <http://bulletins.psu.edu/bulletins/whitebook/index.cfm> and <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>. Some of this information is repeated in this handbook, but there are many details that can be found only at the official web site of the university.

Sincerely,

A handwritten signature in black ink, appearing to read 'G Morçöl', with a long horizontal stroke extending to the right.

Göktuğ Morçöl

Professor-in-Charge of the PhD Program

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OVERVIEW OF THE PROGRAM

Mission of the Program

The mission of the PhD program in public administration is to provide advanced graduate education in theory and research in the field to prepare students for academic, research, and advanced professional careers in public administration.

Program Structure and Expectations

The PhD program is designed primarily for full-time students. Students are admitted to the program to begin their studies in the fall semester of each academic year. The program faculty may admit to the program highly qualified part-time students as well. Part-time students will progress in the program at a slower pace, but they are expected to meet all the requirements and expectations of the program.

The overall structure of our PhD program follows the traditional requirements of the Ph.D. degrees at the research universities in the United States: advanced coursework, comprehensive examinations, residency requirement, a research dissertation, and a final oral examination. More specifically, we expect our students to graduate with:

- Research experience working with the program faculty
- Experience in presenting scholarly papers and posters at national and regional conferences
- Experience in developing, authoring, or co-authoring with a faculty member, and submitting at least one article for a refereed publication
- Teaching experience that may be gained in different ways:

- Utilizing the resources available from the Schreyer Institute (see more information in this handbook)
- Serving as teaching assistants for parts of the courses offered by the School of Public Affairs, and
- Teaching courses independently at Penn State Harrisburg or another Penn State campus

Application and Admission to the Program

The university's application procedures are described at <http://bulletins.psu.edu/graduate/generalinformation/admission2> and <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1#doctoralAdmission>

Our program's specific requirements are described at <http://bulletins.psu.edu/graduate/programs/P/GRAD%20P%20ADM>

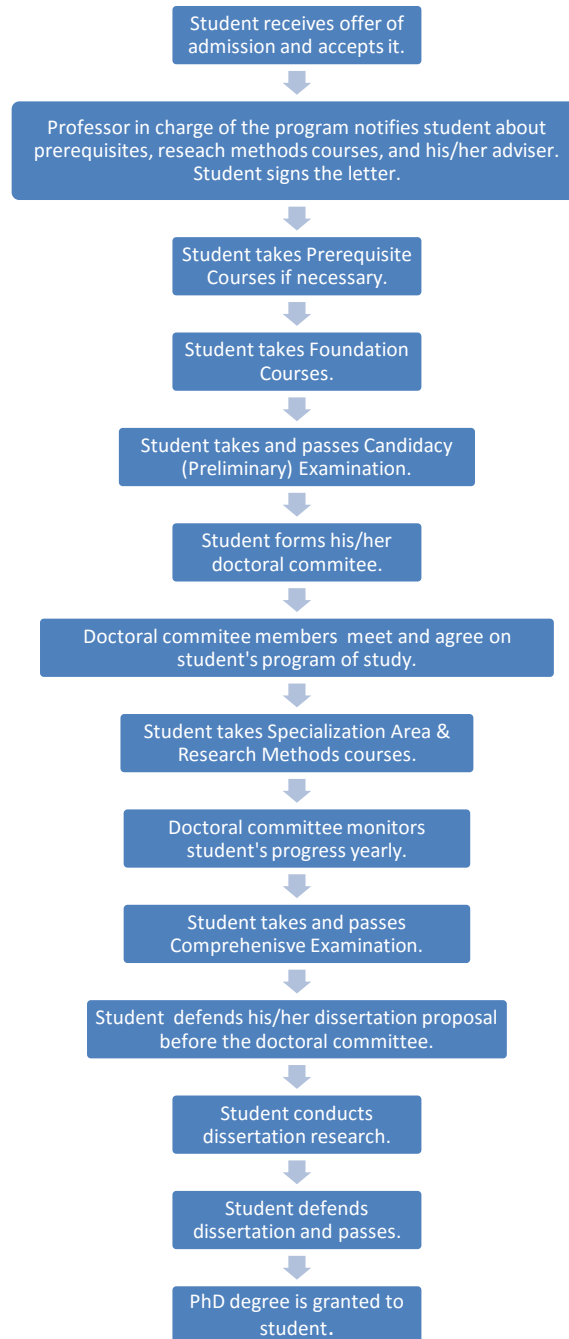
Applications are reviewed by the faculty members of the PhD program in three steps. First, the program admission committee members evaluate all applications, particularly applicants' past accomplishments, compatibility of their academic interests with those of the program faculty members, and their future plans. Second, they agree on a short list of applicants. Third, the applicants on the short list are interviewed by committee members and the final admission decisions are made. Committee members also make recommendations for granting assistantships to selected applicants. The school director makes recommendations to the chancellor of the college to make the final decisions about assistantships.

The program faculty members may decide to admit qualified students who will finance their educations with scholarships from sources outside Penn State (e.g., personal funds, grants and scholarships from foreign governments, and international scholarships such as Fulbright). The program admission committee admits only qualified candidates to the program, regardless of whether they finance their own education in the program or not.

PROGRAM OF STUDY

Program of Study Flowchart

The following flowchart summarizes the stages a student typically goes through in the PhD program. The elements of the flowchart are described in the following subsections.



Academic Adviser

Once a student is admitted to the PhD program, he/she will be assigned an **initial academic adviser**. Professor in charge of the program consults with the student and the program's faculty members before assigning an adviser to every incoming student.

The adviser helps the student plan for taking the foundation courses (typically during the first year of study in the program) and prepare for the candidacy examination (see the information about this examination later in this handbook). The adviser is likely to be the best resource for a student in academic planning at this early stage. To prevent any potential problems from arising, it is recommended that students consult with their adviser before registering for any courses (see the information about registering for courses later in this handbook) or making any academic decisions.

After a student passes the candidacy examination, he/she will form a **doctoral committee** (see the information about doctoral committees later in this handbook). Once the doctoral committee is formed, typically the **chair of the committee** serves as the **adviser** of the student. The Graduate School's rules on academic advisers can be found at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>

Degree Requirements

Penn State University does not require a specified number of courses or credits to complete a PhD program. Instead, PhD students are required demonstrate their substantive knowledge of their respective fields and their competency in conducting research, in multiple stages: course work, comprehensive examinations, and dissertation (see <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>)

In line with these requirements, the main goal of our program is to help students enhance their substantive knowledge of the field and their competency in conducting sophisticated theoretical and/or empirical studies. We also aim to help students improve their teaching skills to prepare them for university/college teaching positions. Although Penn State University does not require that PhD students take a certain minimum number of credits to earn their degrees, in our program students must earn certain numbers of credits in different phases of the program. The following are the requirements of our program, as they are stated in the Graduate Bulletin.

A Ph.D. student must first successfully complete the **prerequisite courses** specified by the program to make up for deficiencies, if any exist. After these are completed, a student must take a minimum of 42 credits: **five 3-credit foundation courses, four 3-credit research methods courses, and five 3-credit specialization area courses**. All doctoral students must pass a candidacy examination, a comprehensive written and oral examination, and a final oral examination (the dissertation defense). To earn the Ph.D. degree, doctoral students must also write a dissertation that is accepted by the doctoral committee, the head of the graduate program, and the Graduate School.

(Source: <http://bulletins.psu.edu/graduate/programs/P/GRAD%20P%20ADM>)

The program requirements are summarized in the following table. They are described in the following sections.

Type of courses	Number of credits
Five foundation courses (3 credits each)	15
Four research methods courses (3 credits each)	12
Five specialization area course (3 credits each)	15
Total of Fourteen courses	42
Dissertation	No minimum credit requirement
Total Minimum Credits for PhD Program	42

A Generic Program of Study for a Full-Time Student:

Year 1

Fall and Spring: Five foundation courses + a prerequisite course or a research methods course

Summer: Candidacy examination

Year 2:

Fall and Spring: A combination of six research methods and specialization area courses

Summer (optional): A specialization area course or a research methods course

Year 3:

Fall: Remaining specialization area courses and research methods courses and preparation for the comprehensive examination

Spring: Comprehensive examination and preparation for dissertation proposal

Summer: Possible dissertation proposal defense and dissertation research

Year 4:

Fall: Dissertation proposal defense and dissertation research

Spring: Dissertation research and possible defense

Minimum GPA Requirement

The Graduate School of the Pennsylvania State University requires that a graduate student maintain a **grade-point average of 3.0** to be considered successful and maintain his/her status as a student (see the section “Satisfactory Scholarship” at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>). Our program requires a **grade-point average of 3.5** to be considered successful. The faculty of the program developed specific guidelines to implement this 3.5 grade-point average requirement. The university’s and our program’s rules are stated below.

Graduate School Rules

A graduate student who fails to maintain satisfactory scholarship or to make acceptable progress in a degree program may be dropped from the University. One or more failing grades or a cumulative grade-point average below 3.00 for any semester or

session or combination of semesters and/or sessions may be considered as evidence of failure to maintain satisfactory scholarship. Action may be initiated by the department or committee in charge of the graduate major or by the chair of the student's doctoral committee. The procedures to be followed in such action are found in Appendix III of this Bulletin (source: the section "Satisfactory Scholarship" at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1> ; see Appendix III at: <http://bulletins.psu.edu/graduate/appendices/appendix3>).

A minimum grade-point average of 3.00 for work done at the University is required for admission to the candidacy examination, the comprehensive examination, and the final oral examination/final performance, and for graduation (see the section "Grade-Point Average at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>).

Our Program's Rules

If a student's cumulative Grade Point Average falls below 3.5 after his/her first two semesters in the program, the professor in charge of the program will write a letter of warning to the student. This letter will state that the student would be terminated from the program if his/her cumulative Grade Point Average is below 3.5 after the student's third semester in the program or in any semester after that.

A student whose cumulative Grade Point Average (GPA) is below 3.5 after his/her third semester in the program or in any semester after that, the student will be automatically terminated from the program. This cumulative GPA includes all the required prerequisite courses and foundation courses and the required and elective methods courses and specialization area courses. The professor in charge of the program will notify the Graduate School of the Pennsylvania State University and the student of the automatic termination of the student.

The student who has been terminated from the program according to the above-stated "below 3.5 cumulative GPA rule" may appeal this termination decision. If there is an appeal of

the termination decision, the PhD program faculty as a whole will decide whether the student will be reinstated to the program.

Prerequisite Courses and Provisional Admission

Applicants who do not have the necessary background, but otherwise meet the criteria for admission may be admitted provisionally and must make up any deficiencies in graduate courses in public administration noted in the letter of acceptance. Students who must make up deficiencies are considered to be provisionally admitted into the program.

Provisionally admitted students are required to take both or one of the following prerequisite courses: PADM 500 (Public Organization and Management) and PADM 507 (Introduction to Public Policy Analysis). In consultation with the program faculty members, the professor in charge of the Ph.D. program makes the decisions on which prerequisite courses each student should be required to take.

A student may remain in this temporary classification for a period of no longer than two semesters following admission. Upon successful completion of the prerequisite courses noted in the letter (with at least a 3.5 grade-point average), the student will be removed from provisional status and be regularly enrolled. The provisional status must be removed before a student takes his/her candidacy exam.

Foundations of Public Administration

In the first stage of the advancement in the PhD program, a student must take the following foundational courses. These courses are normally taken in the first year of a student's study in the program. The student should consult his/her initial adviser before signing up for these courses. A student must complete these courses before he/she is eligible to take the candidacy examination.

PADM 570: Scope and Methods (3 credits)

PADM 571: Seminar in Organizational Theory (3 credits)

PADM 572: Research and Theory in Public Budgeting and Finance (3 credits)

PADM 573: Research and Theory in Public Policy and Governance (3 credits)

PADM 574: Research and Theory in Public and Nonprofit Management (3 credits)

Candidacy Examination

Penn State University requires that all PhD students pass a comprehensive examination early in their program of study. This is called the “Candidacy Examination” (more often referred as the “Preliminary Examination” or “Prelims” in the daily conversations among professors and students). The official bulletin of the Graduate School states that the purpose of the candidacy examination “should be to assess whether the student is capable of conducting doctoral research/scholarship based on evidence of critical thinking or other measures that the Graduate Faculty of the program view as important to a successful doctoral student” (see the section “candidacy Examination” at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>).

The Graduate School requires the following before a student is allowed to take his/her candidacy examination:

- The student should not have any deferred or missing grades at the time the candidacy examination is given.
- The student must be in good academic standing and must be registered as a full-time or part-time graduate degree student for the semester (excluding summer session) in which the candidacy examination is taken.
- The examination must be taken within three semesters (excluding summer sessions) of entry into the doctoral program.

(see all the requirements in the section “Candidacy Examination” at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>)

In our program students are tested in their candidacy examinations for their **ability to integrate and evaluate the knowledge they acquired in the five foundations courses** (PADM 570, 571, 572, 573, and 574). The contents of the candidacy examinations may go beyond what is covered in the textbooks and articles that are required in these courses.

The candidacy examinations are given normally in the summer, but the program faculty may schedule the examinations at other times, as needs may arise.

When a candidacy examination is conducted, the professor in charge of the PhD program chooses five questions from a set of questions proposed by the program's faculty members and make these five questions available to the students who will take the examination, one month before they will begin writing their candidacy examination papers. After the one month period, the professor-in-charge chooses two questions from the five and notify students of these selections. After this notification, the students are given nine days to write and submit two papers on these questions.

Each student's candidacy examination paper is read and evaluated by three faculty members. These readers of candidacy examination papers evaluate them using the following scale:

Superior pass

High pass

Pass

Marginal pass

Fail.

For a student to pass his/her candidacy examination, he/she should receive one of the "pass" grades listed above from at least two of the readers. If a student's paper is evaluated as "fail" by two or all three of the readers, the student will fail in the candidacy examination. Students will be given two chances to pass the candidacy examination. If a student fails in the examination in his/her first try, he/she will be eligible to take it when the examination is given the next time. If a student fails in the examination in his/her second try, he/she will be terminated

from the program.

After a student passes the candidacy examination, he/she will become a “doctoral candidate” and form his/her doctoral committee.

Doctoral Committees

According to the Penn State University Graduate School Bulletin, doctoral committees have the responsibility to guide doctoral candidates in the next stages of their studies in the program. In our program a student’s doctoral committee guides the student in the following areas in selecting relevant research methods courses and specialization area courses. The committee also conducts the student’s comprehensive examination, guides his/her dissertation studies, and evaluates the dissertation.

The Graduate School’s rules governing doctoral committees can be found at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1#doctoralAdvisers> . The rules of forming doctoral committees in our PhD program are as follows.

- A doctoral committee must consist of **at least four Penn State graduate faculty members**. Please consult with the professor in charge of the PhD program or your initial academic adviser about which faculty members are eligible to serve on your committee.
- At least **two members** of a doctoral committee must be the **members of the PhD program in public administration**. These are the “**Major Field Members**.”
- **One member** of the committee must be from another unit of the Pennsylvania State University (other than the School of Public Affairs). This is the “**Outside Unit Member**.” This member may be selected from any of the other schools at Penn State Harrisburg, any department at the University Park campus, or any unit of the other campuses.

- The **fourth member of a doctoral committee** may be another member of the PhD program in public administration or another graduate faculty member from the School of Public Affairs. If a member from another program in the school is selected, then this member will be considered the “**Outside Field Member**.” If a third member of the PhD program in public administration is selected for this fourth position on the committee, then the Outside Unit Member will be considered also the Outside Field Member.
- Occasionally, students want to have a **fifth member** on their committees. This fifth member may be a graduate faculty member at Penn State. Alternatively, a faculty member at another university or an expert in the student’s area of study who is not affiliated with a university may be selected; then this member will be called the “**Special Member**.” There are special rules for appointing Special Members to committees and the Graduate School’s approval will be needed for such appointments. Please consult your academic adviser or the professor in charge of the PhD if you are considering such a member for your committee.
- The **dissertation adviser** is a member of the doctoral committee. The dissertation adviser usually serves as the chair of the committee, but this is not required, according to the Graduate School rules.

Once a doctoral committee is formed, the student must consult the chair of the committee and other committee members to develop a program of study, as soon as possible. The doctoral committee should meet and decide which specialization area courses and research methods courses the student should take, as soon as possible after the student passes the candidacy examination. The committee will review the student’s progress in the program periodically (at least once a year) and guide the students for the rest of his/her program of study.

Specialization Area Courses

A student develops a specialization area, in consultation with the members of his/her doctoral committee. This area should be decided based on the student’s interests and the

availability of relevant courses in the School of Public Affairs and other colleges and graduate programs at Penn State. Examples of possible specialization areas are public and nonprofit management, organizations and human resource management, public budgeting and finance, public policy analysis, state and local government administration, criminal justice, health administration, and homeland security.

Students may select from the courses available in the graduate programs of the School of Public Affairs and other schools and departments of Penn State. The following are examples of the courses students can take for their specialization areas.

Public and Nonprofit Management

PADM 505: Human Resources in the Public and Nonprofit Sector (3 credits)
PADM 516: Strategic Planning (3 credits)
P ADM 518: Nonprofit Organizations: Management and Leadership
PADM 519: Nonprofit Organizations: Resource Development and Management (3 credits)
PADM 521: Performance Measurement and Management (3 credits)
PADM 522: Government Financial Management (3 credits)
PADM 516: Strategic Management and Planning (3 credits)
PADM 523: Government and Nonprofit Accounting
PADM 532: Urban Government (3 credits)
PADM 533: Local Planning Law and Administration (3 credits)
PADM 535: Policy Analysis and Planning (3 credits)
PADM 550: Policy and Program Evaluation (3 credits)
PADM 556: State Government Administration (3 credits)
PADM 557: Federalism and Intergovernmental Relations (3 credits)
AMST 550: Seminar in Public Heritage (3 credits)

Organizations and Human Resource Management

PADM 505: Human Resources in the Public and Nonprofit Sector (3 credits)
PADM 510: Organizational Behavior (3 credits)
PADM 511: Organizational Change and Development (3 credits)
PADM 512: Issues in Human Resources (3 credits)
PADM 516: Strategic Planning (3 credits)
PADM 550: Program Planning and Evaluation (3 credits)

Public Policy Analysis

PADM 535: Policy Analysis and Planning (3 credits)
PADM 550: Policy and Program Evaluation (3 credits)
PADM 516: Strategic Planning (3 credits)
PADM 532: Urban Government (3 credits)
PADM 557: Federalism and Intergovernmental Relations (3 credits)
CRIMJ 502 Public Policy and the Criminal Justice System (3 credits)
HADM 541: Health Economics and Policy (3 credits)
HADM 542: Health Care Politics and Policy (3 credits)
EDTHP 518: Analysis of U. S. Educational Policy (3 credits)
EDTHP 533: Social History and Education Policy (3 credits)

State and Local Government Administration

PADM 532: Urban Government (3 credits)
PADM 533: Local Planning Law and Administration (3 credits)
PADM 556: State Government Administration (3 credits)
PADM 557: Federalism and Intergovernmental Relations (3 credits)
CEDEV 500: Community and Economic Development: Theory and Practice (3 credits)
CEDEV 509: Population, Land Use, and Municipal Finance (3 credits)
CEDEV 560: Regional Development: Principles, Policy, and Practice (3 credits)
CEDEV 575: Methods and Techniques for Community and Economic Development (3 credits)

Homeland Security

PADM/HLS 802: Multifaceted Approaches to Homeland Security
HLS 540: Comparative Homeland Security and Related Methods
PLSC 593: Tools and Analysis of Terrorism and Counterterrorism
HLS 558: Disaster Psychology
IST 564: Crisis, Disaster and Risk Management
PHP 527: Public Health Evaluation of Disasters and Bioterrorism
LEAD 555: Full Range Leadership Development
PSY 532: Psychological Foundations of Leadership

Criminal Justice

CRIMJ 500 Advanced Criminological Theory (3 credits)
CRIMJ 502 Public Policy and the Criminal Justice System (3 credits)
CRIMJ 504 Criminal Justice Organization and Management (3 credits)
CRIMJ 563 Concepts and Practices in Police Administration (3 credits)
CRIMJ 564 Administrative and Legal Aspects of Corrections (3 credits)
CRIMJ 565 Courts in the Criminal Justice System (3 credits)
CRIMJ 567 Juvenile Justice: Issues and Practice (3 credits)

Health Administration

H ADM 506: Management Information Systems for Public and Health Administration (3 credits)
HADM 539: Health Systems Organization (3 credits)
HADM 541: Health Economics and Policy (3 credits)
HADM 542: Health Care Politics and Policy (3 credits)
HADM 545 Health Financial Management (3 credits)
HADM 548: Health Care Quality Assurance (3 credits).
HADM 551: Health Care Law (3 credits)
HLHED 501: World Health Promotion (3 credits)
HPA 523: Managerial Epidemiology (3 credits)
HPA 525 Health and Health Services across the Life Course (3 credits)
BUS 510: Business (Health) Analytics and Decision Modeling (3 credits)
MNGMT 522: Operations and Supply Chain Management (3 credits)

Students may also take independent studies or courses-by-arrangements, instead of regularly scheduled courses, depending on the availability of professors who would conduct these studies and courses. Information about independent studies and courses-by-arrangement can be found at

<http://harrisburg.psu.edu/policy/management-special-courses>

Research Methods Courses

In our program students are required to take four 3-credit research methods courses. The following two research methods courses are required for all public administration PhD students:

PADM 503: Research Methods (3 credits)

PADM 575: Advanced Research Design (3 credits)

Although PADM 503 is a required course, some students may have the sufficient background to be exempted from it. If a student wishes to be exempted from the PADM 503 requirement, he/she will indicate this in the letter the professor in charge of the program sends to the student before he/she begins the program. Then the program faculty members who regularly teach this course will test the student's knowledge of the contents of the course. If the student passes this test, he/she will be exempted. If he/she fails in the test, then he/she will have to take PADM 503.

Students also select two advanced 3-credit research methods courses on the basis of their research interests (quantitative, qualitative, or mixed methods), suitability of the courses in preparing students for their dissertation studies, and the availability of the courses. You may find suitable courses in the PhD program in public administration or other graduate programs at Penn State University. Please consult your doctoral committee chair about the courses available and suitable for your program. These two advanced methods courses should be approved by the student's doctoral committee. The committee may also allow the student to take other methods courses that are offered by other universities or research institutions, if the equivalent courses cannot be found within Penn State, if the equivalency of these courses to 3-credit graduate-level courses offered at Penn State can be verified by Graduate Enrollment Services, and if the costs of taking these courses can be covered by the student or another arrangement can be made to cover the costs.

The following is a list of possible advanced research methods courses student can take from the programs in the School of Public Affairs and other schools at the Harrisburg campus.

Many other courses may be available from the other campuses of the university and online programs.

ADTED 550: Qualitative Research Methodologies for Adult Education (3 credits)

AMST 540: Ethnography and Society (3 credits)

BUS 548: Quantitative Methods (3 credits)

BUS 556: Economic and Business Forecasting (3 credits)

CRIMJ 503: Advanced Statistics in Criminal Justice (3 credits)

CRIMJ 568: Qualitative Methods (3 credits)

PADM 576: Multivariate Statistical Methods (3 credits)

Comprehensive Examination

The Graduate School rules about comprehensive examinations can be found at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1> ; see the section “Comprehensive Examination”). The following are the key points.

- The student should **not have any deferred or missing grades** at the time of taking the comprehensive examination.
- The students **must be registered as a full-time or part-time** graduate degree student for the semester in which the doctoral examination is taken.
- The professor in charge of the PhD program must notify the Graduate Enrollment Services at least **two weeks before the scheduled examination**. Therefore, the student should inform his/her doctoral committee chair and the professor in charge of his/her intention to take the comprehensive examination early enough to allow them to notify the Graduate Enrollment Services in time.
- If a student does not complete his/her PhD dissertation within the **six years after passing of the comprehensive examination**, the student is required to pass a **second comprehensive examination** before the final oral examination for his/her dissertation will be scheduled.

In our program, comprehensive examinations are administered by the student's doctoral committee. Once a student completes the specialization area courses and research methods courses successfully, with a **minimum 3.5 cumulative GPA**, he/she becomes eligible to take a **comprehensive written and oral examination**.

In a comprehensive examination, the student is expected to integrate and critically assess the knowledge base of his/her specialization area and write an elaborate research design on a relevant topic. The contents of the comprehensive examinations go beyond what is covered in the textbooks and articles that are required in the specialization area and research methods courses. The members of a doctoral committee guide the student in preparation for the examination. This guidance may include providing the student with additional reading lists of academic articles and books in the specialization area and research methods.

There are two parts of the comprehensive examination: written and oral examinations. In the **written part of the examination**, the student is required to write **two papers**: one for the specialization area and one for research design. In the first paper, the student should demonstrate his/her command of the pertinent literature in the **specialization area** and his/her ability to integrate and critically assess the information in the literature. In the second paper, the student is expected to present a coherent and sophisticated **research design**. In the paper, the student should demonstrate his/her ability to formulate appropriate research questions or hypotheses and select appropriate designs and methods to answer or test them. This research design should be more detailed than the design students are required to write about in PADM 575. It should include necessary technical details of the advanced methods the student has learned in the courses he/she has completed (e.g., multiple regression, qualitative data analysis, social network analysis).

After the written examination, the student takes an **oral examination**. In the oral examination, committee members may ask clarification questions about the student's two papers and/or other questions to test his/her comprehension of the specialization area and research methods. After the oral examination, they make a final assessment of the student's comprehension of the knowledge of his/her field and readiness to begin working on a dissertation

study.

The questions and guidelines for the written part of a comprehensive examination are prepared by the student's doctoral committee. The student is given **nine days to write the two papers (a paper on specialization area and a research design paper)**. All members of the student's doctoral committee evaluate both papers, normally within two weeks, and notify the committee chair of their evaluations. Then an oral examination is scheduled, normally within two weeks of the completion of the evaluations of the papers.

At the completion of the oral examination, committee members use the following scale to evaluate the student's overall performance in the two papers and oral examination.

Superior pass

High pass

Average Pass

Marginal pass

Fail

To pass the comprehensive examination, a student must receive **one of the “pass” grades** listed above from **at least two third of the committee members**. If more than one third of the committee members evaluate the student's performance as “fail,” then the student will be given a **second chance to pass the examination**. Committee members decide how to test the student in the second try, depending on the deficiencies they identified in the first try. The committee's options for the second try are (1) to give the student oral examination only (2) to require the student to rewrite one or both of the specialization area and research design papers and give the student an oral examination. In the second try the student must receive one of the “pass” grades listed above from **at least two third of the committee members**. If more than one third of the committee members evaluate the student's performance as “fail” in the second try, **the student will be terminated from the program**.

Dissertation

The official bulletin of the Graduate School states that a PhD dissertation “should represent a significant contribution to knowledge, be presented in a scholarly manner, reveal an ability on the part of the candidate to do independent research of high quality, and indicate considerable experience in using a variety of research techniques” (see the section “ dissertation” at http://bulletins.psu.edu/bulletins/whitebook/degree_requirements.cfm?section=degreeReq2). A student must go through multiple stages to develop a dissertation: dissertation proposal, dissertation research, and final oral examination.

Dissertation Proposal

After passing the comprehensive examination, a student works with his/her adviser (doctoral committee chair) and the members of the doctoral committee to develop a **dissertation proposal within three months of the examination.**

The proposal typically should be about 50-60 pages in length. The proposal should include the following: a review of the literature, a theoretical perspective, the gap in the literature that the dissertation will fill (or the improvement in the extant literature or the innovation the dissertation would produce), a research question (or questions), basic hypotheses (if appropriate), and a discussion of the methods to be used. If preliminary analytical results are available, they should be included in the proposal as well.

Before moving on to writing the full dissertation, the student and the committee meet to review the proposal. If the committee members find the proposal acceptable, the student will proceed to conducting his/her dissertation research. If the committee members find the proposal inadequate, the student will revise the proposal, as many times as necessary, until it is approved by the committee. The committee’s decision on whether or not to accept the proposal and the revisions that are required by the committee members will be documented in a report that will be signed by all the committee members and included in the student’s official files.

Dissertation Research, Writing, and Final Oral Examination

During the dissertation research process, a student works primarily with his/her dissertation adviser (committee chair). The student may also consult with other members of the doctoral committee, depending on their expertise and interests. Once the dissertation research is complete, the student writes a draft of his/her dissertation. This draft is reviewed by the adviser. The draft that is approved by the adviser is submitted to the entire committee members for their reviews and comments. Committee members may request revisions in the dissertation. Once the members of the committee are satisfied with the dissertation in general, a final oral examination is scheduled.

The Graduate School of Penn State University has specific rules for dissertation acceptance and final oral examinations (dissertation defenses) (see the section “Final Oral Examination” at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1> . The following is a summary of the rules.

- Once a student completes his/her dissertation research, and his/her **dissertation chair** finds the conduct and results of the dissertation acceptable according to the standards of the Penn State University and our PhD program, the chair informs the student’s committee members and requests them to read and evaluate the dissertation.
- The members of the committee may require that revisions are made in the dissertation. **Major revisions** of the dissertation should be completed **before a final oral examination can be scheduled**.
- Once the members of the doctoral committee find the dissertation acceptable to be presented and defended at an oral examination, a **final oral examination** will be scheduled. The Office of Graduate Enrollment Services must be notified of the scheduled final oral examination at least **two weeks prior to the proposed date of the examination**.

- The **final oral examination may not be scheduled until at least three months have elapsed since the comprehensive examination was passed**, although the director of Graduate Enrollment Services may grant a waiver in appropriate cases. Please note that in addition to this 3-month requirement of the Graduate School, our program has the requirement that a student must register for at least 18 dissertation research credits before he/she can defend his/her dissertation.
- It is the responsibility of the **doctoral candidate and committee chair/dissertation adviser** to provide a copy of the dissertation (complete and in its final draft, with correct and polished content and style, appropriate notes, bibliography, tables, etc.,) to each member of the doctoral committee at least **two weeks before** the date of the scheduled examination.
 - If a committee member finds that the final draft is not correct and polished, it is his/her responsibility to notify the committee chair/dissertation adviser at least **one week before** the final oral examination date. The committee member should indicate his/her concerns regarding the draft and may recommend consideration of postponement of the examination to the committee chair/dissertation adviser.
 - The chair/adviser, in consultation with committee members, is responsible for notifying the student and assessing whether the student can make the necessary revisions to the final draft before the examination date. If it is determined that revisions cannot be made in time, the final oral examination must be postponed.
- The **final oral examination** is administered and evaluated by the **entire doctoral committee**.
 - The final examination consists of an **oral presentation of the dissertation** by the candidate and a period of **questions and responses**. These questions may

cover the **candidate's entire program of study**, not only the contents of the dissertation.

- The portion of the examination in which the dissertation is presented is **open to the university community and the public**; therefore, it is expected that the examination will take place at the campus location of the academic unit offering the program.
- If a **committee member is unable to participate in the final oral examination**, the member may sign as a special signatory. (See the details of the Graduate School's rules in the section "Final Oral Examination" at <http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>).
- Once the candidate's doctoral committee finds the dissertation acceptable, committee members sign the doctoral signatory page. At least **two-thirds of the members of the doctoral committee must sign** the page for the dissertation to be officially forwarded to the Graduate School. The professor in charge of the PhD program must also sign the page.
- The dissertation must meet the **editorial standards of the Graduate School**, so that it constitutes a suitable archival document for inclusion in the University Libraries.
 - The student must submit his/her dissertation to the **Thesis Office** for format review, by the announced deadline each semester (check the academic calendar for this date).
 - The final archival copy of the dissertation (incorporating any format changes requested by the Thesis Office), must be uploaded as an eTD (electronic dissertation) by the announced deadline for the semester in which it is completed. It is also expected that the student will provide a final archival copy of the dissertation to the office of the department or program head.

- The details of formatting dissertations and submission guidelines can be found at <http://gradschool.psu.edu/current-students/etd/>

Time Limits for Program Completion

The Graduate School set the time limits for completing a PhD program and completing dissertations (see the section on “Time Limitation” at <http://bulletins.psu.edu/graduate/degree/requirements/degreeReq1>). The Graduate School requires that doctoral students “complete their programs, including acceptance of the doctoral dissertation or the passing of the final performance, **within eight years after the date of successful completion of the candidacy examination**. Individual programs may set shorter time limits. Extensions may be granted by the director of Graduate Enrollment Services in appropriate circumstances” [emphases added] The Graduate School also requires: “When a period of **more than six years** has elapsed between the **passing of the comprehensive examination** and the **completion of the program**, the student is required to pass a **second comprehensive examination** before the final oral examination or final performance will be scheduled” [emphases added].

The faculty members of our program adopted specific guidelines to implement the Graduate School’s **8-year and 6-year rules**. These rules are as follows.

1. The professor in charge of the PhD program will write a letter of warning to the student who has not completed the requirements of the program within the **seventh year of passing their candidacy examinations**. In this letter the professor-in-charge will remind them that they have only one year left to complete the requirements.
2. The professor in charge will notify the Graduate School about those students who have not completed the requirements of the PhD program within the eight years of passing their candidacy examination (the 8-year rule). With the approval of the Graduate School,

the professor-in-charge will notify the students who are in violation of this rule that they are terminated from the PhD program.

3. Those students who have been terminated because of the violation of this 8-year rule may **appeal the termination decision**. Normally the Graduate School of the Pennsylvania State University reviews and makes decisions on these appeals. The PhD program faculty as a whole will review such appeals and they will make a recommendation to the Graduate School on whether a terminated student could be reinstated and for what period of time. The faculty members may recommend a reinstatement only if the student presents convincing evidence that he/she had extenuating circumstances that led to his/her delay in completing the program requirements. The professor in charge will inform the Graduate School about the program faculty members' decision. The Graduate School's decision on these appeals will be final.
4. The professor-in-charge will write a letter of early warning to those students who have not completed the requirements of the PhD program within **five years of passing their comprehensive examinations**. This letter will inform the student that if six years elapsed between the passing of the comprehensive examination and the completion of the program, the student will be required to pass a second comprehensive examination before the final oral examination or final performance will be scheduled. The professor in charge will also inform the student that he/she must retake a comprehensive examination that is equivalent to the examination he/she took earlier.
5. A student who has not completed the requirements of the PhD program within six years of passing his/her comprehensive examination, will **retake a comprehensive examination**.

Residence and Continuous Registration Requirements

The Graduate School of the university has two key requirements PhD student should

meet: residence and continuous enrollment requirements. Violations of these requirements may jeopardize a student's progress in the program and graduation from the program. See the graduate school bulletin for the details of these requirements:

<http://bulletins.psu.edu/graduate/degree/requirements/degreeReq2>

Residence requirement: Every PhD student (part-time or full-time) is required to engage in full-time academic work on the campus for at least two consecutive semesters before he/she can graduate. These two semesters must be fall and spring semesters; summer sessions do not count. Students must enroll in courses or dissertation credits full time (at least 9 credits) during this period. Students should note that PADM 601 (noncredit full-time equivalent enrollment in dissertation study) cannot be used to meet this "full-time residence" requirement.

Continuous registration requirement: PhD students are expected that they would continuously engage in their doctoral work, without interruptions, unless special circumstances arise. In practical terms, this means that they should be enrolled in courses or dissertation research credits continuously, during their program of study. Applications of the graduate school requirement for continuous enrollment may be complex. The graduate school bulletin says the following. Please consult your committee chair or the professor in charge of the PhD program if you have any questions.

Continuous Registration--It is expected that all graduate students will be properly registered at a credit level appropriate to their degree of activity. (See Registration.) After a Ph.D. candidate has passed the comprehensive examination, the student must register continuously for each fall and spring semester until the final oral examination is passed. (Students who are in residence during summers must also register for summer sessions if they are using University facilities and/or faculty resources, except for Graduate Lecturers/Researchers, who are not required to enroll for any credits unless they are first-semester graduate students, or are required to be enrolled by their graduate program.)

Post-comprehensive Ph.D. students can maintain registration by registering for credits in the usual way, or by registering for noncredit 601 or 611, depending upon whether they

are devoting full time or part time to thesis preparation. Students may take 601 plus up to 3 additional credits of course work for audit by paying only the dissertation fee. Students wishing to take up to 3 additional credits of course work for credit, i.e., 590, 602, etc., with 601 may do so by paying the dissertation fee and an additional flat fee. Enrolling for either 3 credits for audit or credit will be the maximum a student may take with SUBJ 601 without special approval by the Graduate School. NOTE: Registration for additional credits above this will incur an additional charge at the appropriate tuition per-credit rate (in state or out of state). Students wishing to take more than 3 additional credits of course work must register for 600 or 611 (i.e., not for 601, which is full-time thesis preparation).

Note that the least expensive way for a student to maintain full-time status while working on research and thesis preparation is to register for 601. This clearly is the procedure of choice for international students who need to maintain status as full-time students for visa purposes.

If a Ph.D. student will not be in residence for an extended period for compelling reasons, the director of Graduate Enrollment Services will consider a petition for a waiver of the continuous registration requirement. The petition must come from the doctoral committee chair and carry the endorsement of the department or program chair.

(<http://bulletins.psu.edu/graduate/degree requirements/degreeReq2>)

Annual Reviews of Students

The performance of each student in our program is reviewed by the faculty members of the program or by their doctoral committees. The purpose of these reviews is to provide students constructive feedback and help them make up for their deficiencies.

Those students who have not formed their doctoral committees are reviewed by the PhD program faculty as a whole in the beginning of the second year of their studies in the program, typically in September. The annual reviews of those students who have formed their doctoral committees (after passing their candidacy examinations) are conducted by their committees. The

adviser or doctoral committee chair of the student informs him/her about the feedback and constructive criticisms by the faculty members.

OTHER ACADEMIC INFORMATION

Graduate Student Resource Guides

Visit the following website for the resources available for graduate students at the **Pennsylvania State University**:

<http://www.gradschool.psu.edu/current-students/graduate-student-resource-guide>

Visit the Graduate Studies website (<http://harrisburg.psu.edu/graduate-studies>) to learn about the resources available for graduate students at **Penn State Harrisburg**, including **financial aid information, travel grants, the Summer Tuition Assistance Program, and academic policies**. The Current Students website has additional useful information:

<http://harrisburg.psu.edu/current-students>

LionPath

LionPath is Penn State's portal for students, faculty members, and staff to access various educational sources and information, such as enrolling in courses, learning grades, and accessing student records. Please go to <http://launch.lionpath.psu.edu/> and familiarize yourself with the functions available in LionPath.

Grading System at Penn State

For information about the grading system used at Penn State, please visit http://www.registrar.psu.edu/grades/grading_system.cfm. More details about grading policies can be found at <http://bulletins.psu.edu/graduate/academicprocedures/procedures6>). The following table summarizes the Pennsylvania State University's official policies that define the grades and their grade-point equivalents. (Please remember the minimum cumulative GPA required in our PhD program is 3.5.)

Quality of Performance	Grade	Grade-Point Equivalent	Points/Percentages
Exceptional achievement	A	4.00	94.00 and Above
	A-	3.67	90.00-93.99
Extensive achievement	B+	3.33	87.00-89.99
	B	3.00	83.00-86.99
	B-	2.67	80.00-82.99
	C+	2.33	77.00-79.99
Acceptable achievement (for undergraduate degrees)	C	2.00	70.00-76.99
Minimal achievement	D	1.00	60.00-69.99
Inadequate achievement necessitating a repetition of the course in order to secure credit	F	0.00	Below 60

Confidentiality of Student Records

The Pennsylvania State University recognizes the privacy of individuals and the confidentiality of student records as described in the Family Educational Rights and Privacy Act of 1978 (FERPA). For detailed information about your rights under FERPA, please visit:

<http://www.registrar.psu.edu/confidentiality/confidentiality.cfm>

Course Registration and Tuition Information

The information for course registration can be found at:

<http://harrisburg.psu.edu/academics/registration-instructions>

Please consult with your adviser to discuss course selection before registering. For general tuition information, please visit this website:

<http://tuition.psu.edu/tuitiondynamic/tuitionandfees.aspx>.

Transfer Credits

Our PhD students are expected to take their courses mainly from Penn State University. In some rare cases, however, it is possible for a student to transfer course credits he/she earned from another institution to be counted toward his/her PhD degree in public administration. These transfer credits must be approved by the student's adviser, doctoral committee, the professor in charge of the program, or some cases the Graduate School. Please consult with your adviser, doctoral committee chair, or the professor in charge of the PhD program about transferability of particular course credits to our program.

If you are considering to transfer any course credits to our program, please remember the following Penn State University rules. (The source for these rules is <http://bulletins.psu.edu/graduate/generalinformation/admission3> , unless noted otherwise.)

- A **maximum of 10 credits** of high-quality graduate work may be transferred toward a doctoral degree at Penn State.
(<http://bulletins.psu.edu/graduate/degree requirements/degreeReq1>)
- Credits earned to complete a previous degree, whether at Penn State or elsewhere, may not be applied to a graduate degree program at Penn State, except for those students who are approved to double-count credits as part of an approved concurrent or integrated undergraduate-graduate degree or those students approved by the Graduate School to receive a master's degree along the way to a doctorate.

- Transferred academic work must have been completed **within five years** prior to the date of first degree registration at the Graduate School of Penn State, must be of **at least B quality** (grades of B- are not transferable), and must appear on an **official transcript** of a regionally accredited U.S. institution or recognized degree-granting international institution.
- Pass-fail grades are not transferable to a graduate degree program unless the "Pass" can be substantiated by the former institution as having at least B quality.

Course Audit Procedure

If you wish to audit a course, please note that you will not earn a letter grade for this course, but the cost of the course (tuition) will be the same as a regular course. You may be required to participate fully in the class when you audit a course. Please consult your adviser and the professor of the course before signing up for an audited course.

The University's rules governing audited courses can be found at http://www.registrar.psu.edu/registration/auditing_courses.cfm

Dropping and Adding Courses

Courses may be added and dropped, without penalty, **during the first ten calendar days of a fifteen-week semester**. Please visit the University Registrar's website, for detailed information about adding and dropping courses.

Dropping courses:

http://www.registrar.psu.edu/registration/dropping_courses.cfm#regular

Adding courses:

http://www.registrar.psu.edu/registration/adding_courses.cfm#regular

Withdrawal from the University

The information about how to withdraw from the university can be found at:

http://registrar.psu.edu/leaving_university/withdrawal.cfm

Graduation Information

Students are responsible for indicating their intent to graduate. To initiate your intent to graduate, log onto LionPath using your student User ID and password and follow the instructions there.

Campus Research Centers

An important source that may be useful during your doctoral education is the **Institute of State and Regional Affairs (ISRA)**, which is housed on the campus of Penn State Harrisburg. The ISRA was established in 1973. Its primary role is to further the University's public service mission by using Penn State's interdisciplinary resources and approaches in undertaking projects that serve the public interest. The ISRA has four research centers: the **Pennsylvania State Data Center, Center for Survey Research, Center for Geographic Information Services**, and the **Economic Development Research and Training Center**. The ISRA and its centers are housed in the Church Hall on our campus. More information about the ISRA and its centers can be found at <http://isra.hbg.psu.edu/>.

Academic Integrity

The Pennsylvania State University has a set of rules and guidelines that are designed to maintain academic integrity in all of its programs. The rules and guidelines can be found at <http://undergrad.psu.edu/aappm/G-9-academic-integrity.html>
<http://bulletins.psu.edu/graduate/appendices/appendix2>

In our program we take academic integrity violations, such as plagiarism, seriously and enforce the university's rules. You will learn about these integrity issues, including ethics in conducting research and writing papers and dissertations in a few courses in our program (e.g., PADM 503 and 575). If you have any questions about academic integrity and ethics rules, please consult your professors or academic adviser.

Resolution of Conflicts, Problems, and Termination Decisions

Occasionally disagreements and other problems may arise between students and faculty members. Penn State University has procedures set up to resolve such issues. We encourage you to familiarize yourself with the university's procedures, which can be found at the following links.

Classroom situations and other situations (general information):

<http://bulletins.psu.edu/graduate/appendices/appendix2>

General rules for conduct:

<http://bulletins.psu.edu/graduate/generalinformation/appendix1>

Procedures for Termination of the Degree Program of a Graduate Student for Unsatisfactory Scholarship:

<http://bulletins.psu.edu/graduate/generalinformation/appendix3>

Course Schedules and Academic Calendar

You can see **course schedules in LionPath**. Visit the following website for Pen State University's **academic calendar**, including information about the **add and drop deadlines**:

<http://harrisburg.psu.edu/academic-calendar>

Financial Aid and Assistantships

For the Graduate School's rules for research and teaching assistantships, visit:

<http://gradschool.psu.edu/graduate-funding/funding/assistantships> and

<http://gradschool.psu.edu/graduate-funding/infoaga/>

There are some differences among the departments and schools of Penn State University in the ways assistantships are assigned and the duties of assistants determined. In our PhD program, qualified students are supported with 9-month (36-week) merit-based research or teaching assistantships.

Penn State's general policy is that although classes last fifteen weeks per semester, appointments of graduate assistants are for **eighteen weeks of activities per semester**. Thus the "duties a teaching assistant begins on the Monday following the last day of summer session final exams and continue until the last day of spring semester final exams, less the period of time classes are suspended at Thanksgiving and during the winter and spring breaks" (<http://gradschool.psu.edu/graduate-funding/funding/assistantships>)

In our program, while these are not guaranteed, **funding opportunities** may also be available for admitted students during the **summer semesters**. Such opportunities may include, but are not limited to, teaching and involvement in faculty-sponsored research.

Assistants may also take courses tuition-free during summer semesters through the **Summer Tuition Assistance Program (STAP)**. If you would like to apply for tuition waiver through the STAP program, please consult your adviser or the professor in charge of the PhD program.

Other financial aid programs are available for graduate students. Please consult your academic adviser. You can also find financial aid information at the website of Penn State University's Office of Student Aid (<http://studentaid.psu.edu/>) and the website of Penn State Harrisburg (<http://harrisburg.psu.edu/financial-aid/financial-aid-for-graduate-students>).

Research assistants are expected to work with the faculty members in the PhD program in public administration, or other faculty members in the School of Public Affairs, in their research projects, for **20 hours a week**, unless specified otherwise in the assistantship contract. The Director of the School of Public Affairs assigns research assistants to faculty members in the beginning of each academic year. A research assistant's 20 hours of work may be divided between two faculty members. The faculty members with whom an assistant works may change from one year to the next, depending on the needs of the faculty members.

Teaching assistants: Qualified assistants may be assigned to teach courses independently or assist faculty members in teaching courses, in the undergraduate programs in the School of Public Affairs (political science, public policy, health policy and administration, and criminal justice majors and the homeland security minor) or another Penn State campus.

The Graduate School Requires that “all newly appointed teaching assistants participate in a **teaching assistant (TA) training program** unless they can provide evidence of successful prior teaching experience and that all new international TAs take and pass a test of spoken English” (<http://gradschool.psu.edu/graduate-funding/funding/assistantships>). For more details, please consult your academic adviser or the professor in charge of the program.

The faculty members of our program aim to help students to gain teaching experience in other ways as well. Penn State University's the **Schreyer Institute for Teaching Excellence** has a wide range of resources available for graduate students to help them improve their teaching skills (e.g., the 8-week courses on college teaching). For more information, see the information at <http://www.schreyerinstitution.psu.edu/>.

The **renewal of an assistantship** is based on the student's performance in his/her studies (courses, independent studies, candidacy and comprehensive examinations, and dissertation research) and performance in assisting faculty members in their research. The Pennsylvania State University has rules that govern the performance of graduate assistants (“Appendix 4: Procedures for Termination of Assistantships due to Inadequate Performance”), which can be found at <http://bulletins.psu.edu/graduate/appendices/appendix4>.

STUDENT SUPPORT SERVICES

Penn State Student ID Cards

To obtain access various resources at Penn State University (borrowing books from the library, using athletic facilities, etc.), you will need to obtain a student ID card. New Penn State students should go to the room E122 (East 122) in the Olmsted building, during regular office hours, to obtain their ID cards.

Access Accounts

All Penn State students are entitled to obtain email accounts and to access Penn State's electronic resources, including LionPath. You will need to sign up for an account to access these resources. Please visit the following site for information about how to obtain Penn State access accounts: <http://harrisburg.psu.edu/its/accounts-and-passwords>.

International Student Support Services

Useful information about international student orientation, visa problems, social security numbers, driver's license, campus resources, and housing can be found at <http://harrisburg.psu.edu/international-student-support-services>.

Emergency Situations and Response

In case of a **life-threatening emergency**, call **911**. For **other safety/police services**, you may call 717-948-6232. The police services on the campus are located in the Susquehanna Building. The campus police provide 24-hour help and protection, seven days a week year round.

You may sign up for the **emergency text messaging service** of Penn State University (for the Harrisburg campus or any other campus) at <https://psualert.psu.edu/psualert/>. If you sign up for this service, you will receive text messages about emergency alerts and campus evacuation directives on your mobile (cell) telephone.

For more information about Penn State Harrisburg's procedures to be followed in cases of emergency, please visit:

<http://harrisburg.psu.edu/safety-police-services/emergency-response-plan>

Library

As a Penn State student you have access to all the electronic and hard copy resources available at all the campuses of the university. You can access the electronic resources of the Penn State libraries via <https://libraries.psu.edu/>. Through this website, you can access almost 400 databases, over 117,000 online journals, and over 5.8 million print volumes.

Also you can use **Penn State Harrisburg's Library**, which is a three-story, 115,000-square-foot, and technologically advanced building in the middle of the campus. The Penn State Harrisburg Library includes 300,000 volumes, more than 1,250 journals, and 1.2 million microfilms. The library also includes computer labs, multimedia production studios, classrooms, and a variety of study spaces.

We encourage you to learn more about the electronic and other library resources available on our and other campuses. For more information, you may visit the library of Penn State Harrisburg at <https://libraries.psu.edu/harrisburg> or contact the Public Affairs/Government Information librarian at (717) 948-6360 to set up an appointment.

Textbooks and Bookstore

Textbooks will be available for purchase in the Penn State Bookstore at Penn State Harrisburg. If you are unable to get to the Bookstore to purchase your books, you may order them by mail or phone and have them sent to you for a fee. Please visit <http://psuharrisburg.bncollege.com/> for bookstore information or call the telephone number (717) 948-6286.

Vehicle Registration

If you wish to park your car on the campus, you will need to display a Penn State Harrisburg parking permit on your car. For information about how to obtain a parking permit, please visit <http://harrisburg.psu.edu/vehicle-registration-parking>.

Weather Policy

Occasionally classes are cancelled due to inclement weather. You can obtain weather cancellation information by visiting the main web page of Penn State Harrisburg at <http://harrisburg.psu.edu/> If you sign up for the emergency text messaging service (at <https://psualert.psu.edu/psualert/>), you will receive a text message every time a class is cancelled due to inclement weather.

The weather cancellation policies of Penn State Harrisburg are posted at:

<http://harrisburg.psu.edu/policy/c-5-inclement-weather>

Also, weather-related cancellation information may be broadcast by the local television and radio stations. Please tune in to their broadcasts or visit their websites for this information.

Child Care

There is a childcare facility on the campus of Penn State Harrisburg. The Penn State Harrisburg Child Learning Center is operated by Hildebrant Learning Centers. More information can be found at <http://harrisburg.psu.edu/childcare-center>.

Computer Labs and Student Help Desk

There are multiple computer labs located around our campus. The computers in these labs are available to all Penn State students. If you have any questions about these computer labs or other information technology-related issues, please visit <https://harrisburg.psu.edu/its>. You may also visit the information technology help desks that are located in the Olmsted Building (lower level, just outside the Computer Labs) and the Library. You may call the help desk at 717-948-6412.

Food Services

The food service facilities are located on the first floor of the Olmsted Building and in the Student Enrichment Center on our campus.

PROFESSIONAL AND STUDENT ORGANIZATIONS

Public Administration Doctoral Student Organization

There are several student clubs and organizations on our campus that you may be interested in. Among them is the **Public Administration Doctoral Student Association (PADSO)**. PADSO supports and promotes interactions among the PhD students in our program. It also serves as a mechanism to communicate with the professor-in-charge and faculty members and the administration of our college and university. PADSO has been engaged in several activities, including organizing academic symposia, performing community service, networking with professional associations, and supporting student attendance at professional conferences. We encourage all our PhD students to join PADSO and participate in its activities.

American Society for Public Administration

American Society for Public Administration (ASPA) is the largest and most prominent, professional association in the field of public administration. ASPA publishes one of the top academic journals in public administration: *Public Administration Review*. There is a local chapter of ASPA in the Harrisburg region: the Central Pennsylvania Chapter. Many PhD faculty members and some of our students are active participants in ASPA. For detailed information about ASPA, including information about how to join and its sections and the Central Pennsylvania chapter, please visit <http://www.aspanet.org/public/>

Public Management Research Association

Another organization public administration scholars participate in is the **Public Management Research Association (PMRA)**. PMRA publishes one of the top academic journals in public administration: *Journal of Public Administration Research and Theory*. PMRA also organizes research conferences in the United States and abroad. For more information about PMRA and its activities, please visit <http://www.pmrnet.org/>

Policy Studies Organization

Another professional organization that you may be interested in to join is the **Policy Studies Organization (PSO)**. Particularly if you are interested in public policy studies, PSO may be a good fit for you. PSO is affiliated with the American Political Science Association (APSA) and organizes panels and sessions at the APSA's annual conferences. PSO also publishes several scholarly journals and organizes symposia and workshops. For more information about PSO and its activities, please visit <http://www.ipsonet.org/>

Association for Public Policy Analysis and Management

Another organization of public policy scholars is the **Association for Public Policy Analysis and Management (APPAM)**. APPAM publishes the *Journal of Policy Analysis and Management* and organizes annual conferences. For more information about APPAM and its activities, please visit <http://www.appam.org/>

Academy of Management

You may also join the **Academy of Management (AOM)**. This is the largest global professional association of management scholars, practitioners, and students who are dedicated to creating and disseminating knowledge about management and organizations. It has 25 divisions reflecting a broad range of member interests within disciplines. Each division offers a range of services tailored to their specific management discipline, including educational sessions, social events at the annual meeting, individual websites that include a vast array of resources. Of particular interests to our school is the Organizational Behavior Division, Organization and Management Theory Division, Health Care Management Division, Organization Development and Change Division, Research Methods Division, Social Issues in Management Division, and certainly Public and Non-Profit Division (PNP). The Public and Nonprofit Division of the Academy of Management brings together scholars, practitioners, and administrators who study the public and nonprofit sectors, and the relationships among public, nonprofit, and private sector organizations. The Division's members study, for example, decision making; strategy;

organizational behavior and human resource management; political behavior; collaborations among public, nonprofit, and private organizations; organizational networks involving public and nonprofit organizations; public policy; and the social and ethical dimensions of public and nonprofit activity. The members pay special attention to how distinctive qualities of the public and nonprofit sectors influence management and organizational processes. For more information about AOM and its activities, please visit <http://aom.org/>

Association for Research on Nonprofit Organization and Voluntary Association

Students with an interest in the nonprofit field may wish to join the **Association for Research on Nonprofit Organization and Voluntary Association (ARNOVA)**. It is a national organization with international membership. It publishes the *Nonprofit and Voluntary Sector Quarterly*, the leading scholarly journal in the field of nonprofit, philanthropic and civil society studies. It also organizes national conference yearly. The organization welcomes PhD students and young scholars. Conference provides workshops and scholarships to encourage PhD student participation. For more information about ARNOVA, please visit <http://www.arnova.org/>

International Society for Third Sector Research

Another organization relevant to the nonprofit field is the International Society for Third Sector Research (ISTR). This is truly an international organization with members from across the globe. The organization conducts a conference every two years in a different country. It also publishes *VOLUNTAS—International Journal of Voluntary and Nonprofit Organizations*. This organization offers several workshops, awards and access to international community for PhD students and young scholars. For more information about ISTR, please visit <https://istr.site-ym.com/>

FACULTY, STAFF, CURRENT STUDENTS, AND ALUMNI

PhD Program Faculty Members and Staff

For the most updated information about the faculty and staff members of the School of Public Affairs, please visit <http://harrisburg.psu.edu/directory/school-public-affairs>. The most updated list of the faculty members who are directly involved in the PhD program in public administration can be found at the program's website:

<http://harrisburg.psu.edu/public-affairs/public-administration/doctor-philosophy-public-administration>

Our Alumni

The accomplishments of the alumni of our program may give you a sense of what you also can accomplish in the future. Our alumni work mainly as:

- University/college professors or administrators
- Senior administrators or policy analysts in the state and federal governments in the US and in the national governments of other countries
- Senior administrators in nonprofit organizations
- Consultants to governmental and nonprofit organizations

More information about the program's alumni can be found at <http://harrisburg.psu.edu/public-affairs/public-administration/doctor-philosophy-public-administration/alumni-phd>

Please note that not all alumni of our program are listed at this site. The information at this website is updated as we receive more information about our recent and former alumni.

The alumni of our program may join the **Penn State Harrisburg Alumni Association**, which is part of the University-wide **Penn State Alumni Association**. The purpose of this

association is to promote Penn State in the community and foster alumni participation, interest, and support in related activities and events. For more information about the Alumni Association, please visit <http://harrisburg.psu.edu/alumni-relations/>

Our Current Students

You can read the information about our current students at <https://harrisburg.psu.edu/public-affairs/public-administration/doctor-philosophy-public-administration/current-phd>

Please do not forget to **provide your information at this website** using the link to the “Graduate Alumni/Student Information Form.”