

Appendix C

Program of Study

Program of Study
Submitted by:

Student Name
2007-2008

Joseph M. Katz Graduate School of Business Doctoral Program
University of Pittsburgh

Major
Minor

Approved by:

Major Advisor: _____ Date: _____

Doctoral Program Director: _____ Date: _____

Revised: _____
Advisor Director Date

June 2007

All students are required to submit to the Doctoral Office a written proposal of their Program of Study before they will be permitted to register for their ninth doctoral seminar. The program must carry the written approval of the student's major faculty advisor. The student should note, however, that the program is considered accepted only after it is approved by the Doctoral Program Director.

The Program of Study serves the following purposes:

- 1) It ensures that the student pursues coursework, teaching, and research within a comprehensive and well articulated framework which incorporates substantive fields of study.
- 2) It provides the student a structure for planning future coursework, teaching and research.
- 3) It provides an implicit understanding between the Doctoral Program and the student that the completion of the activities identified in the program of study, according to the specified time period, will satisfy the requirements for the award of the doctoral degree.

The enclosed document outlines the format for the Program of Study. It also explains each section (most of these explanations have been taken directly from The Joseph M. Katz Graduate School of Business Doctoral Program Student Manual of Policies and Procedures to which you may refer for further information).

Program of Study
 Name
 Date

Schedule for Completion of Requirements

Dates populated for students entering the program September 2007.

Students entering in other terms, should adjust dates and/or ask for assistance from the Katz Doctoral Office.

Requirement	Completion Date
First Term Enrolled in Doctoral Program	September 2007
Group A General Management Requirements	Waiver Granted or must complete in coursework stage. August 15, 2009
Group B Major Requirements	Term 6 August 15, 2009
Group C Minor Requirements	Term 6 August 15, 2009
Group D Teaching Requirement	By Graduation (Students on GSA/TA/TF must complete the 15 credit contract requirement before the end of Term 12). For GSA/TA/TF students entering September 2007, the deadline for completing the teaching requirement is August 15, 2011.
Group E Research Methodology Requirement	Term 6 August 15, 2009
Comprehensive Examinations	Term 7 December 1, 2009
Dissertation Proposal	Discuss with your interest group <i>Month, Year)</i>

Dissertation Overview	Target: Term 10 December 1, 2010 Deadline: Term 13 December 1, 2011
Dissertation Defense	Target: Term 12 August 15, 2011 Deadline: Term 19 December 1, 2013

Program of Study

Name

Date

Group A General Management Requirements

Doctoral students must complete at least 6 credits of MBA coursework. The courses chosen should be significantly different than the student's major area of study.

Students holding MBA degrees from accredited institutions may petition for waiver of this requirement. Petitions must be in writing or email and approved by the Director of the Doctoral Program. A summary of the results of the petition should then appear in this section of the program of study.

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Group B Major Requirement

Students in the Program are required to complete at least 24 credits (8 courses) in their major area of study. Students should identify a faculty advisor in their major field and develop a course list to satisfy these requirements. Course numbers, titles, instructors, terms and grades should be listed as below. Initial programs of study should include as many grades as available and all future copies submitted should include updated grades.

Course Number	Course Title	Instructor	Term	Grade
1				
2				
3				
4				
5				
6				
7				
8				

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Group C Minor Requirements

Group C – Alternative #1: Minor Field Requirement (9 credit minimum) with at least four courses in research methods courses (Group E).

Students are expected to develop expertise in one other area of management study and thought, which they designate as their "minor." Students may select their minor from programs routinely offered by the Katz Graduate School of Business or design their own program for the minor field. Prior written approval of the student's faculty advisor and the doctoral committee is required before a minor program is undertaken.

Group C – Alternative #2: Group C credits are combined with Group E into a 21 credit research methods concentration. Students choose to complete at least seven research methods courses approved by their major advisor (see Group E below).

Course numbers, titles, instructors, terms and grades should be listed as below. Initial programs of study should include as many grades as available and all future copies submitted should include updated grades

Course Number	Course Title	Instructor	Term	Grade	
1					
2					
3					
4					

Group D: Teaching Statement

The teaching statement should be an articulation of how you will achieve the teaching requirements and your teaching philosophy.

The statement should include

- A statement of your teaching philosophy
- How your teaching complements your research
- A plan for fulfilling the teaching requirement
- Teaching development gaps and how you plan to address them (e.g. CIDDE)
- Any other information you think is relevant to teaching

The teaching statement should be no more than three double-spaced typewritten pages in length.

All doctoral students are expected to gain classroom-teaching experience by teaching at least 6 credits as the primary instructor before they graduate.

Students receiving GSA/TA/TF are required to teach the equivalent of 15 credits. Please See the Teaching Policy Statement in Appendix A.

Group E: Research Methodology Requirement

Group E - Research Methodology Requirement , 12 credit minimum, for students choosing Alternative #1 in Group C, and 21minimum credits minimum for students choosing Alternative #2 in Group C.

Because the Ph.D. program emphasizes the ability to perform significant research, each student is required to incorporate in their program of study coursework in research methodology. Lower level statistics and methodology courses are not likely to be accepted by the Doctoral Director as counting toward this requirement.

Course Number	Course Title	Instructor	Term	Grade	
1					
2					
3					
4					

Field Statement

An essential part of the Program of Study is a "field statement," which is a narrative description, in both philosophical and pragmatic terms, of the student's view of the chosen major and minor fields in relation to his/her objectives. The field statement should address the following points at minimum:

- 1) The student's conceptual framework of his/her research domain.
- 2) the rationale for including various areas of study/course work within the framework;
- 3) the mechanisms which will be used to enable the student to integrate various fields;
- 4) the relationship of the major and minor to the student's background and career objectives;
- 5) any other information which the student believes will be useful for the faculty to evaluate the program and to subsequently determine the student's readiness for comprehensive examinations.

The field statement should be no more than three typewritten pages in length.

