

# Doctoral Program Student Guide

## Urban Studies Programs

2023-24

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# Doctoral Program Student Guide\*

## 2023-24

### Welcome

This Student Guide is designed to serve as a guide to students in UWM's Ph.D. Program in Urban Studies. The UWM Graduate School Bulletin contains the official description of the program, and the Graduate Academic Policy and Procedures and Ph.D. Requirements describe important policy and requirements that students should be familiar with (see Canvas links under Ph.D. program section for additional information). 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 7 assistantships in urban studies, 4 Project Assistantships and 3 Teaching Assistantships. There are also occasionally PAships available outside USP that our 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 Canvas site and at the main office. There are also university-wide funding sources such as the Advance Opportunity Program fellowships (AOP), CED Economic Development Fellowship, and Graduate School Fellowships. PhD dissertators in USP are also eligible to apply for a dissertation research grant (see p. 41 for more information on funding opportunities).

### Communication and Program Information.

All students are enrolled on the administrative Canvas site. Students can reach the Canvas main page by following the link: (<https://uwm.edu>) and select Canvas from the "Current Students" drop down menu at the top of the website, or you can go directly to the login

page (<https://uwm.edu/canvas/>) 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 “Urban Studies Programs” with the USP program banner at the very top of the Canvas dashboard. Click on the site and you will be in the site.

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 has a Facebook group which you can join to follow postings on urban-related topics, and a Linked-In group so you can connect with our network of alumni and current students and faculty. Please consider joining both.

### **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 develop their Program of Study. In addition to these two weeks, the Director and Associate Director are available at other times of the year for appointments with students.

### **PhD Degree Requirements**

The PhD degree is comprised of four stages: coursework, prelim preparation and exam, dissertation proposal and defense, and research, writing, and defending of the dissertation. Minimum degree requirement is 33 credits beyond the master's degree, at least 27 of which must be earned in residence at UWM. Of the total credits required, 12 credits must be completed in the PhD core courses: 921 Research Methods in Urban Studies, 983 Contemporary Urban Social Structure and Change, one of four interdisciplinary core courses, and the quantitative competency course (HIST 595G, GEOG 747, URBPLAN 740, NONPROF 792, SOCIOL 760\*, ED PSY 624G). In addition, students take 6-9 credits in a methodological track they select (see below), and 6-9 credits in a topical specialization they select (see below), and 6 credits in the thesis course (991). Students may enroll for additional thesis credits but no more than 6 credits may be counted toward fulfilling the degree requirements. \*SOCIOL 760 has a prerequisite of SOCIOL 461

Each student is expected to develop a Program of Study with their major professor in order to gain competence in a field of specialization. Possible areas of specialization are: Community Organizations and Nonprofits, Crime, Justice/Law, and Health, Globalization and International Migration and Development, Housing and Gentrification, Public Policy, Race and Ethnicity, Urban Culture, Movements, and Space, Urban/Metro Economic Development, Urban and Suburban History, Urban Politics and Administration, and Urban Poverty and Inequality. Students may develop a research focus in other area concentrations but must use care as they will need to assemble a committee of four that have similar interests/expertise.

## 33 credits required

### I. Ph.D. Core Courses: (12 credits)

1. URB STD 921: Seminar in Urban Studies, 3 cr.
2. URB STD 983: Contemporary Urban Social Structure and Change, 3 cr.
3. One of the following four interdisciplinary core courses: (3 credits)

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

4. Quantitative Competency Course: (3 credits)  
(NONPROF 792; HIST 595G; GEOG 747; SOCIOL 760; ED PSY 624G; URB PLAN 740)  
Students doing GIS track need to take GEOG 747 for their stats courses; and students doing a quantitative or public policy track should plan to take graduate-level statistics (700 or above), and note that some of these courses have prerequisites (e.g. SOCIOL 760 has a 461 prerequisite, and the advanced stats SOCIOL/URBSTD 982 has SOCIOL 760 as a prerequisite).

**II. Methodological Track (6-9 credits) Note: If students decide (in consultation with their advisor) to take 6 credits in the Methodological Track, then they must take 9 credits in their Topical Specialization and vice versa. Together the Topical Specialization and Methodological Track must total 15 credits at a minimum.**

#### **A. Statistical Analysis/Quantitative Research Design (2 course minimum)**

1. SOCIOL/URB STD 982: Advanced Quantitative Analysis (students considering the quantitative track should consider enrolling in SOCIOL 760 for their quantitative competency course and should meet the SOCIOL 461 prerequisite before taking 760).
2. Second Elective:  
Possible electives:
  1. ED PSY 823: Structural Equation Modeling
  2. ED PSY 825: Multiple Regression and Multivariate Methods.
  3. ED PSY 826: Analysis of Cross-Classified Categorical Data.
  4. ED PSY 832: Theory of Hierarchical Linear Modeling.
  5. SOCIOL 752: Fundamentals of Survey Methodology.
  6. SOC WRK 963: Measurement Methods and Related Multivariate Statistics.
  7. SOC WRK 964: Advanced Statistical Methods.

## **B. Geographic Information Systems (GIS) (2 course minimum)**

\*\*Students who elect this specialization must take GEOG 747 to complete the statistical/quantitative core competency.

1. GEOG 726: Geographic Information Science (4 cr)
2. GEOG 625: Intermediate Geographic Information Science (4 cr)
3. Third Elective:

Possible electives:

1. GEOG 834: GIS and Society
2. GEOG 960: Geographic Techniques

## **C. Historical Methods (2 course minimum)**

1. One of the following two courses:
  - URB STD 971: Seminar on the History of American Urban Problems
  - URB STD 980: Growth of Urban Society
2. One of the following three historical methods courses:
  - HIST 712: Historiography and Theory of History
  - HIST 713: Historical Research Methods
  - HIST 715: Research Methods in Local History
  - BLC Field School courses (ARCH 534G; ARCH 553G)
3. Third Elective:
  - Possible electives:
    - One other 700, 800, or 900 level course in the History Department

## **D. Qualitative Methods (2 course minimum)**

1. One of the following three courses:
  - URB STD/SOCIOL 979: Qualitative Research Methods
  - GEOG 737: Qualitative Research
  - AFRIC 800: Introduction to Qualitative Research Methods in African & African Diaspora Studies
2. Second Elective:
3. Third Elective:
  - Possible electives:
    1. BLC Field School courses (ARCH 534G; ARCH 553G)
    2. PH 776: Qualitative Approaches in Public Health Policy
    3. CURRINS 729: Qualitative Research and Field Studies in Educational Settings.
    4. CURRINS 829: Advanced Qualitative Research Techniques for Education Settings.
    5. SOC WRK 952: Qualitative Research Methods in Social Work.

### **E. Program/Policy Evaluation (2 course minimum)**

1. POL SCI/PUB ADM 769: Analyzing and Evaluating Public Policies and Programs
2. Second Elective:
3. Third Elective:

#### Possible electives:

1. URB PLAN 810: Planning Policy Analysis.
2. PH 779 Public Health Policymaking and Analysis
3. ED PSY 824: Advanced Experimental Design and Analysis
4. SOC WRK 794: Advanced Research Methods: Evaluating Social Welfare Programs.
5. SOC WRK 750: Social Welfare Policy Development and Implementation.
6. POL SCI 751: Seminar in Public Policy Formation.
7. POL SCI 791: Nonprofit Advocacy and Public Policy.
8. POL SCI 974: Seminar in Politics and Public Policy.
9. POL SCI 976: Seminar in Comparative Public Policy: (Subtitled).

### **E. Mixed Methods (2 course minimum)**

\*Graduate students intending to pursue mixed research methods in their dissertation must file with the USP a Program of Study created in consultation with their major professor and the program Director. Students will need to select the ***first required course*** for two (or more tracks) for the mixed the methods selection.

### **III. Topical Specialization (6-9 credits): (see Faculty Area Concentrations below)**

### **IV. Thesis (6 credits minimum)**

Enroll in URB STD 991 with advisor over two semesters minimum

### **Total Credits (33 credits minimum)**

### **Good Standing**

To retain good standing, students must maintain a minimum 3.33 GPA and demonstrate progress toward completion of the PhD in urban studies. **Also note that a B- is considered a poor grade and anything below that is viewed as a fail. Graduate students should strive toward A/A- and B+ grades.**

### **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.**

### **Residency Requirement**

The Graduate School requires that doctoral students carry a certain course load while completing their degree. Students have the option of completing either 3 consecutive semesters of 6 credits of course work or 2 consecutive semesters of 9 credits to fulfill this requirement.

### **Time Limit**

The Graduate School has established a time limit for graduate degrees. Students are expected to complete the prelim exam **within 5 years of initial enrollment and defend the dissertation within 10 years.**



# Doctoral Program Steps

## Getting Started

New Students should arrange to meet with the Director and Associate Director who will answer questions about requirements and offer counsel concerning the individual's course of study. The Director or Associate Director will help in selecting courses for the first semester and make suggestions about faculty with whom the student may wish to work with.

All students are strongly urged to maintain close and continuing contact with the Director or Associate Director. Indeed, at least once each semester students must arrange an interview with the Director or Associate Director in order to ensure smooth progress through the Program. The Director and Associate Director maintain records that register each student's advancement through the Program's various phases.

A "flow chart" outlining the various administrative steps in the Program is contained at the end of this document.

## Developing a Program of Study

During the first year in the Program each student should begin to prepare a detailed plan for completion of all requirements for the degree. This plan, termed the "Program of Study" implies that the individual has given thought to pursuing a preferred field of research and selecting the professor who will supervise a course of study. The Program of Study, together with suggested dates for accomplishing each specific goal, should be discussed with the Director or Associate Director.

In preparing this plan, the student must take into account the residence requirement. Ph.D. students must fulfill the residence requirement in one of two ways. The first alternative is to enroll in nine or more credits of graduate courses in each of two consecutive semesters, exclusive of summer sessions. The second alternative is to enroll for six graduate credits in each of three consecutive semesters, exclusive of summer sessions.

The student's Program of Study should be developed in association with the Director/Associate Director and Major Professor. The Major Professor is a member of the USP Program Faculty who is chosen not only as an advisor, but also as a dissertation director. The choice of a major professor represents an important decision and should be made with due deliberation and only after full consultation with the Director or Associate Director.

Due to the nature of the preliminary exams (see below), after choosing a major professor, students are urged to establish a three-person committee to help develop their area of study. **This committee consists of three UWM faculty, at least two of whom are USP faculty members from different departments; the chair of the committee must be a USP faculty member.** The composition of this committee, chaired by the student's Major Professor, needs the approval of the Director or Associate Director. It is expected that students study under each of their committee members in preparation for prelims and the dissertation. Thus, it is important that students arrange this committee relatively early in their stay in the Program. This Program of Study itself is to be located within one of the areas of topical specialization that are part of the faculty specialization areas (see faculty areas and recommended courses below).

## The Preliminary Exam

The preliminary examination represents the last hurdle before the student begins formal work on the dissertation. The preliminary exam is a comprehensive examination designed to gauge how well the student has mastered the basic disciplinary and methodological materials in his/her area of specialization. The questions require the student to synthesize and evaluate this material in an original way, and the examination is graded rigorously.

### Prelim Eligibility Requirements

In order to be eligible to take prelims, a student must have:

- Completed 12 credits of core courses (URB STD 921, 983, 1 of 4 core courses, quantitative course)
- Completed 6-9 credits in Topic Specialization with no more than 3 credits of independent study (URB STD 999) applied toward the 6-9 credit specialization.
- Completed 6-9 credits in Methodological Track
- Have no incompletes in coursework taken toward your degree
- Will have completed 27 credits of coursework in the Ph.D. program no later than the end of previous semester in which you are planning to take prelims
- Filed a USP "Program of Study" form with signatures from Major Professor/Committee Chair and Director or Associate Director (form available on Canvas site)

### Procedures

- Plan to meet with the USP Director/Associate Director 1-2 semesters before you plan to prelim to discuss the process and your Program of Study.
- Meet with your Major Professor to set up your committee, prepare your area of concentration(s) and reading list, and to determine a schedule for taking the exam. The student compiles the reading list, but your committee must approve the reading

list and it must be filed in the USP office. Your committee must be comprised of USP faculty members from at least two urban studies affiliated departments.

- Apply to the graduate school to take prelims (see Graduate School Milestones Link): Graduate School Application for Doctoral Preliminary Examinations
- Students are expected to be in active student status the semester they take their prelims during the regular academic year. Students should register for one credit of Urban Studies 991 (doctoral research) with your major professor's section during the fall or spring semester that they take their prelims.
- Inform the USP office of your intent to pursue prelims
- A copy of the prelim questions and answers must be filed in the USP office

## Purpose of The Preliminary Exam

The preliminary examination in UWM's Urban Studies Programs serves two functions:

1. **To provide doctoral students an opportunity to read deeply, in a focused and structured way, in their areas of research interest.** It is an expectation of the USP faculty that the reading areas defined in a given student's exam's bibliography are directly linked to that student's anticipated dissertation topic.
2. **To ensure that doctoral students are intellectually prepared to research and write a dissertation that meets USP's standards of excellence.** All Urban Studies dissertations are expected not only to produce original, empirically grounded research results but also to engage in a conversation with a larger scholarly literature. The preliminary exam specifically tests a student's ability to understand, interpret, and critique a body of scholarly literature.

## Composition of The Preliminary Exam Committee

The Urban Studies doctoral program is a social science degree program that draws faculty from multiple departments within UWM's College of Letters and Science as well as from other related UWM schools and colleges. The preliminary exam committee must include a total of three UWM graduate faculty members, at least two of whom must be USP faculty members, and from at least two different departments; the chair must be a USP faculty member. The committee members should be chosen on the basis of their capacity to supervise the topical and/or methodological content of the reading list.

## Reading Lists

Because of the intellectually diverse character of the Urban Studies Programs, which encompass multiple methodological research traditions grounded in social science, no standardized reading list governs the preliminary exam. Each student's examination questions will be prepared based on the student's individually prepared bibliography. Students are expected to consult with each of the members of their preliminary exam committee for suggestions in constructing the bibliography. However, it is up to the student to write the formal list and ensure that a copy of the final list is filed in the USP office, no later than four weeks before the exam is taken. The committee, then, is responsible for approving the final reading list upon which the prelim exam will be based.

Exam bibliographies are expected to include the following characteristics:

- The list begins with one paragraph that explains the student's planned dissertation topic and how the reading areas in the list reinforce that topic.
- The list covers between two and four defined reading areas.
- The bibliography should include no less than 50 books and articles and no more than 200 books and articles.

## Structure

The exam answers will consist of two essays. One of the exam questions must ask the student to assess the state of the scholarly literature in one or more of the student's defined reading areas. The question may be based on one key work, ask for a comparison of two critical works, or call for a synthesis of the field as a whole. The other question may focus on topical knowledge, research methods, or other areas as appropriate to the student's planned dissertation.

The preliminary exam consists of two questions, selected from a group of three or four written questions agreed upon by the members of the preliminary exam committee. The questions in this group may be paired, allowing students to choose one from each of the pairs, or the examination committee may specify a particular question that must be answered and allow the student a choice from the others. Again, the exam must be structured so that the student is required to answer at least one question about the scholarly literature in the field.

Each of the two answers will not exceed 2,500 words, exclusive of citations.

## Citations

The preliminary exam bibliography and responses should include citations appropriate to the practices of the intellectual tradition in which the expected dissertation could be published. For example, students expecting to write dissertations drawing on archival research should use one of the approaches to citation documented in the *Chicago Manual of Style*.

## Timing

Students shall have a period of 10 days in which to write their responses. Under normal circumstances, the exam will be released to the student by email at 9 a.m. on a Friday morning and delivered to the committee members by email by 9 a.m. on Monday morning a week and three days later. This schedule allows for students to use two weekends and one business week to write their exams. Students whose personal circumstances make another schedule preferable may arrange for a different start and end time. The written exam shall specify the release and due dates and times of the exam.

The ***oral defense of the examination shall occur within two business weeks of the due date of the written answers***. It is strongly recommended that the student and the faculty agree on the date and time of the oral defense before the written questions are distributed.

Because this is an exam situation, students are expected not to be in communication about the exam with the faculty committee during the writing period, except for when there are obvious errors in the examination (for example, missing words or a corrupted file). If a question seems ambiguous and in need of clarification, the student should use the written examination to assert a clarification or explain the problem with the question as part of the oral defense.

## Disruptions

USP recognizes that students are people with busy lives. In a 10-day writing period, students may become ill, face a family emergency, or experience other major disruptions. If faced with such circumstances that jeopardize his or her ability to perform well on the exam, a student does have the option of aborting an exam once the writing period has started. An aborted exam does not count as a failed exam.

A student aborting the exam must notify the Urban Studies Director as well as his or her committee members in writing and providing documentation of the emergency, as deemed appropriate by the USP Director. In the case of an aborted exam, the student must wait at least 30 days before attempting the exam a second time. The faculty

committee has the discretion to write a new exam or impose the previous exam.

**Caveat:** The option to abort the exam is to be used only in cases of genuine disruptions to the student's ability to write the answers. It is not to be used to avoid the particular questions posed by the faculty committee or otherwise evade the requirement for the preliminary examination.

## Assessment

- Based on both the written exams and oral defense, the prelim committee will either “pass” or “fail” the student.
- Written exams are expected to be polished grammatically and typographically.
- The written exam will be evaluated on the accuracy of its representation of other scholars' work and the cogency of its own argumentation.
- The purpose of the oral defense is to allow faculty to probe the student's written answers and allow a student the opportunity to further explain the writing.
- The preliminary exam is graded on a pass/fail basis. Both of a student's written answers must pass in order for the exam to be passed. Urban Studies does not have a practice of awarding a “high pass” or “pass with distinction” on the preliminary exam.
- The fundamental question that governs the passing or failure of the exam is whether the written answers demonstrate that the student is intellectually prepared to move on to the dissertation stage of the PhD program.
- In the event of a failed exam, committee members should provide written feedback specifying the inadequacies of the answer.
- Students who fail the first administration of the preliminary examination may retake the exam only once.
- If the written examination contains evidence of academic misconduct, such as plagiarism, the student will fail the exam. A student who fails a preliminary examination based on academic misconduct will be sent through the university's academic misconduct procedures, which can result in an annotation of academic misconduct on the student's permanent UWM academic record, among other penalties. If the process results in a finding of academic misconduct, the opportunity to retake the exam will be denied.

## Doctoral Dissertator Status

Another step-in progress toward the degree is the formal designation by the Graduate School that the student has achieved Dissertator Status. The specific requirements for this are:

- Preliminary exam must be passed.
- Submit a proposal dissertation title and a brief summary of the dissertation topic to the Graduate School Milestones link
- Major and Minor coursework requirements completed (certified by program).
- Residency requirement satisfied.
- Student has earned a cumulative GPA of 3.0.

The Graduate School will check to make sure that student is still within Graduate School Doctoral degree time-limit requirements.

USP students can move to this stage very easily after passing prelims. Students need to complete an "Application for Doctoral Dissertator Status" form and submit a brief summary of their dissertator topic on the Graduate School Doctoral Milestones. Since dissertators are assessed reduced fees for tuition, students are urged to apply for dissertator status immediately after passing prelims using Milestones. Students need to enroll in 3 credits of **URB STD 991 with their advisor**. Students should email the course number, section number and their advisor approval to [beranekc@uwm.edu](mailto:beranekc@uwm.edu) to receive a permission number to enroll.

## The Dissertation Proposal

The next step after achieving Dissertator Status is to formulate the dissertation proposal. Depending on your research design, you may also have to complete a Human Subjects Review Board protocol at this time (see the Institutional Review Board link on the Canvas site under student resources)

A student's dissertation proposal requires the approval of a dissertation committee **consisting of three committee members (at least two USP Program Faculty from different USP-affiliated departments; the chair of this committee must be a USP faculty member)**. The composition of this committee, chaired by the student's major professor, needs the approval of the Director or Associate Director from the USP Ph.D. Program. Although not required, at this time students often expand their committee to the four-person committee required for the dissertation defense. **A total of three USP faculty must sit on the dissertation committee (at least two USP Program Faculty from different USP-affiliated departments; the chair of this committee must be a USP faculty member); a fourth faculty committee member can be outside USP or outside UWM. If a non-affiliated member, you will need to send a current vita of the requested member to the director for approval.** Please forward the approval and vita to [beranekc@uwm.edu](mailto:beranekc@uwm.edu) and [jmh@uwm.edu](mailto:jmh@uwm.edu), so the documentation can be placed in your file.

Upon completion of a final version of his/her proposal, the student will provide the USP Program office with the following:

- An electronic copy of the proposal,
- the proposal abstract, and

- the date, time, and place for the proposal hearing.

This information must be provided at least ***two weeks in advance*** of the hearing.

The student is also required to complete a "Doctoral Dissertation Proposal Hearing Form" (See Graduate School Milestones).

In general, the dissertation proposal should contain the following (see examples of a dissertation proposal on the Canvas site):

- a short and general statement describing what the study is about;
- an explanation of how the project represents a significant addition to current knowledge;
- a summary of available scholarship (both methodological and descriptive) bearing on the topic;
- variables: that is, if the topic is an investigation of groups, the student must list the variable factors that place the particular grouping, or set, in context;
- a listing of the hypotheses governing the study;
- a description and evaluation of the data, or sources, utilized;
- a discussion of the methodology applied in analyzing and employing the data in the dissertation;
- a brief outline of chapters and sections in the proposed dissertation.

## The Dissertation

After passing the proposal, the student proceeds to compose and submit a dissertation. The dissertation demonstrates the individual's ability not only to formulate a suitable topic for investigation, but also to accomplish original research. The dissertation represents the final and most exciting intellectual endeavor in the Program.

Because students have worked closely with at least a three-person committee up to this point, it is expected that there will be a smooth transition the form the dissertation committee. If students have not already done so, they now need to expand their dissertation committee to include the fourth member.

The subject of one's doctoral research and the composition of the dissertation committee are closely related. That is, the focus of research will be reflected in the expertise of the faculty on the committee; conversely, the specializations of committee members will naturally influence the research approaches of the doctoral investigator. In other words, doctoral candidates ought to design their dissertation committees and their thesis proposals at the same moment. **Chaired by the candidate's major professor, a total of three USP faculty must sit on the dissertation committee (at least two USP Program Faculty from different USP-affiliated departments; the chair of this committee must be a USP faculty member); a fourth faculty committee member can**



**be outside USP or outside UWM. If a non-affiliated member, you will need to send a current vita of the requested member to the director for approval.** Please forward the approval and vita to [beranekc@uwm.edu](mailto:beranekc@uwm.edu) and [jmh@uwm.edu](mailto:jmh@uwm.edu), so the documentation can be placed in your file.

## **Defense of the Dissertation. Awarding of the Ph.D.**

Students writing doctoral dissertations in USP must follow the general guidelines and format required by the Graduate School. Students should review the Graduate School's "Thesis and Dissertation Formatting Instructions," and follow it closely. The dissertation must be written and defended within ten years from beginning the Program. (The ten-year rule includes semesters in which the student is both active and inactive.) **Failure to meet this requirement may mean that the student must take another preliminary examination and be readmitted to candidacy.**

The ten-year rule on the dissertation is seductive. Ten years seems to be a long span and can sometimes lull candidates into complacency about completing their research. Doctoral candidates are urged to adhere to the schedule for completing the dissertation, which they have worked out with their committee. While working on the dissertation the student must be enrolled for three graduate credits in URB STD 991 with their advisor each semester. **Note: failure to maintain continuous enrollment as a dissertator (not including summers) can lead to the Graduate School assessing a four semester 3-credit tuition penalty!**

To arrange for the hearing, the student must complete all of the items associated with the PhD graduation page of the Graduate School on Milestones. In scheduling the defense, there are two deadlines that must be met:

- the defense must be held at least two weeks prior to the graduation ceremony date; and
- the dissertation approval must be accepted by the Graduate School by the published Graduate School dissertation submission deadline.
- A final approved dissertation needs to be submitted electronically to the USP Office

All committee members must be present at the dissertation defense, as no absentee ballots are allowed. In order for the student to pass, a positive vote by a simple majority of the committee is required. Teams and phone-in is permitted, but should be limited to one member of the committee and reserved for only when it is unavoidable or would create a large burden for an external member.

Each committee member's vote will be shown on the warrant. If the deferral box is checked on the warrant this means that the substance of the dissertation findings are

acceptable to the committee. Some aspects of the dissertation, however, (minor mechanical and editing) need refining before final acceptance. If deferral is checked, specific reasons for the deferral must be given. The student in dissertation deferral status cannot graduate and needs to register for the next semester if the deferral is not changed to a pass by the deadlines outlined above.

If the deferral status is not cleared by the time limit designated by the dissertation committee (up to a maximum of four months), the deferral reverts to a failed dissertation defense.

The dissertation committee designates the time limit and communicates the procedures for redefending the dissertation to the student.

### **Redefending the Doctoral Defense After a Failure**

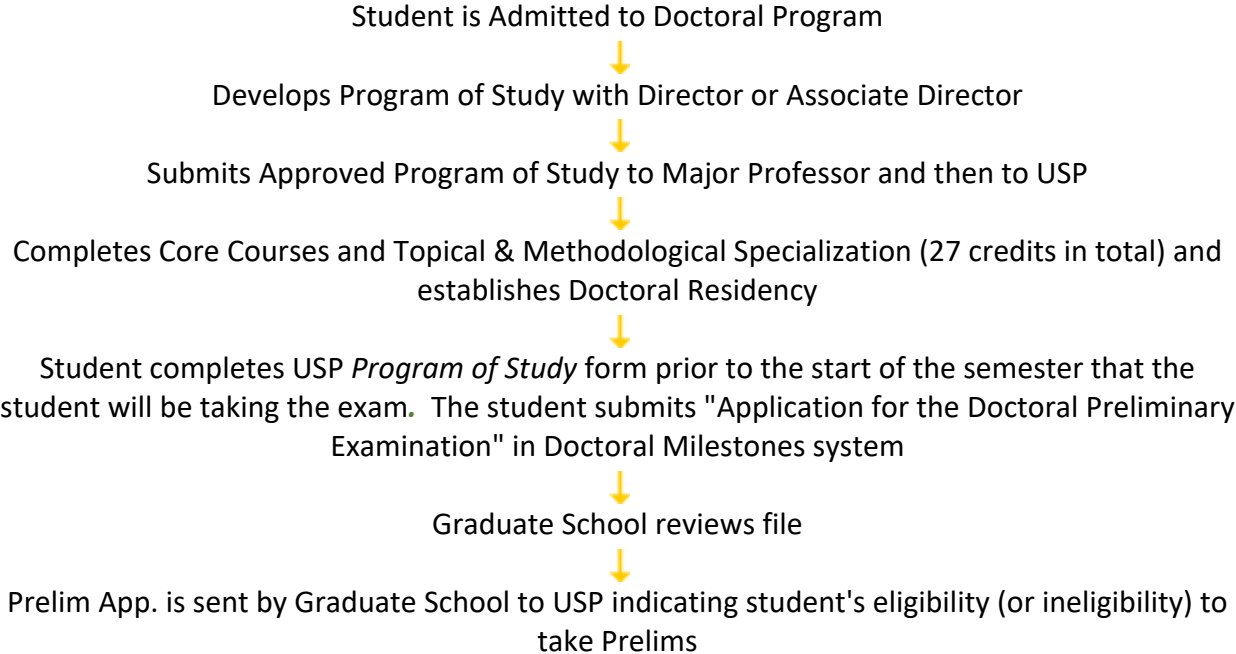
The student is allowed to redefend once after a waiting period. The waiting period is determined by the doctoral committee and communicated to the student. The Graduate School requires that the re-defense take place within one calendar year of the date of the first defense.

The Graduate School will notify the program and student of the results of the defense and when all the requirements have been met for the doctoral degree.

### **Review of Student Performance**

The Director or Associate Director of the Ph.D. Program meets at least twice a year with each student in the Program during annual advising sessions. At these interviews the student may discuss difficulties and seek help for any problems he or she may encounter. At these sessions the Director or Associate Director also reviews the progress of each individual. It is important to emphasize that students themselves bear responsibility for arranging these interviews and for maintaining progress toward the degree.

# Flowchart for USP Doctoral Students



If student is **eligible**, USP approves the Milestones application after the student’s Major Professor approves it. The Major Professor records the results of the prelim exam in Milestones.

If the student is **not eligible** for the exam, s/he must make arrangements to take exam at a later date when eligible. Submits new application in Milestones at that point.

If the student **passes** prelims, s/he advances to Doctoral Candidacy. The Grad School will send formal notification of this. Submits new application to the Grad School.

If the student **fails** prelims, s/he must make arrangements with USP to retake exam. Submits new Application to the Grad School.

Student completes “Doctoral Dissertator Status Application” in the Milestones System

Student enrolls for three credits in URB STD 991 each semester until s/he graduates.



Student completes “Doctoral Dissertation Proposal Hearing form” on Doctoral Milestones system. In addition, student submits a copy of proposal, proposal abstract, date, time, and place of proposal hearing to USP office at least two weeks in advance.



Once the proposal is passed, the student’s Major Professor approves the Proposal Hearing Form in Milestones, and it is forwarded for approval to USP. Student proceeds to work on the dissertation.



Student completes graduation checklist and submits “Application for Doctoral Graduation: Dissertation Defense” on Doctoral Milestones system, follows Graduate School dissertation formatting, and makes arrangements with USP for Final Oral Exam.



Graduate School reviews file.



Student is notified if there are any requirements which must be met before s/he is eligible for exam.



Student is notified if s/he is **not eligible** to graduate. S/he must submit new application when s/he is eligible.



Graduation Application is sent to USP, indicating student is eligible to take final exam.



USP returns application on which they have nominated exam committee members, -- committee members must have Graduate Faculty status or have been approved by Dean of Graduate School – (USP office must have a copy of dissertation before returning the Application to the Grad School), requesting a warrant for the final exam.



Grad School checks committee members for eligibility, issues warrant for final exam to USP



Student submits draft of dissertation to Grad School for review FOUR WEEKS before final exam (and must schedule a meeting to review formatting).



Student takes final exam (3 passing votes are required); USP returns warrant to Grad School with results.



If student FAILS exam, s/he must make arrangements with USP to retake exam. Submits new Graduation Application to Grad School.



If student has passed final defense, s/he submits ORIGINAL, signed dissertation copy electronically to USP and one electronic version for the Graduate School.



Diploma is mailed to student.

## 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," **(a total of three UWM faculty comprise a prelim committee, and two of the committee members must be USP faculty [one of whom is chair], and must include committee members from 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/Associate Director.

## Community Organizations, Nonprofits, and Community Organizing/Development

### *Faculty:*

Derek Handley (ENG), Jamie Harris (URB STD), Kirk Harris (URBPLAN), Doug Ihrke (POLSCI/PUBADMIN AND NONPROF), Joel Rast (POLSCI), Marie Sandy (ED POL/COM STD), Amanda Seligman (HIST), Aaron Schutz (ED POL/COM ST), Kristin Sziarto (GEOG), Lynne Woehrle (NURS)

### *Relevant Course Work:*

ARCH 534G Field Study (BLC Field School course)  
ARCH 553G Vernacular Buildings/Groupings  
HIST 970: Seminar on European Political History  
NONPROF 769: Analyzing and Evaluating Public Policies and Programs  
POLSCI 705: Professionals and Volunteers in Nonprofit  
POLSCI 789: Theory and Role of Nonprofit Organizations  
POLSCI 791: Nonprofit Advocacy and Public Policy  
POLSCI 793: Law of Nonprofit Organizations  
PUB ADM 792: Decision-making for Nonprofit and Public Organizations  
PUB ADM 958: Seminar in Public Administration (subtitled) Financing Nonprofits  
PUB ADM 958: Seminar in Public Administration (subtitled) International Nongovernmental Organizations  
URBPLAN 684G: Planning Local Economic Development

## **Crime, Justice/Law, and Health**

### *Faculty:*

Anne Bonds (GEOG), Tina Freiburger (CRM JST), Kirk Harris (URBPLAN), Linnea Laestadius (PH), Aki Roberts (SOCIOL), Marie Sandy (ED POL/COM STD), Lynne Woehrle (NURS).

### *Relevant Course Work:*

PH 779: Public Health Policymaking and Analysis  
MSP 760: The Politics and Policy of Sustainability  
MSP 770: Preparing for Sustainable Peace-building and Social Change  
CR JST 671G: Juvenile Justice

## **Globalization and International Migration and Development**

### *Faculty:*

Anne Bonds (GEOG), Rina Ghose (IND ENG), Jamie Harris (URB STD), Jennifer Jordan (SOCIOL), Linda McCarthy (GEOG), Arijit Sen (HIST), Kristin Sziarto (GEOG), Chia Vang (HIST), Hyejin Yoon (GEOG).

### *Relevant Course Work:*

URB STD 450G: Urban Growth and Development: A Global View  
GEOG 540G: Globalization and the City  
HIST 840: Colloquium on Global History (subtitled, only appropriate topics may apply)  
HIST 840: Globalization of America-The Asian American Experience  
HIST 940: Seminar on Global History (subtitled, only appropriate topics may apply)  
POLSCI 952: The Politics of Developing Nations (subtitled, only appropriate topics may apply)  
SOCIOL 928: Seminar in Social Organization: (subtitled) Globalization and Technology

## **Housing and Gentrification**

### *Faculty:*

Anne Bonds (GEOG), Rina Ghose (IND ENG), Jamie Harris (URB STD), Amanda Seligman (HIST), Joe Rodriguez (HIST) Arijit Sen (HIST), Hyejin Yoon (GEOG).

### *Relevant Course Work:*

ARCH 534G Field Study (BLC Field School course)  
ARCH 553G Vernacular Buildings/Groupings  
URB STD/ GEOG 945: (USP Master's Core Course): Internal Structure of the City  
URB STD/HIST 971: (USP Master's Core Course): Seminar on the History of American Urban Problems  
GEOG 441G: Geography of Cities and Metropolitan Areas

HIST 900: Seminar on U.S. Urban History  
HIST 970: Seminar on European Political 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:*

Anne Bonds (qualitative methods), Marcus Britton (methods, statistics), Rina Ghose (GIS, qualitative methods), Linnea Laestadius (qualitative methods), Amanda Seligman (historical methods, archival research), Robert Schneider (GIS, qualitative/quantitative methods), Arijit Sen (historical/oral history/archival), Kristin Sziarto (qualitative methods), Erin Winkler (qualitative methods).

### *Relevant Course Work:*

#### **Geographic Information System (GIS)**

GEOG 726: Geographic Information Science  
GEOG 826: Intermediate Geographic Information Science  
GEOG 926: Advanced Geographic Information Science: Geographic Modeling  
GEOG 834: GIS and Society  
URBPLAN 791: Introduction to Geographic Information Systems

#### **Statistics**

URB STD/SOCIOL 982: Methods of Research and Analysis for Urban Social Institutions I  
EDPSY 624G: Educational Statistical Methods  
HIST 595G: The Statistical Analysis of Historical Data  
POLSCI 701: Techniques of Political Science Research  
SOCIOL 760: Advanced Statistical Methods in Sociology

#### **Quantitative Methods and Survey Design/Planning Methods**

POLSCI 700: Scope and Methods of Political Science  
SOCIOL 750: Research Methods in Sociology  
SOCIOL 752: Fundamentals of Survey Methodology  
SOCIOL 951: Seminar in Research Methodology  
URBPLAN 721: Applied Planning Methods  
URBPLAN 811: Applied Planning Workshop  
URBPLAN 841: Seminar on Planning Analysis

#### **Historical/Oral History/Archival**

ARCH 534G Field Study (BLC Field School course)  
ARCH 553G Vernacular Buildings/Groupings



URB STD/HIST 971: (Master's core course) Seminar on the History of American Urban Problems  
HIST 713: Historical Research Methods  
HIST 715: Research Methods in Local History

### **Program and Policy Evaluation**

POLSCI 769: Analyzing and Evaluating Public Policies and Programs

### **Qualitative/Ethnographic**

URB STD/SOCIOL 979: Qualitative Research Methods  
AFRIC 800: Introduction to Qualitative Research Methods in African & African Diaspora Studies  
ARCH 534G: Field Study (BLC Field School course)  
ARCH 553G: Vernacular Buildings/Groupings  
PH 776: Qualitative Approaches in Public Health Policy and Administration

## **Public Policy**

### *Faculty:*

Rina Ghose (IND ENG), Jamie Harris (URB STD), Kirk Harris (URBPLAN), Linnea Laestadius (PH), Linda McCarthy (GEOG), Aaron Schutz (ED POL/COM STD), Robert Schneider (URBPLAN), Amanda Seligman (HIST), Joel Rast (POLSCI), Hyejin Yoon (GEOG).

### *Relevant Course Work:*

URB STD/SOCIOL 901: (Master's core course) Urban Social Structure  
URB STD/HIST 971: (Master's core course) Seminar on the History of American Urban Problems  
URB STD/POLSCI 913: (Master's core course) Seminar in Urban Political Process  
HIST 970: Seminar on European Political History  
POLSCI 751: Public Policy Formation  
POLSCI 769: Analyzing and Evaluating Public Policies and Programs  
POLSCI 972: Interest Groups and Public Policy  
POLSCI 974: Seminar in Politics and Public Policy  
POLSCI 976: Seminar in Comparative Public Policy  
URBPLAN 762: Housing Markets and Public Policy  
URBPLAN 692G/Arch 790: Transportation Workshop: Ideas for Bus Rapid Transit in the Milwaukee Region  
URBPLAN 771: Transportation Policy and Planning  
URBPLAN 772: Pedestrian and Bicycle Transportation  
URBPLAN 857: Urban Design as Public Policy

## Race and Ethnicity

### *Faculty:*

Anne Bonds (GEOG), Marcus Britton (SOCIOLOGY), Tina Freiburger (CRM JST), Rina Ghose (IND ENG), Derek Handley (ENG), Jamie Harris (URB STD), Kirk Harris (URBPLAN), Ryan Holifield (GEOG), Joe Rodriguez (HIST), Amanda Seligman (HIST), Arijit Sen (HIST), Kristin Sziarto (GEOG), Chia Vang (HIST), Erin Winkler (AFRIC), Hyejin Yoon (GEOG).

### *Relevant Course Work:*

URB STD/SOCIOLOGY 901: (Master's core course) Seminar: Urban Social Structure  
URB STD/HIST 971: (Master's core course) Seminar on the History of American Urban Problems  
URB STD/GEOG 945: (Master's core course) Internal Structure of the City  
AFRIC 880: Seminar: Black Metropolises  
GEOG 564G: Urban Environmental Change and Social Justice  
SOCIOLOGY 920: Seminar in Race and Ethnic Relations  
SOCIOLOGY 928 Sociology of Race and Ethnicity

## Urban Culture, Movements, and Space

### *Faculty:*

Marcus Britton (SOCIOLOGY), Derek Handley (ENG), Jamie Harris (URB STD), Ryan Holifield (GEOG), Jennifer Jordan (SOCIOLOGY), Joe Rodriguez (HIST), Arijit Sen (HIST), Aaron Schutz (ED POL), Marie Sandy (ED POL/COM STD), Kristin Sziarto (GEOG), Hyejin Yoon (GEOG).

### *Relevant Course Work:*

URB STD/HIST 971: (Master's core course) Seminar on the History of American Urban Problems  
GEOG 443G: Cities of the World  
GEOG 564G: Urban Environmental Change and Social Justice  
GEOG 747: Spatial Analysis  
HIST 841: Colloquium on Modern Studies  
HIST 907: Seminar on U.S. Intellectual and Cultural History  
HIST 970: Seminar in European Political History  
POLSCI 952 The Politics of Developing Nations (subtitled, only appropriate topics may apply)  
SOCIOLOGY 928: Seminar in Social Organization: (subtitled: Political Sociology)

## Urban/Metro Economic Development

### *Faculty:*

Anne Bonds (GEOG), Marcus Britton (SOCIOLOGY), Rina Ghose (IND ENG), Jamie Harris (URB STD), Ryan Holifield (GEOG), Linda McCarthy (GEOG), Joel Rast (POLSCI), Robert Schneider (URBPLAN), Kristin Sziarto (GEOG), Hyejin Yoon (GEOG).

*Relevant Course Work:*

URB STD/PUB ADM 965: Municipal Management  
URB STD/HIST 971: (Master's core course) Seminar on the History of American Urban Problems  
URB STD 988: Seminar in Urban Social Institutions: subtitle (Crisis of the American City)  
GEOG 540G: Globalization and the City  
GEOG 564G: Urban Environmental Change and Social Justice  
HIST 450G: The History of Milwaukee  
HIST 463G: History of the American City  
HIST 970: Seminar in European Political History  
URBPLAN 684G: 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)

Joe Rodriguez (HIST), Amanda Seligman (HIST), Arijit Sen (HIST)

*Relevant Course Work:*

URB STD/HIST 971: (Master's core course) Seminar on the History of American Urban Problems  
HIST 463: History of the American City  
HIST 833: Colloquium on Urban History  
HIST 970: Seminar on European Political History

## **Urban Politics and Administration**

*Faculty:*

Rina Ghose (IND ENG), Doug Ihrke (PUB ADMIN and NONPROF), Linda McCarthy (GEOG), Joel Rast (POLSCI), Kristin Sziarto (GEOG)

*Relevant Course Work:*

URB STD/POLSCI 913: (Master's core course) Seminar in Urban Political Process  
URB STD/PUB ADM 965: Municipal Management  
HIST 970: Seminar on European Political History  
POLSCI 855: Comparative Urban Politics (not offered recently)  
POLSCI 974: Seminar in Politics and Public Policy  
PUB ADM 792: Decision-making for Nonprofit and Public Organizations  
PUB ADM 958: Seminar in Public Administration  
SOCIOLOG 928: Seminar in Social Organization: (subtitled: Political Sociology)

## **Urban Poverty and Inequality**

### *Faculty:*

Anne Bonds (GEOG), Marcus Britton (SOCIOL), Rina Ghose (IND ENG), Kirk Harris (URBPLAN), Ryan Holifield (GEOG), Linda McCarthy (GEOG), Joel Rast (POLSCI), Amanda Seligman (HIST), Hyejin Yoon (GEOG).

### *Relevant Course Work:*

URB STD/SOCIOL 901: (Master's core course) Urban Social Structure  
URB STD/GEOG 945: (Master's core course) Internal Structure of the City  
URB STD/HIST 971: (Master's core course) History of American Urban Problems  
GEOG 540G: Globalization and the City  
GEOG 564G: Urban Environmental Change and Social Justice  
HIST 460G: History of Poverty in America  
SOCIOL 920: Seminar in Race and Ethnic Relations  
SOCIOL 928: Seminar in Social Organization: (subtitled) Race and Ethnic Inequality; (subtitled) Sociology of Welfare

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>AFRIC 700 – Theory/Methods of Qualitative Research in Africology</b>			F		S, F	F	F			F	F	F	
<b>EDPSY 624G – Educational Statistical Methods</b>	S, F	S, F	S, F	S, F	S, F	S, F	S, F	S, F	S	S, F	S, F	S	S, F
<b>GEOG 441G – Geography of the Cities and Metropolitan Areas</b>	F	F	F	F	F	F	F	F	F	F	F	F, S	F
<b>GEOG 443G – Cities of World</b>	S	S		S	S	S	S, F	S	S	S	S	S	
<b>GEOG 540G – Globalization and the City</b>		F	S, F	F	F	F	F	F	F	F	F	F	
<b>GEOG 564G – Environmental Change and Social Justice</b>		S	S		S	S	S	S	S	S	S	S	S
<b>GEOG 726 – Geographic Information Science</b>	S	S	S	S, F	S, F	S, F	S, F	S, F	S, F	S, F	S, F	S	S, F
<b>GEOG 727 – Qualitative Research</b>			F			S		S		S			
<b>GEOG 747 – Spatial Analysis</b>	F	F	F	F	F	F		F	F	F		S	S
<b>GEOG 826 – Intermediate Geographic Information Science</b>	F	F	F	S, F	F	F	F	F	F	F	F	F	
<b>GEOG 960 – Geographic Techniques</b>								S	S		S		S
<b>HIST 450G – Growth of Metropolitan Milwaukee</b>	S										S	F	
<b>HIST 595G – The Statistical Analysis of Historical Data</b>	S, F	S, F	S, F	F	S, F	F		S, F	S, F	S, F	S, F	F	F
<b>HIST 712 - Historiography and Theory of History</b>									S	S	S, F	F	F
<b>HIST 713 – Historical Research Methods</b>		S		S, F			F		F	S		S	S
<b>HIST 715 – Research Methods in Local History</b>	S	S	S	S	S	S		S	S	S	S	S	S

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>HIST 840 – Colloquium on Global History</b>	S, F	S	F	S	F	S, F	S, F	F	S, F	S, F	S, F	S, F	S, F
<b>HIST 940 – Seminar on Global History</b>	S, F	S, F	S	S	S	S, F	S	F	S	F	F	S	
<b>POL SCI 700 – Scope and Methods of Political Science</b>	F	F	F	F	F	F	F	F	F	F	F	F	F
<b>POL SCI 701 – Techniques of Political Science Research</b>	F	F	F	F	F	F	F	F	F	F	F	F	F
<b>NONPROF 769 – Analyzing and Evaluating Public Policies and Programs</b>	S	S	S	S	S	S	S	S	S	S	S		S
<b>NONPROF 791 – Nonprofit Advocacy and Public Policy</b>	F	F	F	F			S	S	S	S	S	S	
<b>NONPROF/PUBAD MIN 792 – Decision-Making for Nonprofit and Public Organizations</b>	F	F	F	F	F	F	F	F		F	F	F	F
<b>NONPROF 793 – Law of Nonprofit Organizations</b>	F	F	F				F			F	F	F	F
<b>POLSCI 952 – The Politics of Developing Nations</b>			F					S		S		S	
<b>POLSCI 974 – Seminar in Politics and Public Policy</b>				F		S		S		S		S	
<b>PUB ADMIN 958 – Seminar in Public Administration</b>	F	S, F	S, F				S, F	S					
<b>URBSTD/PUBADM N 965 – Municipal Management</b>	S	S	S				S		S			S	
<b>SOCIOL 750 – Research Methods in Sociology</b>	F	F	F	F	F	F	F	F	F	F	F	F	F
<b>SOCIOL 760 – Advanced Statistical Methods in Sociology</b>	S	S	S	S	S	S	S	S	S	S	S	S	S
<b>SOCIOL 928 – Seminar in Social Organization</b>		F		S, F	F	F		S		F		S	F

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>SOCIOL 951 – Seminar in Research Methodology</b>			S		S	S, F		S	S	S		S	
<b>SOCIOL 979 - Qualitative Research Methods Seminar</b>	S	S	F								F	F	F
<b>SOCIOL 982 – Advanced Quantitative Analysis</b>		S, F		F	F		F	F	F	F	F	F	F
<b>URBPLAN 684G – Planning Local Economic Development</b>	F	S, F	F	F	F	F	F	F	F				
<b>URBPLAN 720 – Urban Development Theory and Planning</b>	S	S	S	S	S	S	S	S	S	S		S	S
<b>URBPLAN 762 – Housing Markets and Public Policy</b>	S	S	S	S	S	S	S	S		S	F	F	F
<b>URBPLAN 771 – Transportation Policy and Planning</b>	S	S	S	S	S	S	S	S	S	S			
<b>URBPLAN 810 – Public Policy Analysis</b>	F	F	F	F	F	F	F	F	F		F	F	F
<b>URBPLAN 857 – Urban Design as Public Policy</b>	F	F	F	F	F		F		F		F		F
<b>URB STD/ SOCIOL 901 – Urban Social Structure</b>	S	S	S	S		S	S		S		S		S
<b>URB STD/ POLSCI 913 – Seminar in Urban Political Process</b>	S		S		F			S			F		S
<b>URB STD 921 – Seminar – Research Methods in Urban Studies</b>	F	F	F	F	F	F	F	F	F		F	F	F
<b>URB STD/GEOG 945 – Internal Structure of the City</b>	S		S	S		S		S		S		S	S
<b>URBSTD/PUBADMIN 965 – Municipal Management</b>	S	S	S				S		S			S	
<b>URB STD/HIST 971 – Seminar on the History of American Urban Problems</b>	F	F	F	F	F	F	F		F	F	F	F	F

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>URB STD/HIST 980 – Growth of Urban Society</b>	S	F				S		S					
<b>URB STD/SOCIOL 982 – Advanced Quantitative Analysis</b>		S, F	F	F	F	F	F	F	F	F	F	F	F
<b>URB STD 983 – Contemporary Urban Social Structure and Change</b>		F		S		S		S		S		S	S
<b>URB STD 984 – Research Design for Urban Studies</b>	F		F			S	F		F				



## **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](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 Director and 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, acting as the advisory committee for the major, and for proposing modifications in the various components of degree requirements or developing new programs.
- 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 fifth 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:

<https://sites.uwm.edu/epolis/>

### **Fall Lecture 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.

## **Urban Studies State of Milwaukee Summit**

Urban Studies Programs organizes a Milwaukee Summit each November. The Summit is a panel discussion. 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: Covid-19 and Racial Equity in Milwaukee: What have we learned and where do we go from here? (22); Immigration and the City in the Trump Era (18); Far From the American Dream: Fair and Affordable Housing Costs (17); A Frank Conversation about Race in Milwaukee (16); Inequality in Milwaukee: How Big A Problem Is It & What Can Be Done About It? (15); Home and Garden: Can Urban Agriculture Save Milwaukee's Neighborhoods? (14); Life After Vouchers, Expansion, Accountability, and Outcomes (13); Milwaukee and the Great Recession (11); The Future of Transit (10); Health and Urban Development (09); Economic Development and the City (08).

## **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 afternoon is organized around a luncheon & poster session, panel or roundtable session, an awards ceremony that culminates 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 50% levels, including tuition remission and health insurance (with low premiums paid by student).
- Renewable up to total of 2 years for MS students and 3 years for PhD students with sufficient academic progress and performance in the PAship.

- Deadline for new and current students: completed application in the USP office by **Jan. 5 each year.**

#### Teaching Assistantship

- Teach a section of URB STD 250 or URB STD 360 (only PhD students); teach discussion section in history (MS or PhD students eligible).
- Participate in pedagogy brown bags sponsored by USP
- Appointment at 50% level (PhD)/(Master's) including tuition remission and health insurance (with low premium paid by student).
- Renewable up to total of 2 years for MS students and 3 years for PhD students with sufficient academic progress and performance in the TAship.
- Deadline for new students: completed application in the USP office **by Jan. 5** each year.

#### UWM Center for Economic Development Economic Development Fellowship

- Open to people who have participated in the Peace Corps, Americorps, or Public Allies
- <https://uwm.edu/ced/fellows/>
- Contact Lisa Heuler Williams (heuler@uwm.edu) and make sure that USP knows that you will be applying for an Economic Development fellowship
- Deadline: check with Lisa Heuler Williams

### 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 remission, and health insurance
- \$1,000 travel award
- <https://uwm.edu/graduateschool/types-of-funding/>
- Apply to the USP office, which forwards nominees to the Graduate School  
Deadline: Jan. 5

#### Graduate School Dissertation Fellowship

- 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
- Provides a year stipend, tuition coverage and eligible for health insurance
- \$1,000 travel award
- Apply to the USP office, which forwards nominees to the Graduate School
- <https://uwm.edu/graduateschool/types-of-funding/>
- Deadline: Jan. 5

### 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.
- Receive full tuition and eligible for health benefits.
- One-time, non-renewable \$1,000 travel award.
- Apply to the USP office, which forwards nominees to the Graduate School  
<https://uwm.edu/graduateschool/types-of-funding/>
- Deadline for new and current students: Jan. 5

### Graduate School Student Travel Award

- Supports graduate student travel to conferences to present research
- 1,000 cap for Ph.D. in expenses paid per student and
- \$500.00 cap per Master's Students. A student who receives support as a Master's Student here and then enrolls in UWM Ph.D. program would have a cumulative max of \$1,500  
<https://uwm.edu/graduateschool/types-of-funding/>
- Deadlines: check office

## Other Urban Studies Opportunities

### USP Travel funding

- Supports graduate student travel to conference to present research
- Maximum award of \$500
- Funded by Henry W. Maier fund
- Recipients write short reports included in annual USP newsletter
- Deadline: rolling, contact USP office to apply

### Urban Studies Award for Best Poster and Paper in Urban Studies

- Open to participants in the USP Student Research Forum held in April/May each year
- Award winners receive a small prize, UAA conference registration fees waived, and some travel support
- More information available on the USP Canvas site
- Deadline: same as paper and poster submission

### USP Research Grant Award

- Up to \$1,500 to support costs related to dissertation research; \$500 for a Master's student's thesis research costs.

- Currently open only to doctoral students who have defended their dissertation proposals and Master's students who have an approved thesis proposal.
- Funded by alumni donations
- **Deadline: March 1**

## Miscellaneous

UWM Center for Women's Studies, three scholarships

- Award amounts ranging from \$1,000 to \$2,500  
<https://uwm.edu/womens-gender-studies/scholarships/>
- Deadline: check with Women's Studies office

UWM Center for Twenty-First Century Studies

- A variety of fellowships and funding opportunities  
<https://uwm.edu/c21/fellowship/>
- Deadline: check with 21<sup>st</sup> Century Studies office



## **USP Procedures for Appointment as An Honorary Fellow**

The Honorary Fellows program allows scholars who earned their Ph.Ds. in UWM's Urban Studies Programs to continue working on their research. Scholars who wish to revise their dissertations for publication may find the opportunity to be a USP Honorary Fellow particularly appealing.

USP Honorary Fellows are appointed for a one-year period on the recommendation of the Urban Studies faculty. Benefits include access to the UWM library and computing services and the mentoring of a USP faculty member. The College of Letters and Science will issue a contract to the Honorary Fellow; note that no salary or fringe benefits come with this appointment.

Applicants for an Honorary Fellowship must:

1. Hold a doctorate in Urban Studies from UWM
2. Submit a project description and work plan that specifies an academic project, preferably one that involves working toward publication related to the dissertation, to be pursued during the fellowship period
3. Submit a current CV
4. Identify a faculty supervisor who must notify the USP Director of his/her willingness to oversee the work of the Honorary Fellow.

Applications will not be considered until the dissertation has been defended. Students who plan on applying shortly after their defense, however, should notify the USP Director so that she/he can facilitate the application.

**\*\*Last updated 9-5-2023. Any updates or revisions to this handbook will be posted on the website version.**