MASTER’S PROGRAM STUDENT GUIDE

URBAN STUDIES PROGRAMS

2015-2016
# Master’s Program Student Guide

**Urban Studies Programs**

2015-16

## Table of Contents

1. Introduction
   - Advising
   - MS Degree Requirements
   - General Timeline and MS Steps
   - Faculty Areas and Recommended Courses
   - Course Frequency
2. Academic Misconduct Policy
   - Grievance Policy
3. USP Committees
4. USP Events and Activities
   - USP Student Funding Opportunities
Welcome
This Student Guide is designed to serve as a guide to students in UWM’s Master of Science Program in Urban Studies. The UWM Graduate School Bulletin contains the official description of the program, and the Graduate Academic Policy and Procedures and Master’s Requirements describe important policy and requirements that students should be familiar with (see D2L links). This handbook provides supplementary information about the program in Urban Studies, important dates and resources for graduate students, and information about the curriculum and graduation.

Brief History of USP
The Master’s program is one of the oldest graduate programs at UWM, created in 1963 with a Ford Foundation grant at a time when scholarship on cities and urban development was seen as critical in the context of the civil rights movement and the urban crisis. The program was housed in the Department of Urban Affairs. The PhD program, called Urban Social Institutions, began as an interdisciplinary program in 1977 (with faculty from several departments, chiefly sociology, history, and urban affairs) with the assumption that in order to examine complex urban problems, students must be literate in a variety of urban-focused disciplines. In 1988 both programs/degrees were combined to become Urban Studies Programs. Over 500 MS degrees and 100 PhDs have been awarded. USP graduates enjoy considerable career success and can be found in positions at all levels of government, in the nonprofit sector, in business, and in academic institutions serving as faculty and administrators.

Funding Opportunities
There are a variety of funding opportunities for graduate students in urban studies. There are a total of 9 assistantships in urban studies, 5 Project Assistantships and 4 Teaching Assistantships. There are also occasionally PAships available outside USP that students can apply for in the Center for Economic Development (CED) or the Urban Affairs Association (UAA). Each year to be considered for one of these USP appointments, prospective and current students submit a PA/TA request form by January 5. This form is posted on the D2L site and available on the USP website as well. There are also university-wide funding sources such as the Advance Opportunity Program fellowships (AOC), Milwaukee Idea Economic Development (MIED) fellowships, Graduate School Fellowships, Research Assistantships, and outside fellowships. PhD dissertators in USP are also eligible to apply for a dissertation research grant (more information about each of these can be found on the links under “funding” on the D2L site) (see p. 17 for full description of funding opportunities).
Communication and Program Information
All students are enrolled on the administrative D2L site. Students can reach the D2L main page by following the link: (http://www4.uwm.edu) and select D2L from the main menu across the top of the website, or you can go directly to the login page (http://d2l.uwm.edu/) Note: there is no www in the address. On the login page, login at the epanther account login space with your username and password (same as your UWM PAWS/email account). You should see “USP Student and Faculty Online Community Site,” at the very bottom of the page. Make sure you have the “student” tab open. This will bring up all of your enrolled D2L course sites. Click on the USP site and you will be in the main announcement page. Most documents are listed under “content.”
All students are part of the USP Student listserv for announcements and important messages. Be sure to check your UWM email account regularly or have it forwarded to another account if you use a different email account. Urban Studies also has a group Facebook account which you can “friend” and a Linked-In group you can connect with.

Advising
Each semester, usually prior to the next semester registration, (early November in the Fall and Late March in the Spring) two weeks are set aside for formal advising. All students are expected to meet with the Director or Associate Director at least once each semester to review upcoming course selections, and to plan their program of study. In addition to these two weeks, the Director and Associate Director are available at other times of the year for appointment with students.

MS Degree Requirements
The MS degree is comprised of two main components: coursework and a thesis/paper Master’s project.

The minimum degree requirement is 30 graduate credits for the MS in Urban Studies. All Urban Studies students are required to take a core curriculum of 15 credits (1-3):

1. Urb Std 921 Seminar: Research Methods in Urban Studies
2. Three of the following four substantive courses:
   Urb Std 901 Seminar: Urban Social Structure
   Urb Std 913 Urban Political Process
   Urb Std 945 The Internal Structure of the City
   Urb Std 971 Seminar in the History of American Urban Problems
3. Quantitative course: Sociology 760, History 595, or Ed Psych 624 (grad section).
4. Remaining 15 credits of elective courses, which may include independent study (998), internship (927), and up to 3 credits of thesis/research (990).
   Students may want to use the Faculty Area Concentrations and Recommended Courses document to help plan their electives around a particular area (see below in this student guide).
5. Complete the Master’s Paper or Thesis and defend it.
Good Standing
To retain good standing, students must maintain a minimum 3.0 GPA and demonstrate progress toward completion of the MS in urban studies.

Incompletes
Although it may sometimes be necessary to take an incomplete, students should be sure to remove any incompletes early in the following semester. Incompletes after one year will lapse to a Permanent Incomplete. Note: Excessive incompletes may warrant the loss of funding support and constitute poor academic performance that limits program support to continue in the program.

Time Limit
The Graduate School has established a time limit for graduate degrees. Students are expected to complete all degree requirements from within 5 years of initial enrollment.

General Timeline for Master’s Students
This is a rough guide for completing the MS degree within the 2 year, 4 semester period for a full-time student (students may opt to attend part-time, though students need to be cognizant of the 5 year limit). The assumption is that coursework requirements have been fulfilled or are in progress to be fulfilled within four semesters, a 3-2, 3-2 course load, for example; the focus of this timeline is that in addition to completing the course work (see below), students also give sufficient time to planning and developing your research topic and completing and defending your Master’s Paper/thesis in a timely manner. Some students may go faster or slower at certain points (many students prefer writing the thesis during the summer months when they can devote more time to it, for example), but in general, you can think of this as a timeline that has worked for many students.

1. **By the second semester of first year:** Use this time to consider your research interests, past courses you’ve taken and projects you’ve done in them, faculty you’ve liked and shared an interest with, and come up with a research area that could serve as part of a Master’s thesis/paper. Consult the Faculty bios on the USP website and the Faculty Area Concentrations and Recommended Courses document to help get an idea of potential committee members. Talk with other students, the Director/Assoc. Dir., and faculty you already know for ideas and as potential committee members.

2. **Early in the first semester of your second year,** you should have a concrete idea of your research topic, the methodology you would use to study your topic, and be able to identify a possible chair/major professor for the Master’s committee (see D2L link on Master’s Paper Guidelines). **Consider reviewing other Master’s Papers that are located in the USP office.** Decide on whether to do a thesis or paper. A thesis must conform to Graduate School formatting requirements (See D2L link on Grad School Thesis Formatting), and there are slightly different timelines for completing the thesis. Once completed, the thesis is bound, catalogued, and placed in the library. The Master’s
paper has its own specific binding requirements (see D2L link) and once completed, will be kept in the USP office.

3. Midway into the third semester, the student’s Master’s committee chair should be selected, and a thesis/paper project proposal written and approved by your chair (you will need to have your chair sign the proposal form and return to USP office. The proposal form is available on D2L. If an IRB is required for your study, this should be approved now as well (see D2L link to IRB).

4. Work on your thesis/MS paper project should now commence in earnest; two additional committee members should be sought to fill out your committee to 3. Your committee should comprise USP faculty from at least two departments (a third committee member can be from outside USP). Students may opt to take 3 credits of USP 990 with their committee chair/major professor as they begin work on their thesis/paper. USP 990 will count toward one of the 5 required electives for the degree.

5. Within the first four weeks of the semester you plan to graduate in, you need to apply for graduation (see D2L link)

6. Early in the fourth semester, primary and secondary research should be collected and analyzed, and the first draft of the thesis begun. This first draft should be given to your chair by the first couple weeks of the fourth semester. At this point, your chair may or may not want you to send the draft to the other committee members. *If you are completing a thesis, you will need to follow the Graduate School’s formatting requirements.

7. Comments from your chair should be incorporated into a new draft completed by the half-way point in the fourth semester. Other committee members are likely to see this version as well.

8. Additional comments from all 3 committee members should be incorporated in a third (and final?) draft.

9. Get approval from the chair to proceed to defense. Check deadlines for defense dates.

10. At least 2 weeks before you defend, notify the USP office of your defense date and time, names of chair and committee members, title of thesis/paper, and location of the defense. If you plan to use the USP conference room for your defense, you will need to reserve it and make sure your defense date does not conflict with a class.

11. If you have completed a thesis, the Graduate School will need to review your final draft for formatting before it can be bound and placed in the library.

12. If you are completing a Master’s paper, the USP office will require that you submit a copy of your paper with a special binding (see link on D2L for Master’s Papers).
USP Faculty Area Concentrations and Recommended Courses

The list of courses and faculty below is designed to help students in both the master’s and doctoral program identify courses and faculty in specific subfields. For doctoral students, it is also designed to help students complete their topical specialization, and identify faculty who could potentially serve on prelim and dissertation committees as part of each student’s “program of study,” (only UWM faculty can comprise a prelim committee, and two of the committee members must be USP faculty [one of whom is chair], and must include at least two affiliated departments in USP).

This is not an exhaustive list of courses and some of the recommended courses below may not be offered regularly. Students in the PhD program should consult with their Major Professor and Program Director/Associate Director before enrolling in courses to fulfill their area concentration requirement. PhD students will need to plan their topical specialization courses with their Major Professor and Program Director/Associate Director as part of their “Program of Study”. Only one independent course, (999) can be taken to fulfill the PhD degree topical specialization, and students should take courses 700 or above to fulfill the three course specialization requirement. PhD students who feel a particular U/G course is important, may take up to 3 credits with the approval of student's Major Professor or the Program Director.

Master’s students may take both U/G or Graduate-Only courses to fulfill their 15 credit elective requirement.

Community Organizations and Nonprofits

Faculty:
Fredrik Andersson (public and nonprofit administration), (Doug Ihrke (poli sci/public and nonprofit administration), Jennifer Jordan (sociol), Joel Rast (poli sci), Amanda Seligman (history), Kristin Sziarto (geog).

Relevant Course Work:
UrbStd/Sociol 704: Seminar in Nonprofit Organizations
History 927: Seminar in Urban History
History 930: Seminar in Milwaukee and Wisconsin History
History 970: The City in History
PoliSci 705: Professionals and Volunteers in Nonprofit
PoliSci 769: Analyzing and Evaluating Public Policies and Programs
PoliSci 789: Theory and Role of Nonprofit Organizations
PoliSci 791: Nonprofit Advocacy and Public Policy
PoliSci 792: Decision-making for Nonprofit and Public Organizations
PoliSci 793: Law of Nonprofit Organizations
PoliSci 958: Seminar in Public Administration (subtitled) Financing Nonprofits
PoliSci 958: Seminar in Public Administration (subtitled) International Nongovernmental Organizations
UrbPlan 661: Neighborhood Planning and Revitalization
UrbPlan 684: Planning Local Economic Development
Crime, Law, and Health
Faculty:
Anne Bonds (geog), Tina Freiberger (crm jst), Don Green (sociol), Jenna Loyd (pub health), Aki Roberts (sociol), Rob Smith (history).

Globalization and International Migration and Development
Faculty:
Anne Bonds (geog), Rina Ghose (geog), Jennifer Jordan (sociol), Linda McCarthy (geog), Kristin Sziarto (geog).

Relevant Course Work:
Geog 400: Population Geography
Geog 540: Globalization and the City
Geog 742: Urban and Regional Dimensions of Global Economic Change
Geog 744: Cities, Regions, & Globalization
History 840: Colloquium on Global History (subtitled, only appropriate topics may apply)
History 940: Seminar on Global History (subtitled, only appropriate topics may apply)
PoliSci 952: The Politics of Developing Nations (subtitled, only appropriate topics may apply)
Sociol 423: Immigration and Incorporation (subtitled, only appropriate topics may apply)
Sociol 928: Seminar in Social Organization: (subtitled) Globalization and Technology

Housing and Gentrification
Faculty:
Rina Ghose (geog), Amanda Seligman (history), Joe Rodriguez (history).

Relevant Course Work:
UrbStd/ Geog 945: (USP Master’s Core Course): Internal Structure of the City
UrbStd/History 971: (USP Master’s Core Course): Seminar on the History of American Urban Problems
Geog 441: Geography of Cities and Metropolitan Areas
History 927: Seminar on U.S. Urban History
History 970: The City in History
UrbPlan 762: Housing Markets and Public Policy

Methods and Methodology:
Note: This list is provided to give students an overview of the variety of methods courses available that may be needed to complete one of the area concentrations, or as an elective for more in-depth work in methods, and to identify faculty who specialize in methods.
Faculty:
Jasmine Alinder (historical methods, archival research), Margo Anderson (methods, statistics, census), Anne Bonds (qualitative methods), Marcus Britton (methods, statistics), Grace Chikoto (program/policy evaluation), Rina Ghose (GIS), Ivy Hu (planning methods), Stacey Oliker (qualitative methods), Amanda Seligman (historical methods, archival research), Robert Schneider (GIS, qualitative/quantitative methods) Kristin Sziarto (qualitative methods), Erin Winkler (qualitative methods).

Relevant Course Work:
Geographic Information System (GIS)
- Geog 525: Geographic Information Science
- Geog 625: Intermediate Geographic Information Science
- Geog 725: Advanced Geographic Information Science: Geographic Modeling
- Geog 734: GIS and Society
- UrbPlan 791: Introduction to Geographic Information Systems

Statistics:
- UrbStd/Sociol 982: Methods of Research and Analysis for Urban Social Institutions I
- EdPsych 624: Educational Statistical Methods
- History 595: The Statistical Analysis of Historical Data
- PoliSci 701: Techniques of Political Science Research
- Sociol 760: Advanced Statistical Methods in Sociology

Quantitative Methods and Survey Design/Planning Methods
- PoliSci 700: Scope and Methods of Political Science
- Sociol 750: Research Methods in Sociology
- Sociol 752: Fundamentals of Survey Methodology
- Sociol 754: Questionnaire Design
- Sociol 951: Seminar in Research Methodology
- UrbPlan 721: Applied Planning Methods
- UrbPlan 811: Applied Planning Workshop
- UrbPlan 841: Urban Transportation and Land Use Planning

Historical/Oral History/Archival:
- UrbStd/History 971: (Master’s core course) Seminar on the History of American Urban Problems
- History 713: Historical Research Methods
- History 714: Oral History
- History 715: Research Methods in Local History

Program and Policy Evaluation:
- PoliSci 769: Analyzing and Evaluating Public Policies and Programs
Qualitative/Ethnographic:
UrbStd/Sociol 979: Methods of Research and Analysis for Urban Social Institutions II
Geog 727: Qualitative Research

Public Policy
Faculty:
Margo Anderson (history, Ivy Hu (urb plan), Marc Levine (history), Rhonda Montgomery (sociol), Linda McCarthy (geog), Aaron Schutz (ed pol), Robert Schneider (urb plan),
Amanda Seligman (history), Paru Shah (poli sci).

Relevant Course Work:
UrbStd/Sociol 901: (Master’s core course) Urban Social Structure
UrbStd/History 971: (Master’s core course) Seminar on the History of American Urban Problems
UrbStd/PoliSci 913: (Master’s core course) Seminar in Urban Political Process
History 927: Seminar on U.S. Urban History
History 970: The City in History
PoliSci 751: Public Policy Formation
PoliSci 769: Analyzing and Evaluating Public Policies and Programs
PoliSci 972: Interest Groups and Public Policy
PoliSci 974: Seminar in Politics and Public Policy
PoliSci 976: Seminar in Comparative Public Policy
UrbPlan 762: Housing Markets and Public Policy
UrbPlan 771: Transportation Policy and Planning (      
UrbPlan 781: Environmental Law and Policy
UrbPlan 857: Urban Design as Public Policy
UrbPlan 772: Pedestrian and Bicycle Transportation
UrbPlan 692 / Arch 790: Transportation Workshop: Ideas for Bus Rapid Transit in the
Milwaukee Region

Race and Ethnicity
Faculty:
Jasmine Alinder (history), Anne Bonds (geog), Marcus Britton (sociol), Tina Freiberger (crm jst), Don Green (sociol), Ryan Holifield (geog), Jenna Loyd (pub health), Genevieve McBride (history), Daniel McClure (africol), Joe Rodriguez (history), Amanda Seligman (history), Arijit Sen (arch), Paru Shah (poli sci), Robert Smith (history), Kristin Sziarto (geog), William Velez (sociol), Frank Wilson (sociol), Erin Winkler (africol).

Relevant Course Work:
UrbStd/Sociology 901: (Master’s core course) Seminar: Urban Social Structure
UrbStd/History 971: (Master’s core course) Seminar on the History of American Urban Problems
UrbStd/Geography 945: (Master’s core course) Internal Structure of the City
Africol 880: Seminar: Black Metropolises  
Geog 400: Population Geography  
Geog 564: Urban Environmental Change and Social Justice  
History 912: Seminar on U.S. Ethnic History  
Sociol 920/780: Seminar in Race and Ethnic Relations  
Sociol 928 Seminar: Race and Ethnic Inequality

**Urban Culture, Movements, and Space**

*Faculty:*

Marcus Britton (sociol), Ryan Holifield (geog), Jennifer Jordan (sociol), Daniel McClure (africol), Joe Rodriguez (history), Robert Smith (history), Arijit Sen (arch), Aaron Schutz (ed pol), Kristin Sziarto (geog).

*Relevant Course Work:*

UrbStd/History 971: (Master’s core course) Seminar on the History of American Urban Problems  
Geog 443: Cities of the World  
Geog 547: Spatial Analysis  
Geog 564: Urban Environmental Change and Social Justice  
Geog 742: Urban and Regional Dimensions of Global Economic Change  
Geog 744: Cities, Regions, & Globalization  
Geog 930: Seminar: Cultural Geography  
History 841: Colloquium on Modern Studies  
History 907: Seminar on U.S. Intellectual and Cultural History  
History 927: Seminar on U.S. Urban History  
History 970: The City in History  
PoliSci 952 The Politics of Developing Nations (subtitled, only appropriate topics may apply)  
Sociol 928: Seminar in Social Organization: (subtitled: Political Sociology)

**Urban/Metro Economic Development**

*Faculty:*

Anne Bonds (geog), Marcus Britton (sociol), Ivy Hu (urb plan), Marc Levine (history), Ryan Holifield (geog), Linda McCarthy (geog), Joel Rast (poli sci), Robert Schneider (urb plan), Kristin Sziarto (geog).

*Relevant Course Work:*

UrbStd 830: Seminar in Dynamics of Metropolitan Development  
UrbStd/PoliSci 965: Municipal Management  
UrbStd/History 971: (Master’s core course) Seminar on the History of American Urban Problems  
UrbStd 988: Seminar in Urban Social Institutions: subtitle (Crisis of the American City)  
Geog 540: Globalization and the City
Geog 564: Urban Environmental Change and Social Justice
Geog 742: Urban and Regional Dimensions of Global Economic Change
Geog 932: Seminar: Economic Geography
History 450: Growth of Metropolitan Milwaukee
History 463: History of the American City
History 924: Seminar in American Economic History
History 927: Seminar on U.S. Urban History
History 930: Seminar in Milwaukee and Wisconsin History
History 970: The City in History
UrbPlan 661: Neighborhood Planning and Revitalization
UrbPlan 684: Planning Local Economic Development
UrbPlan 720: Urban Development Theory and Planning
UrbPlan 762: Housing Markets and Public Policy

**Urban and Suburban History**

*Faculty:* (note: additional USP faculty outside history would be necessary to form a prelim, thesis, and dissertation committee)
   Margo Anderson (history), Joe Rodriguez (history), Amanda Seligman (history).

*Relevant Course Work:*
   UrbStd/History 971: (Master’s core course) Seminar on the History of American Urban Problems
   History 463: History of the American City
   History 833: Colloquium on Urban History
   History 927: Seminar on U.S. Urban History
   History 930: Seminar in Milwaukee and Wisconsin History
   History 970: The City in History

**Urban Politics and Administration**

*Faculty:*
   Doug Ihrke (public and nonprofit administration), Linda McCarthy (geog), Joel Rast (polisci), Kristin Sziarto (geog), Paru Shah (polisci).

*Relevant Course Work:*
   UrbStd/PoliSci 913: (Master’s core course) Seminar in Urban Political Process
   UrbStd/PoliSci 965: Municipal Management
   History 970: The City in History
   PoliSci 792: Decision-making for Nonprofit and Public Organizations
   PoliSci 855: Comparative Urban Politics (not offered recently)
   PoliSci 958: Seminar in Public Administration
   PoliSci 974: Seminar in Politics and Public Policy
   Sociol 928: Seminar in Social Organization: (subtitled: Political Sociology)
Urban Poverty and Inequality

Faculty:
Anne Bonds (geog), Marcus Britton (sociol), Don Green (sociol), Ryan Holifield (geog),
Marc Levine (history), Linda McCarthy (geog), Stacey Oliker (sociol), Joel Rast (poli sci),
Amanda Seligman (history), Heeju Shin (sociol), Robert Smith (history), William Velez
(sociol).

Relevant Course Work:
UrbStd/Sociol 901: (Master’s core course) Urban Social Structure
UrbStd/Geog 945: (Master’s core course) Internal Structure of the City
UrbStd/History 97 1 (Master’s core course) History of American Urban Problems
Geog 540: Globalization and the City
Geog 564: Urban Environmental Change and Social Justice
History 460: History of Poverty in America
Sociol 920 (780): Seminar in Race and Ethnic Relations
Sociol 928: Seminar in Social Organization: (subtitled) Race and Ethnic Inequality;
(subtitled) Sociology of Welfare

Course Frequency – 2005-2014

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Urban Studies Programs Policies on Academic Misconduct

Adopted by USP faculty, February 13, 2009

Academic misconduct is a serious offense that can jeopardize a graduate student’s career. Students who commit academic misconduct may be failed in the class by the instructor and/or be dismissed from their program of study and the University. In the interests of clarifying what the USP faculty consider to be academic misconduct, this policy sets forth specific examples of prohibited conduct. Academic misconduct in USP includes but is not limited to:

- Plagiarism
- Cheating on an examination
- Collaborating on an assignment with another student when the instructor’s policy is that it should be completed alone.
- Falsification of data
- Submission of the same prose to more than one course without prior permission of both faculty members. If a student is working on substantially similar papers in more than one course, it is the responsibility of the student to clarify with the instructors the appropriate work for each course.

➢ To clarify, there are circumstances in which students may re-use prose that they have previously produced. Those circumstances are:

1. Prose written for a class may be used in a conference paper
2. Prose written for a conference paper may be used in a thesis or dissertation
3. Prose written for a preliminary examination may be used in a dissertation
4. Prose written for a class may be used in a thesis or a dissertation but the major professor should be advised of this case. MS students who are pursuing option IV (coordinated activity in course work) are assumed to be doing this.

For a full description of UWM’s policy on academic misconduct, see http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm The university policy specifies other forms of academic misconduct beyond those enumerated here. The USP Director shall circulate this policy to USP students at the beginning of each semester.
**Graduate Student Academic Appeals and Grievance Procedures**

UWM policies require that programs/departments adopt specific procedures for students who receive an adverse decision in an academic matter (e.g., grades, dropping a course, graduation decision). The final authority in all appeals for graduate students is the Dean of The Graduate School and Research. Appeals which reach The Graduate School are known as "Step Three" appeals, and the procedures which govern such appeals are specified in The Graduate School Bulletin. Appeals acted upon within Urban Studies are known as "Step One" and "Step Two" appeals. The procedures for appeals within Urban Studies Programs are described below.

### Step 1a

The student will discuss the appeal or grievance with the faculty member responsible for making the initial decision within 30 days of the action that motivated the appeal/grievance. Every effort should be made to resolve the grievance at this time. If requested by the student, the faculty member will provide the student with a written statement of the reason for rejecting the appeal.

### Step 1b

If Step 1a is adverse to the student, the student may, within 10 working days from the date of that decision, appeal the decision to the USP Director. (If the USP Director is the individual or a member of a committee toward whom the appeal or grievance is directed, the student may proceed from Step 1a to Step 2). The student may present to the Director, in writing or in person, evidence in support of the appeal or grievance. The Director shall investigate and seek information pertaining to the appeal from relevant individuals, and render a decision. If requested by the student, the Director will provide a written statement containing the reason for the decision.

### Step 2

If Step 1b is adverse to the student, the student may, within 10 working days from the date of that decision, appeal to the USP Grievance and Appeals Committee.* The student will present to the Committee, in writing, and in person, if desired, evidence in support of the appeal or grievance. The Committee will issue its decision in writing and provide copies to the student, the faculty member, and the USP Director.

### Step 3

If Step 2 is adverse to the student, the student may, within 10 working days from the date of that decision, appeal to the Dean of The Graduate School and Research. Should this occur, all written statements resulting from Step 1a, 1b, and 2 appeals will be forwarded to the appropriate official. Additional procedures governing Step 3 appeals are outlined in The Graduate School Bulletin.

Other administrative units on and off campus also process student complaints, utilization of the USP Academic Appeal and Grievance Procedure does not preclude concurrent or subsequent filing of complaints with other appropriate administrative bodies.
*The USP Grievance and Appeals Committee shall be appointed annually by the USP Director. It shall consist of a Chair and two additional members of the USP faculty. In the event that a committee member is the target of a Step 2 appeal or grievance or is judged by the USP Director to have a conflict of interest, the Director will appoint a substitute faculty member for the purpose of hearing that particular appeal or grievance only.

**USP Standing Committees**

Six committees govern the operation of the Ph.D. Program:

- The **Steering Committee** advises the Director on policies and procedures.
- The **Student Affairs Committee** evaluates applicants for entry into the Program. This Committee also makes recommendations on fellowships and assistantships. In cooperation with the Associate Director, this body monitors the progress of students in the Program. The Student Affairs Committee is empowered to recommend dismissal of students from USP if they fail to meet the Program's standards or those of the UWM Graduate School.
- The third governing body is the **Curriculum Committee**. This Committee is responsible for reviewing new course proposals, recommending courses in departments and schools for inclusion in the USP curricula, and for proposing modifications in the various components of degree requirements.
- The fourth committee is the **Lectures and Programs Committee**. Its purpose is to plan and implement extracurricular seminars, conferences, talks, and other programs appropriate to the instructional and research activities of USP.
- The final committee is the **Grievance and Appeals Committee**.
- In addition, the whole program faculty meet twice each year to hear committee reports and conduct business.

**USP Activities and Events**

**e.polis** _ejournal_

e.polis is a student-run ejournal. Students are encouraged to participate in producing each annual issue of _e.polis_. Students may join the editorial board, or submit an essay, book review, or journal article. The journal can be found at the link below:
http://www4.uwm.edu/letsci/urbanstudies/epolis/

**Fall Social and USP Speaker Series**

Each year there is a Fall Social in late September to welcome new students and bring continuing students and faculty together to socialize. The Fall Social usually includes a speaker and reception. The speaker series organized by the Lectures committee runs throughout the year and may include colloquia of USP faculty or scholars from other universities.
Henry W. Maier State of Milwaukee Summit
Urban Studies Programs organizes a Milwaukee Summit each November. The Summit is a panel discussion held at the Hefter Conference Center, 3271 N.Lake Drive. This event brings together experts from government, nonprofits and academia to discuss pressing issues that Milwaukee and the region face in the 21st century. Previous year’s themes have been: Life After Vouchers, Expansion, Accountability, and Outcomes (13), Milwaukee and the Great Recession (11), The Future of Transit (10), Public Education in Milwaukee at a Crossroads (09), Water Security and Urban Development (08), Health and Urban Development (07), and Economic Development (06).

Student Research Forum
The Student Research Forum is Urban Studies’ annual spring conference. The Forum provides a comfortable venue in which students, alumni, and faculty come together to investigate and discuss the complexities of the urban milieu. Organized by graduate students in the Urban Studies Programs, the Forum reflects the multidisciplinary nature of the curriculum as well as the varying interests of a diverse student body. The day is organized around morning workshops and concurrent sessions in which students in USP and other urban fields present papers, culminating with a keynote address from a distinguished scholar in urban studies and a reception that follows the address.

UWM Funding Opportunities for Urban Studies Programs Students
We encourage USP students and applicants to apply for the following forms of financial assistance available through USP and UWM. For your planning purposes we list the deadlines for the current academic year even though some of these dates have already passed; you may assume they will be similar in the upcoming year but should be aware that they might change.

Urban Studies Assistantships
Project Assistantship (open to MS and PhD students and applicants)
  Assist faculty in their research and USP office in event planning
  Appointments at the 33% and 50% levels, including tuition remission and health insurance
  Renewable up to total of 2 years for MS students and 3 years for PhD students
  Deadline for new students: completed application in the USP office by Jan. 5 each year.

Teaching Assistantship
  Teach a section of USP 250 (only PhD students); teach discussion section in history/sociology (MS or PhD students eligible).
  Participate in pedagogy brown bags sponsored by USP
  Appointment at 50% level (PhD)/33% (Master’s) including tuition remission and health insurance
  Renewable up to total of 2 years for MS students and 3 years for PhD students
  Deadline for new students: completed application in the USP office by Jan. 5 each year.
UWM Consortium for Economic Opportunity Milwaukee Idea Economic Development Fellow
Open to people who have participated in the Peace Corps, Americorps, or Public Allies
http://www4.uwm.edu/milwaukeeidea/ceo/mied/index.html
Contact Lisa Heuler Williams (heuler@uwm.edu) and make sure that USP knows that you will be applying for a MIED fellowship
Deadline: check office for current dates

Awards sponsored by the Graduate School
Graduate School Fellowship
Open to both MS and PhD students, both new and continuing
Provides a year of stipend, tuition, and health insurance
http://graduateschool.uwm.edu/students/financial-support/fellowships/
Apply to the USP office, which forwards nominees to the Graduate School
Deadline: December

Graduate School Dissertation Award
Open to current UWM Ph.D. students who have either achieved dissertator status or will achieve dissertator status by September 1 of the award year
Apply to the USP office, which forwards nominees to the Graduate School
http://graduateschool.uwm.edu/students/financial-support/fellowships/
Deadline: December

Advanced Opportunity Program
Renewable awards for new and continuing qualified graduate students who are members of groups underrepresented in graduate study or who are otherwise disadvantaged. Applicants must be American citizens or permanent residents of the United States
Apply to the USP office, which forwards nominees to the Graduate School
http://graduateschool.uwm.edu/students/financial-support/fellowships/
Deadline for new students: December
Deadline for current students: December

The Chancellor's Golda Meir Library Scholar Awards
Open to current UWM doctoral students
Award of $5,000
http://graduateschool.uwm.edu/students/financial-support/golda-meir-library-scholar-awards/
Copies of past winners’ applications on file in the USP office
Deadline: check office

Graduate School Student Travel Award
Supports graduate student travel to conferences to present research
Maximum award of $400
http://graduateschool.uwm.edu/students/financial-support/graduate-student-travel-award/
Deadlines: check office
The Graduate School also lists other external funding opportunities at:
http://graduateschool.uwm.edu/students/financial-support/external-fellowships/

**Other Urban Studies Opportunities**

**USP Travel funding**
- Supports graduate student travel to conference to present research
- Maximum award of $300
- Funded by Henry W. Maier fund
- Recipients write short reports included in annual USP newsletter
- Deadline: rolling, contact USP office to apply

**Scott Greer Award for Outstanding Research in Urban Studies**
- Open to participants in the USP Student Research Forum held in April each year
- Award winners receive UAA conference registration fees waived and travel support
- More information available on the USP web page
- Deadline: same as paper submission

**Miscellaneous**

**UWM Center for Women’s Studies, three scholarships**
- Award amounts ranging from $1,000 to $2,500
- http://uwm.edu/womens-gender-studies/scholarships/
- Deadline: check office

**UWM Center for Twenty-First Century Studies**
- A variety of fellowships and funding opportunities
- http://www4.uwm.edu/c21/pages/opportunities/forGraduateStudents.html
- Deadline: check office

**Last updated (8-17-15). Any updates or revisions to this handbook will be posted on the D2L version.**