

## Ph.D. Program in Urban Leadership and Entrepreneurship (ULAE)

### ULAE Course of Study

Sequence	Course #	Course Title	Credit Hrs.
1	ULAE-631	Research Methods	3
2	ULAE-632	Leadership Theories & Methods	4
3	ULAE-633	Foundations of Urban Leadership & Entrepreneurship	3
4	ULAE-634	R-Studio or concentration course if student has R competence	3
5	ULAE-640	Graduate Seminar	1
6	ULAE-635	Survey in Statistics & Quant. Methods	3
7	ULAE-636	Ph.D. Level Writing	3
8	ULAE-637	Foundations of Social & Ecological Justice	4
9	ULAE-640	Graduate Seminar	1
10	TBD	Concentration Course	3
11	ULAE-738	Systems Approaches to Leadership, Organizat. & Society	3
12	ULAE-640	Graduate Seminar	1
13	TBD	Concentration Course	2-4
14	TBD	Elective Course	3
15	ULAE-739	Disruptive Innovation Theory	3
16	ULAE-640	Graduate Seminar	1
17	TBD	Concentration Course	2-4
18	TBD	Elective Course	3
19	ULAE-840	Dissertation Research & Writing	1-12
20	ULAE-640	Graduate Seminar	1
21	ULAE-840	Dissertation Research & Writing	1-12
22	ULAE-640	Graduate Seminar	1
		Minimum Course Credits	44
		Minimum Dissertation Credits (incl. 6 Graduate Seminars)	28
		Total Credit Hours	72
	ULAE-698	Special Topics	1-4
	ULAE-699	Independent Study	1-4

Full time Ph.D. students will typically take courses listed as 1 to 5 in the course sequence in their first semester, courses 6 to 10 in their second semester, courses 11 to 14 in their third semester and courses 15 to 18 in their 4<sup>th</sup> semester. The dissertation courses listed in the course sequence under 19 to 22 will be taken during semesters 5 and 6 but may be extended to semesters 7, 8, 9, 10, 11 and 12 depending on a student's progress toward completing their dissertation requirement.

### Concentration Course Options:

The concentration courses listed will count toward meeting the concentration course requirements of the ULAE Ph.D. program allowing students to customize their program focus.

### **Urban Sustainability & Resilience Leadership Concentration**

ULAE-634	R-Studio
ENSC-508	Ecological Economics
ENSC-509	Advanced Climate Change
ENSC-595	Project Management in Water Resources
ENSC-511	Sustainable Urban Agriculture
ARCP-505	Sustainable Design
ENSC-510	Urban Land Use Planning
HOD-833	Global Systems

### **Urban Governance & Policy Leadership Concentration**

ULAE-634	R-Studio
ENSC-508	Ecological Economics
PGMT-503	Introduction to Public & Nonprofit Management
PGMT-514	Management of Government Organizations
PGMT-512	Political Economy and Public Administration
PGMT-519	Public Policy Development and Implementation
LAW-645	Systems Change
HOD-831	Structural Inequality & Diversity

### **Urban Entrepreneurial Leadership Concentration**

ULAE-634	R-Studio
ENSC-508	Ecological Economics
BGMT 511	Leadership and Organizations
MKTG0507	Marketing Strategy
BMGT-506	Organizational Behavior and Development
ENSC-595	Professional Project Management
BMGT-510	Sustainability Entrepreneurship
HOD-835	Foundations of Organizational Studies

### **Urban Education Leadership**

ULAE-634	R-Studio
ENSC-508	Ecological Economics
EDUC 503	Culture, Context and Critical Pedagogy
ADED 525	Methods of Facilitating Adult Learning
CNSL 557	Human Growth & Development
ADED 525	Trauma, Stress and Learning in Children & Adolescents
HOD-831	Structural Inequality & Diversity

### **Elective Course Options:**

All courses offered at UDC at the 500 level or above are eligible to be counted as elective courses regardless of the program where they are offered. Students interested in enrolling in an elective course should first consult with the Ph.D. program director and the course instructor.

### **Dissertation Guidelines:**

Consistent with current best practices models, the dissertation requirement for the Ph.D. in Urban Leadership and Entrepreneurship follows the cumulative dissertation model. Since a Ph.D. dissertation contributes new knowledge to one or more academic fields it must undergo a peer review process. Consistent with approved program guidelines, the program requires

acceptance of two scholarly articles in reputable peer-reviewed journals with the Ph.D. candidate serving as lead or sole author for both articles. There are five stages to the dissertation process:

1. Approval of Dissertation Topic and Selection of Dissertation Committee and
2. Qualifying Exam and Ph.D. Candidacy
3. Dissertation Research and Writing
4. Proof of Publication
5. Cumulative Dissertation Defense

### **1. Dissertation Committee and Approval of Dissertation Topic**

A Dissertation Topic and Dissertation Committee must be approved by the Ph.D. program director and the ACAO of the University who will assist students in identifying a topic and assembling their committee. Typically, the topic will be approved first to ensure that the committee represents the requisite expertise to ensure the Ph.D. candidate will be successful in pursuing their topic.

The committee must consist of three (3) members including the committee chair. The committee chair must hold a Ph.D. degree and hold faculty- or land-grant appointment at UDC in a field appropriate to the proposed thesis research. A dissertation committee may include one member external to UDC. All dissertation committee members must hold a terminal degree in their field. In exceptional cases, a committee member's professional record may be considered equivalent to the terminal degree.

### **2. Qualifying Exam and Ph.D. Candidacy**

The Ph.D. Qualifying Exam marks the beginning of the dissertation phase of the program. Once a Ph.D. student has completed the minimum of 44 credit hours of course work (see summary table) and has received approval for their dissertation topic and their committee, the Qualifying Exam can be scheduled. The Qualifying Exam consists of a written research paper of publishable quality that outlines the research question the candidate will pursue; the proposed methodology to be used to address the research question; and a thorough review of the literature within which the proposed research is placed.

In addition to the written paper, the Ph.D. student must present the proposed dissertation research in the CAUSES Graduate Seminar, which is held every semester and is open to faculty, students, and the general public. All members of the dissertation committee and the Ph.D. program director must be present for the qualifying exam. Following the presentation, the dissertation committee will deliberate and vote on the student's written paper and oral presentation. The vote will establish the level of 'approved', 'approved pending revisions' or 'not approved'. Once a Ph.D. student has passed the Qualifying Exam, they are considered a Ph.D. candidate ABD.

### **3. Dissertation Research and Writing**

During the dissertation research and writing phase, the Ph.D. candidate is not required to take any course work but will enroll in the program for dissertation credits only. The candidate's Ph.D. committee chair in consultation with the Ph.D. program director will advise the candidate on the proposed number of dissertation credit hours recommended for every semester following the qualifying exam. The candidate will also continue to enroll in the Graduate Seminar to ensure that they stay engaged with the program and other Ph.D. students and candidates enrolled in the program.

#### **4. Proof of Publication**

Before being awarded the Ph.D. degree eligible Ph.D. candidates must be the sole- or lead-author of two peer-reviewed papers that have been accepted for publication in a reputable academic journal. It is recommended that Ph.D. candidates also pursue a third, initial publication, for which they are a contributing or peer author. This initial publication will familiarize the Ph.D. student/candidate with the publication and peer review process.

Peer reviewed publications typically inform a prospective author that their work has been 'accepted', 'accepted pending revision' or 'not accepted'. A Ph.D. candidate's dissertation committee will determine whether an 'acceptance pending revision' will be counted as an acceptance based on the extent of the required revisions and feedback received from the peer reviewers and publisher. Once the cumulative thesis requirement has been met and the acceptance of two peer-reviewed articles has been documented, the candidate can schedule their thesis defense.

#### **5. Cumulative Dissertation Defense**

The thesis defense is a public lecture where the Ph.D. candidate is the presenter, and their thesis committee members serve as discussants. The presentation must summarize the two published papers and their contributions to the research question the candidate outlined in their candidacy exam. All dissertation committee members and the Ph.D. program director must be present for the defense. A written paper summarizing the two articles and explaining the contextual links between them must accompany the oral presentation to illustrate the candidate's broader knowledge in the subject area.

Once the presentation and discussion are concluded, the thesis committee will consult and issue their evaluation of the candidate's publications and oral presentation in writing as 'completed', 'completed pending revisions', or 'not completed'. Should a 'completed pending revisions' or 'not completed' grade be issued, the committee must state in what work the candidate is expected to complete to meet all degree requirements. A 'completed' grade renders the Ph.D. candidate eligible to recommend the candidate to the UDC Board of Trustees of the University for awarding of the Ph.D. degree. The degree will be awarded at the earliest graduation date following the successful dissertation defense.

### **Program Progression and Academic Standing**

To remain in good standing a student must maintain a GPA of 3.0 or higher. The academic policies of graduate programs at the University of the District of Columbia apply. The number of credit hours a student takes during the dissertation phase of the program can vary but must be approved by the student's dissertation committee chair.

The program course of study concludes at the end of the seventh year (7<sup>th</sup>) counting from the semester when the student first entered the program. A course of study, consisting of the coursework and dissertation components of the program, that has not been completed at the end of 7 years of study will be considered unsuccessful. No further enrollment or dissertation activities will be permitted. A student who fails to complete her/his candidacy requirements at the end of year 5 of their course of study will be notified that their degree completion is in jeopardy.

### **Dissertation Committee**

The dissertation committee for each candidate consists of three members with qualifications as follows:

- The committee chair must have considerable expertise in the proposed field of study as evidenced by peer reviewed publications and research funding.
- One of the committee members must have considerable expertise in the research methodology applied in the proposed research as evidenced by the committee member's publications and/or research funding in the field.
- The third committee member must have considerable content expertise in the proposed field of study; if the proposed research is interdisciplinary, the committee member should represent a field complementary to that of the committee chair.

As stated under point 2. in the Dissertation Guidelines above, the chair of the dissertation committee must be a faculty or land-grant staff member at UDC. The committee may include one member external to UDC. All dissertation committee members must hold a terminal degree in their field or, in exceptional cases, a professional record equivalent to a terminal degree. The committee must be approved by the Ph.D. Program Director and the Assistant CAO of Graduate and On-line Education and Academic Partnerships (ACAO). Final approval of a dissertation committee is recorded in a dissertation form signed by the ACAO and the Ph.D. Program Director.

The dissertation committee will typically be constituted within six (6) months after a Ph.D. student has completed the required course work for the program (see the table above). Approved dissertation committee members will be compensated for their service in two stipend payments with one payment being issued upon completion of the candidacy, and a second payment upon completion of the cumulative dissertation defense.

It is expected that the Ph.D. candidate will update the ACAO and the Ph.D. Program Director once a semester on their progress until completion of their Cumulative Dissertation Defense.

### **Dispute Resolution**

In case of a dispute between a Ph.D. candidate and a member of their dissertation committee, the dispute must first be brought in writing to the attention of the dissertation committee chair. Should the dispute not be resolved at the level of the committee chair, it must be brought in writing to the attention of the Ph.D. Program Director. Should the dispute not be resolved at the level of the Program Director, the ACAO must be informed in writing, and will work with the office of the CAO to adjudicate the dispute.

For questions about the ULAE program course of study please contact the Ph.D. program director at [sabine.ohara@udc.edu](mailto:sabine.ohara@udc.edu)

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