

THE Ph.D. PROGRAM IN MARKETING

**The Smeal College of Business
The Pennsylvania State University**

2012 - 2013

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INTRODUCTION

The goal of the Penn State Marketing Ph.D. program is to prepare doctoral students to become productive researchers and teachers at quality research universities and institutions. The basic structure of the program consists of: (1) course work drawn from the marketing department and supporting disciplines fundamental to marketing; (2) a candidacy exam; (3) a comprehensive exam; (4) a dissertation; and (5) a defense of the dissertation. A description of each component, and the timing of each component, is provided in this document.

STRUCTURE OF THE Ph.D. PROGRAM

1. COURSE WORK

A. *Marketing Courses*

- The following core seminars, intended to establish a common background of marketing knowledge, are taken by all marketing students. With the exception of the Colloquium, which is offered every year, these classes are taught in alternate years.
 - Theoretical Perspectives on Buyer Behavior (551)
 - Marketing Models and Quantitative Methods (555)
 - Marketing Management (556)
 - Colloquium (590)
- Normally, the first three courses are offered in different years (e.g., Theoretical Perspectives on Buyer Behavior (MKTG 551) in one year, Marketing Models (MKTG 555) and Marketing Management (MKTG 556) the next). Students are required to take the marketing core courses within the first two years of the doctoral program. They must also pass the final exam offered in each course as well. The Colloquium, which is required for all first year students, extends over both the Fall and Spring semesters.
- Additional special-topic marketing seminars may be offered from time to time. Students are encouraged to take these seminars for credit.
- For students to be considered full-time, they need to be registered for nine (9) credits (typically three (3) graduate level or advanced undergraduate courses intended to fulfill departmental Ph.D. requirements).

B. *Emphasis Areas*

- An emphasis area consists of a body of material drawn from disciplines regarded as fundamentally related to marketing. The Marketing field has designated three distinct emphasis areas: (1)

Consumer Behavior (psychology, sociology and anthropology); (2) *Marketing Models and Quantitative Methods* (economics, statistics, management science); and (3) *Marketing Management* (management and organization, industrial psychology).

- Students are encouraged to explore these disciplines during their first year in the program so as to begin to develop an in-depth knowledge of one emphasis area. Each student must select one of the emphasis areas prior to taking the candidacy exam at the end of the first year (see below). With the agreement of the Ph.D. advisor, a student may create an emphasis area by combining two or more emphasis areas. The Ph.D. advisor, in consultation with faculty most knowledgeable in a given emphasis area, will guide the student's selection of courses within each emphasis area. A description of each emphasis area, including recommended courses, is provided in Appendix I.
- Students are expected to complete at least **9 credits** (Supporting Field) in a maximum of two fields that complement the marketing primary field, but lie outside it.

C. Research Methods Requirement

- Given the importance of research skills in the doctoral program, students are required to complete a number of graduate-level courses in research methodology, as described below.
- Students are required to take a minimum of **twelve credits** in research methods. At least two of the three courses must be selected from the six courses listed below:
 - *Behavioral track*: Organizational Research Design (MGMT 591), Research Methods in Marketing (MKTG 554)
 - *Economics track*: Microeconomics, Econometrics
 - *Systems track*: Optimization, Stochastic Processes
- All marketing students are normally expected to complete the course sequence in the behavioral track. The Organizational Research Design course is usually offered in the Spring semester and the Research Methods in Marketing course in the Fall semester. Students are required to take these courses within the first two years of the doctoral program.
- With the approval of the Ph.D. advisor, students may substitute courses from the economics or systems track for the two behavioral courses.
- All marketing students need a solid foundation in mathematics, probability theory, and mathematical statistics. Each summer, the Smeal College offers a *Mathematics Preparatory Camp*, which covers basic mathematical and statistical concepts. Incoming students with a weak background in mathematics are strongly encouraged to enroll in this summer camp. In addition,

students who have never had a foundational course in probability and statistics should enroll in remedial classes such as STAT 414 (Introduction to Probability Theory), STAT 415 (Introduction to Mathematical Statistics), or STAT 418 (Probability).

D. Other Course Work Issues

- Students must submit a formal plan of study before the end of their fourth semester in the program. The plan of study will identify their chosen area of emphasis and will list all completed and proposed course work. The Ph.D. Student should consult with their advisor when developing their plan of study.
- Ph.D. students typically take four courses (12 credits) per semester during the first two years in the program. They are encouraged to take additional courses that are relevant to their chosen emphasis area in their third year, particularly if they go on the market after four years in the program. A sample outline of a typical course structure is provided in Appendix II.
- All students who will be teaching while in the program (this is nearly everyone) must take the *Teacher Training Mini Camp*, an intensive three-day seminar offered every year. If a student has had prior training in college teaching at a U.S. institution, that student can request a waiver from this mandatory course by asking the departmental Ph.D. advisor to approve an application for a waiver to the Associate Dean in charge of the Ph.D. program. The Associate Dean makes the final decision.
- In their third year in the Ph.D. program, students are required to take **BA591: Applied Communications**, a one-credit course covering writing and presentation skills (subject to revision).
- It is expected that students entering the Ph.D. program have developed basic competencies in computing, mathematics, and statistics. The Competency Completion Chart must be completed and filed with the Ph.D./M.S. Programs Office in the Smeal College of Business during the student's first semester in the program.
- In addition to the communications course noted above, students must satisfy the *English Standards Requirement* established by the Graduate School (see under comprehensive exam). To that end, some students may be required to take additional instruction in English offered through the university (see <http://aplmg.la.psu.edu/academicPrograms/eslProgram.shtml>). Students may also be asked to pursue other avenues for improving their oral and written communication skills (see department manual for a list of suggestions) given the importance of these skills for job placement.

2. CANDIDACY EXAM

The candidacy exam consists of an evaluation of course work performance, a first year paper (due August 15 of the first summer), and a presentation of this paper to an evaluation committee (to take place during September). The evaluation committee consists of at least three faculty members *who are appointed by the Department*. The overall evaluation will be based on the student's paper and presentation, as well as the student's academic progress up to that point. Upon approval by the marketing faculty, students are assigned a pass or a fail on the exam. Students who fail the exam will normally be asked to leave the Ph.D. program.

The outcome of the candidacy examination must be recorded on the appropriate Candidacy Examination Report document and communicated by the Ph.D. advisor via the Smeal College Ph.D./M.S. Program Office to the Graduate School.

3. COMPREHENSIVE EXAM

- The purpose of the comprehensive exam is to test the student's ability to conceptualize, design and execute original research. In marketing the comprehensive exam fulfills the Research Paper and Presentation requirement.
- For each student who has passed the candidacy exam, a comprehensive exam committee will be formed. The committee is composed of four or more active members of the graduate faculty (see <http://www.gradsch.psu.edu/facstaff/faculty.cfm> to check approved graduate faculty members), with at least two members from the Department and at least one member from outside the Department. The student's advisor will automatically be a member of the committee.
- * The comprehensive exam consists of two parts:
 - The first part includes an evaluation of core course work performance and an *original research paper* prepared by the student (due August 15 of the second summer). This second year paper must substantially represent the student's work and must be written by the student. At a minimum, the paper must demonstrate the student's ability to conduct the following tasks: define and motivate a problem area; summarize and critique the research to date in that area; and identify potential research opportunities. While the comprehensive paper should be a stand-alone piece, distinct from the dissertation proposal, the student is encouraged to select a topic that will lead to the dissertation. The paper should be of a scope and quality that will ultimately lead to a publication in a top journal. The paper will be evaluated against that standard. If the comprehensive exam committee considers both the paper and course work

performance acceptable, the committee chair should schedule the oral exam during September of the student's third year. Note that the graduate office requires three weeks advance notice to schedule the oral exam. The student should incorporate feedback provided by the committee and make the paper available to the entire faculty one week before the oral defense date. If the committee considers the paper and/or the course work performance to be inadequate, the student will normally be asked to leave the program. Before arriving at such a determination, the committee may choose to consult with the Ph.D. advisor and marketing field members regarding other dimensions of the student's performance.

- The second part of the comprehensive exam is an *oral defense*. The research paper is the focus of the oral exam. However, the exam is not limited to the paper and can cover related topics in marketing and the supporting areas of interest to the student. The oral defense will be held during the month of September at the beginning of the student's third year in the program. All members of the student's comprehensive exam committee must be present at the oral defense. (If **one** member cannot attend in-person, but would attend by another method (i.e., Skype, conference phone, etc.), you must contact the Ph.D. office to request an exception from the Grad School by memo.) The final pass/fail decision is made by the student's committee, and the committee must render a formal evaluation by the end of September. Students who fail will normally be asked to leave the Ph.D. program. Support of such students through the fall semester to pursue an M.S. degree is determined by the Ph.D. office in conjunction with the department.

- Before taking the oral portion of the comprehensive exam, students must satisfy the *English Standards Requirement* established by the Graduate School. To meet this competency requirement, the Graduate School requires that students complete a course in writing, a course in oral communication with a grade of at least a B, and a writing task. However, students normally request an exemption from this requirement by submitting one or more examples of original writing and making a 30-40 minute oral presentation. A seminar paper and presentation, or a working series talk, can be used for this purpose.

4. DISSERTATION

- Each student must complete an original dissertation in accordance with University regulations as specified in the most recent *Graduate Degree Programs* manual.

- On successfully completing the comprehensive exam, each student must establish a dissertation committee. The dissertation committee chair should be specified during the month following the oral comprehensive exam. The members of the dissertation committee may be different from those of the comprehensive exam committee.
- The student has to prepare a formal research proposal and present it orally for the dissertation committee's counsel and approval. The presentation of the proposal is open to all Smeal College of Business graduate faculty. After the presentation, the thesis committee should discuss with the student any necessary changes to the proposal. The committee must also clearly specify to the student the dissertation expectations, needed work to develop an acceptable dissertation based on the revised proposal, and timetable for completion.
- At the latest, the dissertation proposal has to be defended in May of the year in which the student goes on the market. The committee chair must notify the Ph.D./M.S. Program Office upon completion. (There is no requirement to announce the proposal defense.)

5. DISSERTATION DEFENSE

- When the doctoral committee thinks that the student has a sound dissertation document, the student will schedule a final oral examination. The committee chair must notify the Ph.D./M.S. Program Office in the Smeal College of Business three weeks prior to the proposed final dissertation defense date. This advance notice is required by the Graduate School. The student should provide a copy of the thesis to each committee member at least one week in advance of the scheduled examination.
- The final examination is administered and evaluated by the entire dissertation committee. Although the exam will be primarily a defense of the dissertation, it may also cover the entire program of study.
- The examination is open to the public. As a public document, the dissertation will be made available to anyone who requests it.
- A favorable vote of at least two-thirds of the members of the committee is required for passing. The results of the examination are reported by the chair of the committee to the Graduate School via the Ph.D./M.S. Program Office in the Smeal College of Business. If the student fails the examination, it is the responsibility of the doctoral committee to determine whether another examination may be taken.

OTHER TOPICS

1. RESEARCH AND TEACHING ASSIGNMENTS FOR PH.D. STUDENTS

- Typically, students in the first three years will have Research Assistantship (RA) duties and no teaching duties during the Fall and Spring semesters. The Ph.D. coordinator will attempt to match preferences of students and faculty.
- During the fourth and fifth year, the emphasis is on teaching assignments. Students will be assigned to their advisor. Fourth year students teach one course and fifth year students may be required to teach two courses. (Normally, one course is assigned, but fifth years could be asked to teach a second course if a need arises.) Students must take the Teacher Training Mini Camp before they teach for the first time. Please refer to section 1D. Other Course Work Issues for more information.
- Financial support is offered to most students who require funding during the summer. In virtually all cases, this support carries teaching responsibilities during one summer term.

2. EVALUATION OF PH.D. STUDENTS

- Ph.D. students are evaluated by the faculty on a regular basis to monitor their progress toward becoming productive research scholars and good teachers. Inputs for evaluation include grades, performance of RA/TA duties, and participation in the scholarly life of the department.
- Students are required to attend all working series presentations and job talks by faculty applicants. Those in their second year and higher are required to make a presentation in the departmental working series seminar once a year (students who are in their last year are exempted).
- Each department in the college has to prepare an Annual Report to be submitted to the Associate Dean by June of each year detailing the state of the Ph.D. program during the year. In preparation for this annual report, each student is required to provide a Student Activity Report (SAR) in early May.
- The SAR should specify the student's activities in the past year: courses taken; teaching accomplishments (including student ratings); research presentations (at departmental seminars and professional conferences); milestones completed; conferences attended; and other topics such as awards, papers, and choice of research advisor/topic. The SAR must also include a narrative on future plans: courses, choice of research advisor/topic, schedule of future milestones, planned conferences presentations and attendance, and so on.

- The SAR is used in each student's annual evaluation by the department. The report is due early May. Each student will meet with his/her advisor (and first years with the Ph.D. coordinator) to review and discuss the department's evaluation.

University Policies & Regulations

Co-Authorship of Scholarly Reports, Papers and Publications

<http://guru.psu.edu/POLICIES/Ra13.html>

Conflict of Interest

<http://guru.psu.edu/policies/OHR/HR91.html>

General Standards of Professional Ethics

<http://guru.psu.edu/POLICIES/AD47.html>

Handling Inquiries/Investigations into questions of Ethics in Research and in Other Scholarly Activities

<http://guru.psu.edu/POLICIES/Ra10.html>

Public Service and Political Endorsements by Members of the Faculty and Staff

<http://guru.psu.edu/policies/OHR/HR35.html>

The Protection of Human Research Subjects

<http://www.research.psu.edu/orp/areas/humans/index.asp>

The Use of Human Subjects in Research

<http://guru.psu.edu/POLICIES/Ra14.html>

APPENDIX I: EMPHASIS AREAS

I. Consumer Behavior

Description

The consumer behavior emphasis area is designed to prepare students to conduct research on consumer behavior issues from a psychological perspective. Students normally take courses in psychology, plus supporting methodology classes in regression, analysis of variance, and multivariate statistics.

NOTE: Course offerings and numbering change regularly, and quite often special topics are offered that may be very useful for candidates with particular research interests. Hence, the following list is meant to be suggestive and not exhaustive.

Recommended courses:

EDPSY 523	Concept Learning and Problem Solving
EDPSY 527	Psychology of Adults as Learners
PSY 510	Higher Mental Processes
PSY 517	Advanced Social Psychology
PSY 525	Cognitive Psychology Seminar
PSY 541	Personality Theory
PSY 571	Social Psychology
PSY 589	Social Cognition
SOC 588	The Social Organization of Attribution
SPCOM 502	Communication Theory Research
SPCOM 550	Oral Persuasion
EDPSY 507	Multivariate Procedures in Educational Research
EDPSY 550	Design and Construction of Psychological Measures
EDPSY 554	Theories of Psychological Measurement
HDFS 516	Research Methods
HDFS 519	Methods of Statistical Analysis in Human Development
HDFS 526	Measurement in Human Development
PSY 515	Advanced Statistics in Psychology and Education
PSY 527	Statistical Inferences and Experimental Design
PSY 583	Designing Research in Social Psychology
SOC 513	Sociological Research Methods
SOC 574	Statistical Methods for Social Research
SOC 575	Statistical Methods for Nonexperimental Research
SOC 597A	Survey Research Methods
SOC 597D	Multilevel Models
STAT 501	Regression Methods
STAT 502	Analysis of Variance and Design of Experiments
STAT 503	Design of Experiments
STAT 505	Applied Multivariate Statistical Analysis

**To view a listing of courses offered, please go to: <http://schedule.psu.edu/search.cfm>*

II. Marketing Models and Quantitative Methods

Description

The marketing models and quantitative methods area is designed to prepare students to do quantitative research on marketing and buyer behavior. Students interested in emphasizing quantitative analysis can pursue two sub-areas of research -- analytic models or econometrics. Analytic models consist of both decision support and theoretical models. Decision support models (DSMs) are developed to guide the decision making of marketing managers based on management science and operations research methods. Theoretical models are developed to explain marketing phenomena and rely on microeconomic theory as a basic support discipline. Econometric analysis features the measurement of marketing relationships, particularly with regard to consumer response to marketing activities. This area emphasizes statistics and econometric model building. The course structure described below assumes incoming students have had mathematical training in calculus, matrix algebra, and statistics. The sub-area analytical models are indicated by the letter A, econometrics by the letter E.

NOTE: Course offerings and numbering change regularly, and quite often special topics are offered that may be very useful for candidates with particular research interests. Hence, the following list is meant to be suggestive and not exhaustive.

Essential Courses:

STAT 511	Regression Analysis and Modeling (E)
STAT 513	Theory of Statistics I (E)

Recommended courses:

CSE 451	Numerical Computations (A)
CSE 455	Introduction to Numerical Analysis (A)
CSE 550	Numerical Linear Algebra (A)
ECON 521	Advanced Microeconomic Theory I (A)
ECON 543	Industrial Organizations and Public Policy (A)
ECON 597A	Game Theory (A)
AEREC 510	Econometrics I (E)
AEREC 511	Econometrics II (E)
STAT 515	Stochastic Processes (A, E)
STAT 512	Design and Analysis of Experiments (E)
STAT 514	Theory of Statistics II (E)
STAT 540	Statistical Computing (E)
STAT 561	Statistical Inference I (E)
STAT 565	Multivariate Analysis (E)
MKTG 597	Bayesian Analysis (E)
PHYS 597A	Systems Biology (A)

**To view a listing of courses offered, please go to: <http://schedule.psu.edu/search.cfm>*

III. Marketing Management

Description

The marketing management area is designed to prepare students to conduct research in inter-organizational relationships and marketing strategy. Core to this emphasis area is an understanding of organizations as a basis of describing, explaining, and predicting marketing phenomena. Perspectives from organizational behavior, strategy, institutional economics, organizational sociology, social psychology, and political science can help gain insights both on human behavior in organizational settings as well as how organizations interact with each other and the environment.

NOTE: Course offerings and numbering change regularly, and quite often special topics are offered that may be very useful for candidates with particular research interests. Hence, the following list is meant to be suggestive and not exhaustive.

Recommended courses:

ECON 521	Advanced Micro-Economic Theory
ECON 543	Industrial Organization
ECON 597A	Game Theory (A)
PSY 517	Advanced Social Psychology
PSY 525	Cognitive Psychology Seminar
PSY 571	Social Psychology
PSY 589	Social Cognition
SOC 544	Complex Organizations
MGMT 528	Seminar in Organizational Behavior
MGMT 538	Seminar in Organization Theory
MGMT 578	Seminar in Strategy
EDPSY 554	Theories of Psychological Measurement
MGMT 588	Seminar in Multi-level Organizational Research
PSY 583	Designing Research in Social Psychology
SOC 513	Sociological Research Methods
SOC 575	Statistical Models for Non Experimental Research
STAT 501	Regression Methods
STAT 502	Analysis of Variance and Design of Experiments
STAT 505	Applied Multivariate Statistical Analysis
AEREC 510	Econometrics I (E)
AEREC 511	Econometrics II (E)

**To view a listing of courses offered, please go to: <http://schedule.psu.edu/search.cfm>*

APPENDIX II:

Forms

Form A.	Competency Requirements
Form B.	English Standards Requirements
Form C.	Candidacy Examination*
Form D.	Doctoral Committee Request*
Form F.	Program of Study
Form H/K.	Examination Request Form*
Form J.	Dissertation Proposal Completion Report

*Please note that Form C (Candidacy Exam), Form D (Doctoral Committee Request), and Form H/K (Examination Request Forms) are all limited access forms and are available only on the Smeal Ph.D. Program Office. Form C is NOT to be handled by students. All forms are expected to be returned to the Ph.D. office as soon as possible after the event or evaluation and no later than 30 days after the event or evaluation has been completed.

Sample Program of Study

First Year

Fall		Spring	
Theoretical Perspectives on Buyer Behavior MKTG551	3 cr.	Org. Research Design MGMT 591	3 cr.
Elective	3 cr.		
Elective	3 cr.	Elective	3 cr.
Elective	3 cr.	Elective	3 cr.
Colloquium MKTG590	1 cr.	Colloquium MKTG590	2 cr.

Important Events: Select emphasis area
Competency Requirements Form ([FORM A](#)) completed
Teacher Training Mini Camp (prior to the start of the spring semester)
Student Annual Report (early May)
Candidacy exam paper (due August 15)

*A faculty coordinator is assigned to MKTG 590. This person will ask students to submit summary reports after each faculty presentation as well as a final report containing an extensive literature review in one area of study.

Second Year

Fall		Spring	
Research Methods in Marketing MKTG 554	3 cr.	Marketing Models MKTG 555	3 cr.
Elective	3 cr.	Marketing Management MKTG 556	3 cr.

Elective	3 cr.	Elective	3 cr.
Elective	3 cr.	Elective	3 cr.

Important Events: Presentation in the departmental working series seminar

Fall semester: English Standards Requirements Form ([FORM B](#)) completed
Candidacy Examination Report (FORM C) completed

Spring semester: Finalize Program of Study ([FORM E](#))
Form Comprehensive Exam Committee
Student Annual Report (early May)
Submit comprehensive exam paper (August 15)

Third Year

Fall	Spring
Appl. Comm. BA591	
Electives	Electives
Dissertation research 600	Dissertation research 600

Important Events: Presentation in the departmental working series seminar

Fall semester: Oral Comprehensive Exam (September) (FORM H)
Complete Research Paper & Presentation Requirements
Form Dissertation Committee (FORM D)

Spring semester: Defend Dissertation Proposal (if student goes on the market)
Student Annual Report (early May)

Fourth and Fifth Year

Fall	Spring	Summer
Dissertation research 600	Dissertation research 600	Dissertation research 600*

*Students are encouraged to register for the 1st session for 1 credit.

Important Events: Presentation in the departmental working series seminar
Defend Dissertation Proposal ([FORM J](#))
Student Annual Report (early May)
Defend Dissertation (FORM K)

MKTG 600/601 Grading

The department will determine if an R Grade vs. a letter grade is to be awarded for MKTG 600/601. Some graduate programs will only enter R grades and not quality grades. Just a reminder, no more than 12 credits of quality graded 600/610 level courses for Ph.D. and 6 credits for masters. There isn't a limit of credits with R grades.

Ph.D. Timeline

Name _____

PSU ID _____

Email Address _____

YEAR 1

_____ Campus arrival _____ Complete online SARI training
 _____ Student orientation _____ Complete AEOCPT test, if required
 _____ Math Camp (Optional)

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* _____ **COMPETENCY REQUIREMENTS - Form A** - (Submit to Ph.D. coordinator for your department and submit completed form to the Ph.D. / M.S. Office during first semester in program. Update as requirements are met.)

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_____ Teaching Camp (before start of spring semester, if appropriate, depending on teaching schedule)
 _____ Student prepares annual report and/or worksheet. Submit report to PhD Coordinator and Ph.D. / M.S. Office (as appropriate).
 _____ Candidacy Committee is formed (if applicable, see department for specifics)

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_____ Student receives letter from Dean's Office Requiring Candidacy in fall.
 _____ Write first-year summer or Candidacy paper

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* _____ **CANDIDACY EXAM. -Form C-** Complete by end of 3rd semester in the Ph.D. Program. Candidacy committee must all be graduate faculty members. Student must be in registered status (except for summer sessions) and the student's academic record must be in good standing.
 * _____ **PROGRAM OF STUDY -Form F-** Must be filed with Ph.D./M.S. office in semester of completion of Candidacy Exam.
 * _____ **ENGLISH STANDARDS REQUIREMENT - Form B-** Student may be exempted at the time of the Candidacy Exam via Form B. Competency must be deemed satisfactory by end of the third year and before oral Comprehensive exam.

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_____ Teaching Camp (before start of spring semester, if appropriate)
 _____ Complete 5-hour discussion-based SARI training.
 _____ Student prepares annual report and/or worksheet. Submit report to PhD Coordinator and Ph.D. / M.S. Office (as appropriate).

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_____ Write second-year summer or Comprehensive paper.

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YEAR 3

_____ MINOR If the student is considering a minor, it should be added at this time (prior to the Comprehensive Exam) and the minor field must be represented on the student's Doctoral Committee.

* _____ DOCTORAL COMMITTEE must be set up before scheduling oral or written comp. exam. -**Form D**

* _____ COMPREHENSIVE EXAMINATION (oral or oral and written) – Form H/K *** Three Weeks' Written Notice *** Due at close of coursework phase of program and no more than eight years from completing Candidacy exam. Form A and Form B must be satisfied before scheduling. Student must be in registered status and the student's academic record must be in good standing.

* _____ DISSERTATION PROPOSAL COMPLETION REPORT - Form J- Different presentation than oral comp., no later than one semester after successful completion of oral component of oral comp. exam.

_____ CONTINUOUS REGISTRATION MAINTAINED FROM PASSING OF ORAL COMPS UNTIL DEFENSE OF DISSERTATION.

_____ RESIDENCY REQUIREMENT. Registration required full-time for two (15 week) semesters in a one-year period, any time after admission as a Ph.D. student.

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_____ BA 591 Applied Communications Course (spring semester)

_____ Student prepares annual report and/or worksheet. Submit report to Ph.D. Coordinator and Ph.D. / M.S. Office (as appropriate).

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YEAR 4

_____ Student prepares annual report and/or worksheet. Submit report to Ph.D. Coordinator and Ph.D. / M.S. Office (as appropriate).

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Final Year

_____ Activate INTENT TO GRADUATE on eLION. (Check with the Ph.D. / M.S. Office for the due date for the semester in which you plan to graduate).

* _____ Schedule DEFENSE OF DISSERTATION - Form H/K- *** Three Weeks' Written Notice *** MUST be registered for at least 1 credit, regardless of semester.

_____ Submit your thesis for format review by the announced deadline in the semester in which you plan to graduate, followed by your final thesis.

_____ Student prepares annual report. Turns report in to PhD Coordinator.

***Completed and signed forms must be turned in to the Ph.D. / M.S. Office.** Exam forms are sent to the Ph.D. / M.S. office once approved by the Graduate School and distributed to the committee. Once issued, copies are available in the Ph.D. / M.S. office, if needed. The expectation is for forms to be returned to the Ph.D. / M.S. office no later than 30 days after the event or evaluation has been completed. Note that the Ph.D. Director is the only recognized signatory on Graduate School forms (Form C, D, H/K).

**FORM A: COMPETENCY REQUIREMENTS
Ph.D. Program in Business Administration**

Student's Name: _____

Department: _____

Advisor's Name: _____

<u>Competency Expectations</u>	<u>PSU Course Number or Substitute</u>	<u>Advisor Initials When Completed**</u>
Mathematics (linear algebra and introductory calculus)	_____	_____
	_____	_____
Statistics (knowledge and skill at least in introductory level in topics such as descriptive stat, probability, hypothesis testing, analysis of variance, correlation, regression, and chi-square.)	_____	_____
	_____	_____
	_____	_____
Computing (working knowledge of a general purpose language like C, Fortran, or Basic and hands-on experience in writing, debugging, and running computer programs)	_____	_____
	_____	_____
	_____	_____
Field Specific Requirements As specified by departments	_____	_____
	_____	_____

*This form shall be filed with the Ph.D. / M.S. Programs Office during the first semester the student is in the program and updated when requirements are met.

** Departmental advisor or Ph.D. Coordinator must initial each non-PSU graduate course substitution.

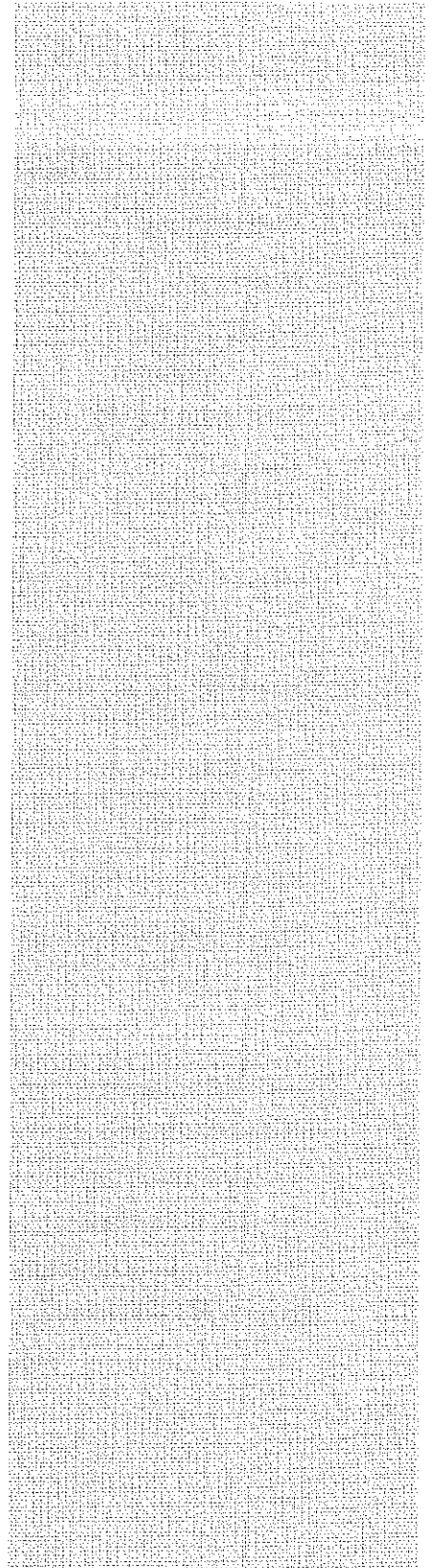
Reviewed and *has not* completed competency requirements _____

Ph.D. Coordinator's Signature _____ Date _____

Reviewed and *has* completed competency requirements _____

Ph.D. Coordinator's Signature _____ Date _____

Return completed form to Ph.D./M.S. Office



**FORM B: ENGLISH STANDARDS REQUIREMENTS
Ph.D. Program in Business Administration**

Student's Name _____

Department _____

(1) Score of AEOCPT Test for ITAs _____

(2) Writing Course Number _____ Grade received _____

(3) Oral Communication Course Number _____ Grade received _____

(4) Writing Task Completed _____

Remedial Action Recommended (if necessary) _____

Advisor's Signature _____ Date _____

**Research Paper and Presentation Requirement/
English Standards Requirements Exemption Request**

The above named student was evaluated for English fluency on _____ (date) by:

_____ Submitting one or more examples of original writing. (Fulfills the requirements for the writing course and writing task.)

_____ Preparing and presenting a 30-40 minute oral presentation.

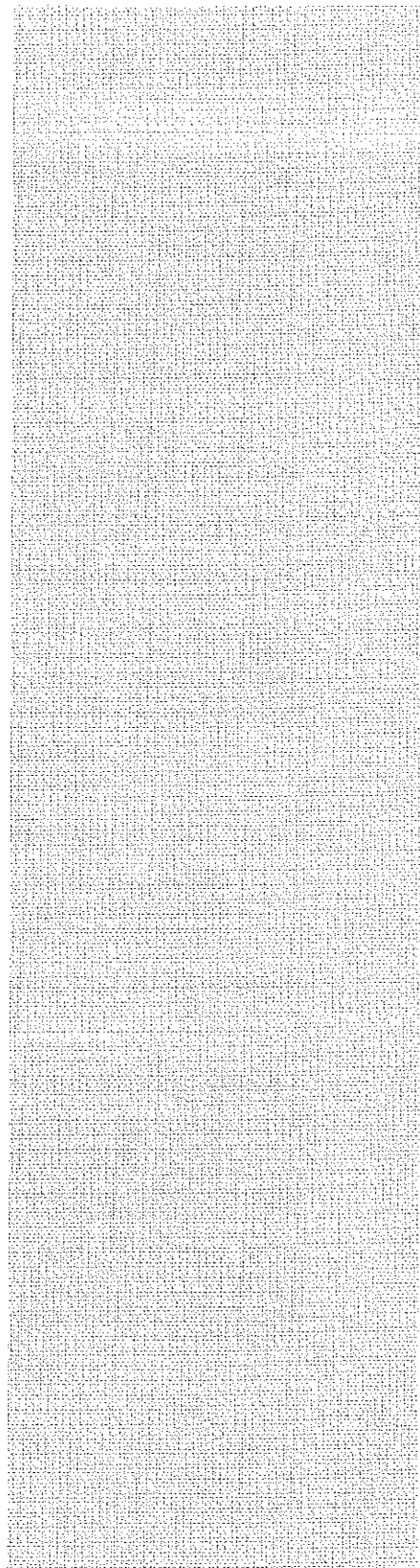
Evaluation Result: _____ Approve _____ Disapprove

Signature of Candidacy Committee Chair or Ph.D. Coordinator Date

Note: Competency should be determined at or before the Candidacy Examination and must be deemed satisfactory by the end of the third year for ALL students and before the oral comprehensive examination will be scheduled. The Candidacy Examination alone does not substitute for these requirements (see "English Competence" at http://bulletins.psu.edu/bulletins/whitebook/degree_requirements.cfm?section=degreeReq1). However, completion of the year two paper together with the oral presentation of the paper may be used to satisfy this requirement. Also see <http://bulletins.psu.edu/graduate/programs/B/GRAD%20B%20A>.

ACT 76 – English Fluency in Higher Education Act: All institutions of higher learning in PA will annually certify that all instructional faculty members who teach one or more undergraduate credit courses at a PA campus, including graduate assistants, have been evaluated for English fluency. Fluency can be evaluated using personal interviews, peer, alumni and student observations and evaluations, publications, professional presentations, tests or other appropriate criteria which effectively evaluates fluency.

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**FORM F: PROGRAM OF STUDY
Ph.D. Program in Business Administration**

Name: _____

Date of Candidacy Exam: _____

Department Field: _____
Courses

Supporting Field: _____
Courses

Research Methods Field (including Interdisciplinary Business Research) _____

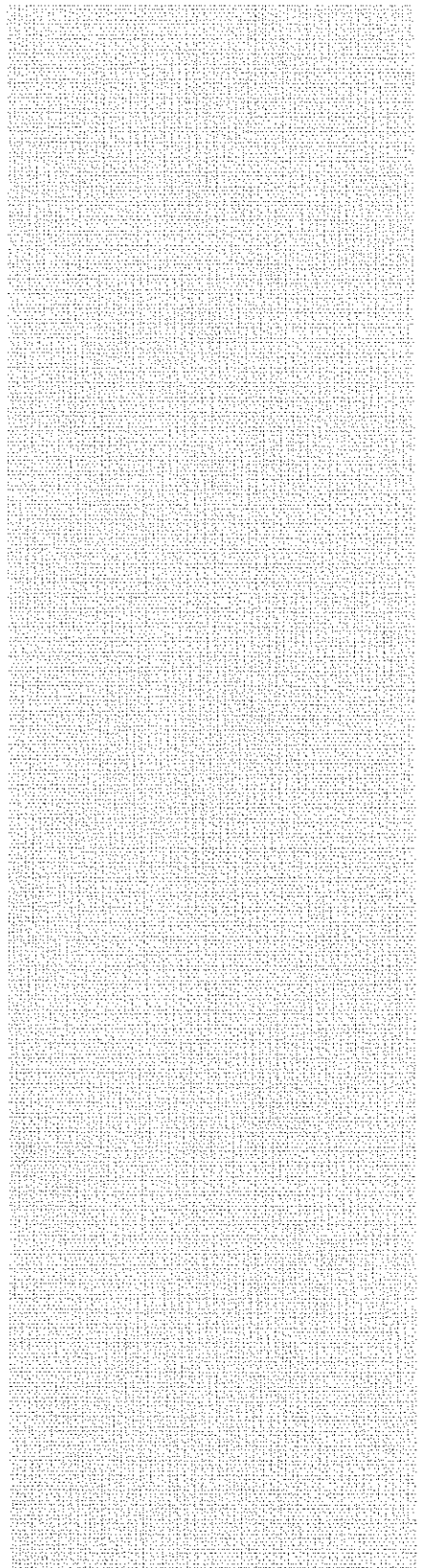
This program of study has been agreed upon by the following individuals and satisfies university, college, and department requirements.

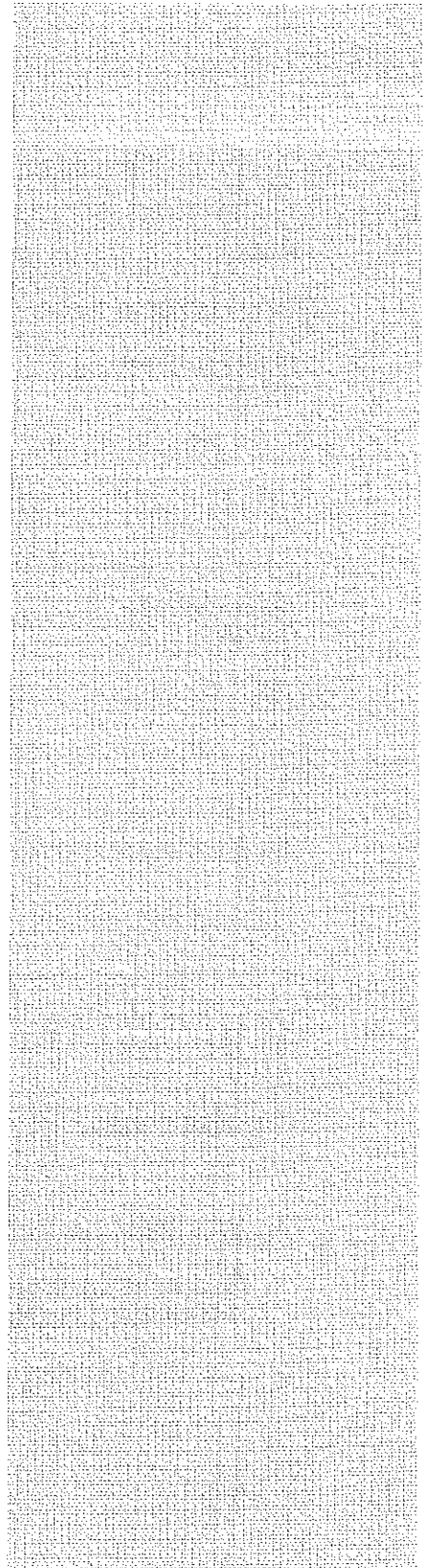
Signature of Student Date

Signature of Departmental Ph. D. Coordinator or Doctoral Committee Chair Date

Please see "Doctoral Degree Requirements" at the following website for additional information: <http://bulletins.psu.edu/graduate/programs/B/GRAD%20B%20A>

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**FORM J: DISSERTATION PROPOSAL COMPLETION REPORT
Ph.D. Program in Business Administration**

_____ of the _____
Student Name Departmental Field

presented the open dissertation proposal entitled _____

on _____
Date/Time/Place of Presentation

Signature of Committee Chair Date

**Announcement of the open dissertation proposal presentation
is at the discretion of the department.**

Return completed form to Ph.D/M.S. Office

