

# PhD in Business Administration

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Doctoral Student Handbook  
2021-2022



UNIVERSITY of  
**SOUTH FLORIDA**

MUMA COLLEGE OF BUSINESS



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## INTRODUCTION

This Handbook for Doctoral Students is provided to give information on the policies, procedures and requirements for the Doctoral Program in Business Administration at the University of South Florida. Doctoral students are subject to the policies and procedures of the University, College and the School handbooks. All of the policies and procedures outlined in the Handbook are pertinent to doctoral students. Students should also study carefully the USF Graduate Catalog for general requirements applying to all doctoral students at USF.

Questions regarding the required paperwork and processes related to the doctoral program should be directed to the Muma College of Business Office of Graduate Studies. The Doctoral Program Coordinator in the student's concentration is responsible for helping ensure the student's academic progress in the doctoral program and should be consulted on academic questions pertaining to one's particular field of study, including but not limited to the program of study, qualifying exams, meeting requirements for admission to candidacy, and evaluation of annual performance.

### Program Objectives

The doctoral program offered by the Muma College of Business provides its graduates with preparation for careers as college and university professors and as research and staff personnel in industry and government. Students' intellectual growth is fostered through working closely with faculty in seminars, on research projects, and other assignments that develop research and teaching skills. The curriculum offers breadth of understanding of the integral components of business administration as well as depth of field specialization sufficient to permit the student to make meaningful contributions to the discipline. Flexibility in the curriculum allows each student to build upon his or her strengths and to accommodate students with various levels of preparation in a wide variety of fields. Concentrations are offered in the following fields: Accounting, Finance, Information Systems, and Marketing. Support areas of study are offered in these fields, and in areas outside the college. However, the degree conferred is a Doctor of Philosophy in Business with a specialization in one of the named concentration areas.

### Admission Requirements

A bachelor's degree from an accredited college or university is required for admission to the program. Applicants must also have an acceptable score on the Graduate Management Admissions Test (GMAT) or the Graduate Records Exam (GRE). Applicants from foreign countries where English is not the spoken language should be aware that the college complies with the University of South Florida's requirement that applicants demonstrate proficiency in English. In addition, all applicants must meet the entrance requirements of, and be accepted by:

1. The Office of Graduate Admissions of the University of South Florida
2. The graduate program of the Muma College of Business
3. The applicant's concentration school.

Courses offered in the doctoral program are designed with the assumption that the student is proficient in statistics (through multiple regression), college algebra, matrix algebra, differential calculus, and a computer language (not required by Accounting). Proficiency must be demonstrated by showing evidence of completion of appropriate courses with grades of "B" or better.

Because positions in the doctoral program are highly competitive, the above should be viewed as minimum requirements for admission. **The priority deadline for admission each year is January 2.**

The doctoral program in Business Administration is a **full-time** program.

### **Residency and Enrollment Requirements**

The minimum requirement will be 90 semester hours of work beyond the bachelor's degree. A minimum of 45 hours of coursework required for the degree must be completed at the University of South Florida. Twenty-one hours of dissertation credits are required. Deviations from the minimum requirements must be recommended by the chairperson of the student's supervisory committee and approved by the Muma College Doctoral Program Committee and the Dean's Office.

Doctoral students receiving assistantships or university fellowships are required to maintain full-time enrollment. To be enrolled full-time a student must be registered for a minimum of 9 credit hours during the academic semesters and 6 credit hours during the summer. Failure to maintain full-time enrollment status can result in the loss of funding. Doctoral students who are no longer receiving funding must comply with the university's continuous enrollment and dissertation enrollment policies. The continuous enrollment policy requires that a student complete a minimum of 6 hours of graduate credit every three continuous semesters. The dissertation enrollment policy requires that a student working on a dissertation enroll for a minimum of 2 hours of dissertation credit every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the student completes degree requirements.

### **DOCTORAL ADVISORY COMMITTEES**

A Major Advisor will be appointed during the student's first term by the Doctoral Program Coordinator. The Doctoral Program Coordinator will serve as the Major Advisor if the concentration does not appoint Major Professors in the first term. The student and the Major Advisor should plan a program of study which, when completed, will satisfy the specified degree requirements. A copy of this program, signed by the student and Major Advisor, should be maintained in the student's file. Major Advisors are expected to be active in scholarly pursuits as evidenced by meeting the college requirements for a scholarly academic.

A Doctoral Advisory Committee will assist the Major Advisor. The Advisory Committee will approve the student's course of study as well as create and grade the written comprehensive qualifying examination.

### **COURSEWORK FOR DOCTORAL DEGREE IN BUSINESS**

A minimum of 90 semester hours beyond the bachelor's degree is required. This includes 21 hours of dissertation. A minimum of 45 hours of coursework must be completed at the University of South Florida.

#### **Foundation Courses**

Foundation requirements are designed to develop an appreciation of business and to help students see how their areas of specialization fit into the business environment. With the approval of the student's committee, a student may satisfy foundation requirements in any of the following ways:

1. By completing an undergraduate or graduate course from a college of business at an AACSB (or equivalent) accredited institution, with a grade of "B" or better in each of the functional areas, no more than five years prior to admission to the doctoral program: Accounting, Finance, Information Systems, Management, Marketing, and Economics.

2. By successfully petitioning the Muma College Doctoral Program Committee to accept previous academic work from an institution without AACSB or equivalent accreditation in fulfillment of all or part of this requirement. **Such a petition must be initiated during the first semester of the program.**
3. Students who do not meet 1 or 2 above must take a course at the 6000 level or above in each of the functional areas in which they were not waived.

It is extremely important that first year doctoral students meet with their Major Advisor (usually the Doctoral Program Coordinator) the first semester to ensure that foundation requirements are met and to ensure that the transfer of any credits that will be needed for the degree is accomplished.

### **Core Courses**

The two required core courses are designed to introduce students to research and develop the student's writing, quantitative and statistical research skills. The QMB 7557, Research and Writing Skills for Doctoral Students, is taken prior to the start of the first semester of the program. The College will waive a course only if the student has passed the same or equivalent course with a grade of "B" or better within the preceding five years.

QMB 7557	Research and Writing Skills for Doctoral Students (2 credit hours)
QMB 7565	Introduction to Research Methods (3 credit hours)

The research methods courses are meant to provide a strong background in quantitative and statistical research skills. These courses are to be determined by the student's Advisory Committee in consultation with the student. A three course series is required. An appropriate sequence should be chosen from the following:

ECO 6424	Econometrics I (3 credit hours)
ECO 6425	Econometrics II (3 credit hours)
ECO 7426	Econometrics III (3 credit hours)
ECO 7427	Econometrics IV (3 credit hours)
QMB 6375	Applied Linear Statistical Models (3 credit hours)
QMB 7566	Applied Multivariate Statistical Methods (3 credit hours)
ISM 7537	Empirical Research Methods (3 credit hours)

Any substitution of other appropriate mathematics, statistical and quantitative courses must be approved by the Muma College Doctoral Program Committee, preferably at the time of acceptance into the program, or definitely before taking a substitute course.

In addition, students are required to take an additional research elective approved by their Advisory Committee.

Should a student earn a "C" or lower in one of the core courses, the case will be brought before the Muma College Doctoral Program Committee for review. After reviewing the case, the Committee will take one of the following steps:

1. Require the student to pass an examination that covers the material relevant to the subject. A student who fails the exam on the first attempt may retake it within one year. A student who fails the exam on the second attempt will be subject to dismissal.
2. Require the student to retake the course. If a student retakes the course and fails to receive a grade of "B" or better, the student is subject to dismissal.

### **Concentration**

All students will take at least five 3-credit courses at the 6000 or 7000 level in an area designated as the student's concentration. Students are encouraged to identify courses in the concentration that will provide experience in applying current research techniques to problems in that field. To accomplish this, the student may propose a combination of formal classroom courses and independent directed-research courses. This combination may include a year-long research seminar in which the groundwork is laid for the student's dissertation. The specific agenda of courses will be determined by the student's advisory committee. The following fields are offered as concentrations: **Accounting, Finance, Information Systems, and Marketing**. Courses taken as part of the Foundation or Core sections may not be counted as part of the hours required for a concentration.

### **Support Field**

The support field will consist of a minimum of three courses (9-credit hours) from one or more of the fields listed under the concentration, or elsewhere in the university. The support field and the concentration cannot be taken in the same school. Courses within the support field can be selected to complement the concentration, and may include courses outside the Muma College of Business. The nature and number of the support field courses will be determined by the student's Advisory Committee in consultation with the Doctoral Program Coordinator of the support field school/department. Courses taken as part of the Foundation or Core courses may not be counted as part of the 9 hours required for support fields.

### **Non-credit Requirements of the University Office of Graduate Studies**

The University Office of Graduate Studies requires all new doctoral students to have basic RCR (Responsible Conduct of Research) training by completing the Collaborative Institutional Training Initiative (CITI) module related to the social, behavioral and education (SBR) sciences. The CITI modules are designed to introduce researchers to various elements of research conduct. Students must complete the module or provide evidence of previous qualified RCR training to their Major Advisor, the professor of the QMB 7557 course, and the Office of Graduate Studies in the first semester enrolled in a doctoral program. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the registration hold will be lifted. To complete the online training modules students should go to the University Office of Graduate Studies and click on the research tab (<http://www.grad.usf.edu/rcr-2.php>). To facilitate students meeting this requirement the CITI training is included as a required component of the QMB 7557 course required of all new Muma College of Business doctoral students.

The University Office of Graduate Studies also requires all new doctoral students who will have teaching assignments while on assistantships to complete training. The training is available from the Academy for Teaching and Learning Excellence (ATLE). The training is offered twice a year on the Friday before classes begin; once in August and once in January. Additional information concerning the training is available at <http://www.usf.edu/atle/faculty/tas.aspx>.

## **QUALIFYING EXAMINATION**

Upon completion of all coursework, students must pass a comprehensive written examination in the concentration covering subject matter in the concentration and related fields. Depending on the concentration area's policy, this comprehensive examination may take the form of a written exam or a completed research paper in the student's area of concentration.

The student's performance on this comprehensive exam should reflect familiarity with the literature, as well as with current issues and problems related to the fields tested. A student who fails the qualifying exam may retake

it within one year. A second failure disqualifies the student from continuing the doctoral program. If the degree is not conferred within five (5) calendar years of successful completion of the qualifying examination, a second different examination must be taken. Students passing the qualifying examination are eligible for admission to candidacy for the doctoral program. From the original date of admission students have seven (7) years to meet all degree requirements and graduate.

The decision to administer a separate qualifying exam for a support area will be made by the school/department in which the support area is taken. In the event that an interdisciplinary support area is selected, any school/department represented by six (6) or more semester hours may require a qualifying examination. In the event that no single school/department represents six semester hours or more, the student's Doctoral Program Coordinator will solicit input from the faculty teaching the courses in the support area on behalf of the Doctoral Advisory Committee. If a majority of those polled take the position that a separate qualifying examination in the support area is not appropriate, the exam will not be administered. If a separate qualifying examination is not administered in a support area, material from the support area will be integrated into the comprehensive exam in the concentration.

A doctoral student who anticipates sitting for the exam should notify the school director and the Muma College of Business Associate Dean in writing during the first week of the semester in which the student plans to take the exam. The exams will be a **minimum of eight hours**.

## **ADMISSION TO CANDIDACY**

Students will be admitted to candidacy status when:

1. A Dissertation Committee has been appointed and approved,
2. The Dissertation Committee, in consultation with the student's Doctoral Advisory Committee, has certified that the student has successfully completed the comprehensive qualifying examination(s) and has demonstrated the qualifications necessary to successfully complete requirements for the degree,
3. The student has achieved an overall and major GPA of 3.00 at USF at the time of candidacy.
4. The student's Admission to Candidacy form is completed and approved by the Associate Dean of the Muma College of Business and forwarded to the Dean of the University's Office of Graduate Studies for final approval. The form must be completed no later than the semester following successful completion of the qualifying exam. Candidacy is effective in the semester following processing and approval by the Office of Graduate Studies.

## **DISSERTATION**

After admission to candidacy, a doctoral candidate must write and then defend a dissertation as the final phase of the doctoral program. The dissertation must reflect original and significant research in the student's chosen field. It must meet high standards of scholarship as well as contribute to the body of knowledge in that field. The development of the dissertation should proceed through several phases, as follows:

1. The candidate explores potential areas of research and, under the guidance of his/her Dissertation Chairperson, selects a topic.
2. The candidate prepares a detailed dissertation proposal and makes an oral presentation to the Dissertation Committee. The presentation is open to all interested faculty. The purpose of the

formal presentation of the proposal is to provide the candidate with an evaluation by the faculty, at an early stage, of the viability of the project, as well as to provide other suggestions and comments.

3. The candidate performs the research and prepares the dissertation. The Dissertation Committee meets with the candidate at least twice per semester to ascertain that acceptable progress is being made.
4. When all of the agreed-upon work is completed, the candidate presents an oral defense of the dissertation in an open meeting attended by the candidate's Dissertation Committee and other interested persons including faculty members and doctoral students.

The following sections contain basic guidelines for the selection of a dissertation committee, dissertation topic, proposal and dissertation defense, and registration of dissertation hours.

### **Dissertation Committee**

The Dissertation Committee is charged with the responsibility of guiding and approving both the nature and scope of the dissertation topic and the research methodology to be used. As soon as an area of research is determined and a Dissertation Chairperson is chosen, a Dissertation Committee will be approved for the student. The selection of a dissertation committee must be finalized prior to a student's admission to candidacy.

The Dissertation Committee consists of at least four faculty members. Members of the committee must include at least three representatives from the student's concentration school (Accountancy, Finance, Information Systems and Management, or Marketing and Innovation). The Muma College of Business requires that college faculty meet the AACSB scholarly academic criteria to be eligible to serve on dissertation committees. One committee member must be selected from outside the student's concentration school. However, it is possible to have an outside member from the area of concentration who is at another institution.

The Dissertation Committee is distinct from the student's Doctoral Advisory Committee and may be comprised of different faculty members. It is not necessary that the student's Major Advisor serve as either the Dissertation Chairperson or be a participating member of the Dissertation Committee. Once the Dissertation Committee has been selected, the Dissertation Chairperson, in consultation with the School Director, submits the names of the selected committee members to the Muma College of Business Associate Dean for formal appointment. The names are submitted on the Graduate Student Supervisory Committee Appointment form (see appendix).

### **Selecting a Dissertation Chairperson (Advisor) and Committee Members**

The candidate, in consultation with the concentration area's Doctoral Program Coordinator and School Director, selects a Dissertation Committee Chairperson. The Dissertation Chairperson must be a member of the USF faculty from the student's discipline and be chosen consistent with the scope and direction of the student's proposed research interests. The Chairperson should be knowledgeable about the subject matter with which the dissertation will be concerned, and must have experience serving on dissertation committees. Once the selected individual has agreed to serve, the candidate and the Dissertation Chairperson work together, in consultation with the concentration area Doctoral Program Coordinator, to recruit the remaining qualified committee members. Generally, the candidate and the Dissertation Chairperson will attempt to choose the dissertation committee faculty members:

1. Whose area of specialization provides the needed expertise on various aspects of the dissertation, thus ensuring that the dissertation research is of highest quality,
2. Whose areas of interest are relevant to some aspect of the dissertation, thus increasing the likelihood that they will agree to serve on the committee, and

3. Who are likely to work well with the student, as well as work together as a committee.

### **Dissertation Proposal**

The **dissertation proposal** can be a single proposal or two or more related proposals that form a formal document providing a concise description of the problem(s) to be studied and the motivation for the study(ies), a review of the relevant research and literature, the conceptual framework that will provide structure to the research effort, the data to be collected, the research methodologies to be used, and the hypotheses to be tested.

The proposal should be a substantive and definitive document based on considerable thought and intellectual investment. It should provide sufficient information on the proposed study for the dissertation committee to judge whether the topic is reasonable in scope and likely to contribute to the field in a meaningful way. The dissertation committee provides guidance to the candidate in refining and honing the candidate's ideas and reworking the proposal document until it is approved by the committee. The doctoral candidate then proceeds to prepare for the dissertation proposal defense.

### **Dissertation Proposal Defense**

Upon approval of the Dissertation Chairperson, and subsequent to acknowledgement by the other committee members, the candidate shall schedule the dissertation proposal oral defense. Doctoral students are expected to complete a dissertation proposal in a timely fashion. **Students will have two years after admission to candidacy to successfully defend their dissertation proposal, or they will be dismissed from the program.**

A complete copy of the written dissertation proposal must be given to each member of the committee and one complete copy must be given to the Muma College of Business Associate Dean a minimum of two weeks prior to the oral defense. The Dissertation Chairperson shall then immediately issue an inter-departmental memo to all interested faculty in the college, listing the time, place, and date of the oral defense, inviting all to attend, and noting that a copy of the written proposal is available for inspection electronically through the candidate's school. The Chairperson shall preside over the proposal defense with all committee members in attendance. Other interested faculty may ask pertinent questions or tender observations during the oral defense. Final determination of the acceptability of the proposal shall be made by the committee members from the following choices:

1. Unrestricted Approval,
2. Approval Subject to Modifications, or
3. No Approval.

### **Registration of Dissertation Hours**

A minimum of 21 hours of dissertation credit must be earned prior to the granting of the doctoral degree in business. The candidate must register for a minimum of two credit hours of dissertation each semester after the semester of admission to candidacy up to and including the semester all degree requirements are met. Enrollment is required even though the minimum of 21 hours has already been attained. It should be noted that candidates receiving assistanships are required to register for more than two credit hours each semester.

### **Final Oral Examination**

After the Dissertation Committee has carefully read the final draft of the dissertation and finds it suitable for

presentation, the committee will complete a form (Request for Dissertation Defense) requesting the scheduling and announcement of the dissertation defense examination. Requests for Dissertation Defense should be completed a minimum of two weeks prior to the defense date being requested. The request form will be submitted via the appropriate Doctoral Program Coordinator to the Muma College of Business Graduate Studies Office for approval by the Associate Dean. Please see the Forms and Procedures section in the back of the handbook for Dissertation Defense Procedures and Procedures for Conducting the Oral Defense.

After approval of the Request for Dissertation Defense the Dissertation Chairperson shall then immediately issue an announcement in a public forum listing the time, place, and date of the oral defense, inviting all to attend, and noting that a copy of the proposal is available for inspection electronically through the candidate's school. A copy of the memo is to be sent to the Dean of the University's Office of Graduate Studies.

### **Guidelines for Dissertation Defense**

The University requires an **Examination Chair** at the final oral defense. The role of the Examination Chair is to preside over all functions, including introduction of the candidate and the questioning procedures. An Examination Chair is not a part of the candidate's committee and must be selected from outside the candidate's concentration. The dissertation defense must include all members of the committee. In addition, other faculty members and students are encouraged to attend.

The examination should begin with a summary presentation by the candidate of the dissertation research. Following this presentation, the Examination Chair should begin questions from the Dissertation Committee in rotation, including the Examination Chair. Each examiner should limit questioning time on this initial round. Upon completion of the first round of questioning, a subsequent round may follow. Finally, questions from other attending faculty and students may be requested. The scope of questioning can be narrow (i.e., limited to the dissertation) or broad (i.e., including related issues in the discipline). Generally, the examination should not exceed three hours.

Following completion of these proceedings, the candidate and visitors will be asked to leave, and the Examination Chair will preside over the deliberation and voting of the committee. The voting is to **be limited to pass or fail votes and it must be unanimous**. The Examination Chair shall not vote. However, the Examination Chair has the responsibility to tally the votes, inform the candidate of the final decision, and convey the decision and the vote using the Successful Defense form.

### **Submission of Final Dissertation**

The candidate must submit to the Dean of the University's Office of Graduate Studies a completed dissertation signed by the Dissertation Committee by the deadline posted on-line at [http://www.grad.usf.edu/ETD\\_Deadlines.php](http://www.grad.usf.edu/ETD_Deadlines.php). The dissertation must conform to the guidelines in the Handbook for Graduate Theses and Dissertations available on-line at <http://www.grad.usf.edu/ETD-res-main.php>. An abstract also is required. Students must be enrolled for a minimum of two (2) **dissertation** hours during the semester that student completes all requirements for graduation. If not enrolled for the minimum requirement the thesis/dissertation will not be approved and therefore the student may not be certified for graduation. Contact the University's Office of Graduate Studies for additional information on dissertation submission and applicable fees.

## TIME LIMIT

### Time Limitation for Doctoral Students

Doctoral degrees must be completed within seven (7) years from the student's original date of admission for doctoral study. All courses applied to the doctoral degree must be completed within ten (10) years of the time the doctoral degree is conferred. However, there is no time limit for courses completed as part of a master's degree that are used toward a doctoral degree.

Additionally, the Muma College of Business requires that students defend their dissertation proposal within two years of admission to candidacy. Failure to do so will result in dismissal from the program.

### Time Limitation for Assistantships

Doctoral students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than four years beyond receipt of a master's degree while working toward the doctoral degree. Doctoral student assistantship appointments are for a 12-month time period with the exception of the fourth year when the appointment is for a 9-month period.

## INTERIM EVALUATION OF PERFORMANCE

The performance of each doctoral student is evaluated annually to determine if the quality of performance and the progress through the course work are satisfactory. Among the things considered in evaluating quality of performance are: the student's cumulative grade point average in the program, grades in specific courses, and other qualitative information provided by course instructors. As indicated, the student also is expected to demonstrate a reasonable rate of progress through course work and dissertation phases of the program, and the assessment of that rate of progress will be included in the evaluation.

The overall evaluation of quality of performance and rate of progress is used as one basis for determining whether the student should continue the program. Such decisions may also be based on additional information provided by school assessments.

Potential outcomes of an unfavorable evaluation are:

1. Conditional Status: A warning to the student that his/her performance exhibits some deficiencies. If improvement is not indicated by the next evaluation, the Doctoral Program Committee would normally choose to enforce a more severe penalty.
2. Loss of Financial Aid: The suspension of financial aid may be temporary or permanent.
3. Probation: The student is given one semester in which to clear up identified deficiencies. Probation carries with it a loss of financial aid. Probation is automatic for students whose cumulative grade point average falls below 3.00.
4. Dismissal: The student is no longer permitted to continue in the doctoral program.

The student has the right to appeal the outcome of the evaluation. Prior to a formal appeal, the student is encouraged to work through the issue with the evaluator (generally the Doctoral Program Coordinator). A formal appeal must be written and submitted to the school director and the Muma College of Business' Associate Dean for Academic Affairs within three (3) weeks after the student is notified of his/her evaluation. The written

notification should be a concise statement and address the points identified in USF policy 10-002. The College will follow the academic grievance procedures outline in USF policy 10-002 (<https://usf.app.box.com/v/usfpolicy10-002> ).

## **GRADUATION APPLICATION AND EXERCISES**

Each student who plans to complete degree requirements by the end of a term must submit an Application for Degree to the Office of the Registrar by the deadline noted in the Academic Calendar for the term in which graduation is expected. The application is available on the OASIS student menu. (Inquiries regarding approval or denial should be directed to the school.) A student must be enrolled for a minimum of two dissertation hours during the semester all degree requirements are completed.

Graduate students will not participate in commencement exercises until all requirements for the degree sought have been fulfilled.

## **FINANCIAL AID INFORMATION**

A number of financial aid programs are available to doctoral students at USF. The major programs are described below. For further information, contact the Muma College of Business Graduate Studies Office.

### **Graduate Assistantships**

A limited number of graduate assistantships are available for doctoral students. The assistantships pay a salary of \$24,000 per year. These are 12-month appointments requiring 20 hours of work per week (the 4<sup>th</sup> year assistantship becomes a 9-month appointment). Students are required to assist faculty with research and teach classes. Students will teach a total of 4 classes over four years of funding. Doctoral students on assistantship may not hold outside employment while on funding.

The timing of the teaching assignment and the classes assigned are determined by the student's concentration. The School Director is responsible for scheduling courses. The School Director should work with the Doctoral Program Coordinator and/or the student's Dissertation Chair to ensure teaching assignments do not impede student progress to degree.

### **University Graduate Fellowship**

A limited number of University Graduate Fellowships are awarded annually to outstanding non-USF first-year doctoral students. Recipients of these awards are determined by the schools receiving the fellowships.

### **McKnight Foundation Fellowship**

This Fellowship program provides \$17,000 a year in tuition, fees and a stipend for African Americans or Hispanics pursuing doctoral degrees at the University of South Florida and eight other universities in the state of Florida. Applicants must be U.S. citizens who hold or will receive a bachelor's or master's degree from a regionally accredited college or university. The application process usually begins in the fall with a deadline of January 15. Contact the University Office of Graduate Studies for application procedures and forms.

## L. Rene Gaiennie Endowment for Doctoral Research

Dr. Rene “Bud” Gaiennie served as a senior executive for the Singer Corporation and later as a Distinguished Lecturer in Management Policy in the Muma College of Business at the University of South Florida. He left a testamentary gift to the college with the purpose of promoting, developing and disseminating the research of USF Muma College of Business doctoral students. The Gaiennie Endowment funds the following doctoral student research related costs.

- Dissertation research grants to a maximum of \$5,000 per dissertation are available to students who have successfully defended their dissertation proposal and are students in residence at USF. Each proposal will be reviewed by the Muma College Doctoral Program Committee. External reviews may be solicited to help the Committee in its deliberations. The Muma College Doctoral Program Committee is solely responsible for the final determination of awards.

Research grant applications should contain a cover sheet, a brief narrative description, a budget proposal, and letters of support as described below. The grant application is to be submitted to the Doctoral Program Committee through the candidate’s school representative on the Committee. Electronic submissions are acceptable.

**Cover sheet:** Each candidate should include his or her name, school, phone number, e-mail, the number of years in the doctoral program, the date the dissertation proposal was successfully defended, the amount of funding requested, the starting date of the project, and a project abstract (100-150 words summarizing the narrative description and budget proposal that follows).

**Project Narrative:** Limited to five single-spaced pages, the narrative should describe the research project and include: a time line for completion, the project's relation to the goals of the Gaiennie Grant Program as stated above, the project's impact on the student's advancement, and the uniqueness of the project vis-a-vis activities normally sponsored by the College and the school.

**Budget Proposal:** An itemized budget for the requested amount is to be included. The candidate should avoid estimates whenever possible by securing quotes, listed prices or bids. Stipends are not permitted. Funds are to be used for research project expenses and are not available as a student stipend or for production costs. The cost of travel and per diem allowance cannot exceed the University's guidelines.

**Letters of Support:** Two letters of support, one each from the applicant's major professor or another member of the student's dissertation committee, and the sponsoring school’s director are to be included.

- Travel funding:
  - First year doctoral students will be provided up to \$700 to attend a premier conference or conference/workshop approved by the school Doctoral Program Coordinator. The premier conferences are as follows: FMA (finance), AMA Summer Educators/Winter conference or ACR (marketing), ICIS/WITS/AMCIS (information systems), and AAA (accounting).
  - \$700 annually is available to attend general and specialty conferences that have been pre-approved by the school’s representative on the Muma College Doctoral Program Committee, and where the student is presenting a paper submitted under a competitive review process.
  - In addition to the \$700 provided to attend and present a competitively reviewed paper at a conference approved by the student’s Doctoral Program Coordinator, students may be eligible for \$1,000 in travel funding to present a competitively reviewed paper at a premier conference in their discipline. Such funding to present at a premier conference is also available to fifth year doctoral students. The premier conferences are as follows: FMA (finance), AMA Summer Educators/Winter conference or ACR (marketing), ICIS/WITS/AMCIS (IS/DS), and AAA (accounting). Additional travel

funding may be considered for international premier conferences or consortiums, which will be evaluated by the Muma College Doctoral Program Committee on a case-by-case basis. Note that the funding for the premier conference is separate from the \$700 amount available for a non-premier conference, with the intent to encourage and fund two separate presentations.

- Doctoral students submitting a paper to a conference without a faculty co-author can request reimbursement of submission fees. The request is limited to one request per student per year. The school's coordinator must conduct a quality check on the submission prior to signing off on the Gaiennie request form.
- A one-time allotment of \$1,000 per student for travel to a conference when searching for a job is available.
- Annually, each concentration will be allowed to nominate one doctoral student to attend a premier doctoral consortium for which the student will receive up to \$1000 in travel funding.

Requests for travel funds are to be made prior to travel using the Gaiennie Fund Request form which is reviewed and signed by your school's representative on the Doctoral Policy Committee and the Chair of the Doctoral Policy Committee.

The request should contain a description of the need for travel and a budget summary. Program participants should attach a copy of the program acceptance letter or other supporting documentation.

No funding will be provided to attend any conferences as an attendee, discussant, or track chair, except for the first year students, as described above. With the exception of funding for fifth year for a student presenting his/her research at a premier conference, travel funding is available for the first four years a student is enrolled in the PhD program.

### **Partial Tuition Waivers**

Partial waivers of both in-state and out-of-state tuition fees will be given to graduate students who are appointed as Graduate Teaching/Research Assistants or Associates. At the present time, the tuition waiver may be limited to a maximum of 12 hours per semester. During the summer term, the tuition waiver may be limited to a maximum of six hours. Students receiving partial tuition waivers will be responsible for fees associated with credit hours taken.

**Note:** There is a 120 hour maximum on the number of credit hours covered by tuition waivers. Additional credit hours must be paid for by the student.

### **Student Health Insurance Program**

All information and enrollment procedures can be found at the following website: [www.shs.usf.edu](http://www.shs.usf.edu) . Additional information can be found in the back of this handbook.

## CONCENTRATION AND SECONDARY FIELDS

The specific courses to be included in a student's concentration are to be determined by the student's Doctoral Advisory Committee. The courses may include, but are not limited to, the following:

### LYNN PIPPENGER SCHOOL OF ACCOUNTANCY

#### ACCOUNTING CONCENTRATION

In order to obtain a concentration in Accounting at the doctoral level, a student must complete all necessary prerequisite courses, a dissertation on an accounting topic, and the following coursework:

**Required:**

ACG 7156	SEMINAR IN FINANCIAL ACCOUNTING	(3)
ACG 7646	SEMINAR IN AUDITING	(3)
ACG 7415	SEMINAR IN ACCOUNTING INFORMATION SYSTEMS	(3)
ACG 7157	SEMINAR IN ARCHIVAL ACCOUNTING RESEARCH	(3)
ACG 7399	SEMINAR IN BEHAVIORAL ACCOUNTING RESEARCH	(3)

Students admitted to the program must be proficient in accounting.

#### SUPPORT FIELD IN ACCOUNTING

Students electing Accounting as their concentration must develop a support field in another concentration area or outside the College of Business. At least nine (9) credit hours are required in the support field. Courses in the support field should be selected primarily from the doctoral course listing. The students' proposed coursework for their support field must be approved by the Doctoral Committee of the School of Accountancy.

#### COURSE DESCRIPTIONS

**ACG 7156 SEMINAR IN FINANCIAL ACCOUNTING (3)**

PR: ACG 6875 or CI. This course will investigate advanced research and methodological issues in financial accounting. It will focus primarily on research which uses financial information in contexts external to the firm.

This course is designed to accomplish the following objectives:

- (1) to provide a general exposure to the sophisticated methodologies routinely applied to research,
- (2) to promote an ability to analyze research studies in a critical manner,
- (3) to engage each student in a deeper exploration of a financial accounting topics through an assigned research paper, and
- (4) to consider the future direction of research in accounting.

**ACG 7646 SEMINAR IN AUDITING (3)**

PR: ACG 6636 or equivalent or CI. This course involves a study of state-of-the-art research techniques as applied to major auditing issues and a critical analysis of the reported research findings.

This course provides students with an opportunity to broaden their understanding of auditing theory and research. Major works in the development of auditing theory and related research will be examined.

Research related to various phases of the audit, application of quantitative methods in audit and auditor behavior will be studied and evaluated. Stress will be placed on the ability to interpret and critique research methods and results.

**ACG 7415 SEMINAR IN ACCOUNTING INFORMATION SYSTEMS (3)**

PR: ACG 6405 or CI. Review and critical analysis of major topics and research methods in accounting information systems.

The primary objective of this course will be to provide doctoral level students with expertise in both behavioral and technical aspects of accounting information systems.

**ACG 7157 SEMINAR IN ARCHIVAL ACCOUNTING RESEARCH (3)**

PR: CI. Review and critical analysis of accounting research using the archival methodology.

This course provides an in-depth examination of research using the archival methodology in various accounting domains. The course will provide students with an understanding of the types of research questions addressed in archival studies in accounting, theories used to generate hypotheses, different archival research techniques employed and their relative strengths and weaknesses, and the challenges involved in designing and implementing an archival research study in an accounting domain.

**ACG 7399 SEMINAR IN BEHAVIORAL ACCOUNTING RESEARCH (3)**

PR: CI. Review and critical analysis of accounting research using the behavioral methodology.

This course provides an in-depth examination of research using the behavioral (experimental) methodology in various accounting domains. The course will provide students with an understanding of the types of research questions addressed in behavioral studies in accounting, theories used to generate hypotheses, different experimental research techniques employed and their relative strengths and weaknesses, and the challenges involved in designing and implementing a behavioral (experimental) research study in an accounting domain.

**ACG 7980 DISSERTATION IN ACCOUNTING (1-21)**

PR: Completion of comprehensive exams and CI. Research for and writing of a dissertation on an accounting topic. This course provides students with supervision and guidance during the thesis stage of their doctoral program.

## KATE TIEDEMANN SCHOOL OF BUSINESS AND FINANCE

### FINANCE CONCENTRATION

In addition to the required core and foundation courses, the Finance doctoral curriculum normally will include the following courses:

FIN 6804	<b>THEORY OF FINANCE</b>	(3)
FIN 7808	<b>ADVANCED MICRO FINANCE</b>	(3)
FIN 7817	<b>FINANCIAL MARKETS</b>	(3)
FIN 7930	<b>SELECTED TOPICS IN FINANCE</b> (Two Semesters)	(3,3)
FIN 7935	<b>FINANCE RESEARCH SEMINAR</b>	(3)

### SUPPORT FIELD IN FINANCE

Those who elect finance as a support field will establish their support field curriculum in consultation with their major advisors and a representative of the Kate Tiedemann School of Finance and Business. Normally a support field in Finance would require the following three courses:

FIN 6804	<b>THEORY OF FINANCE</b>	(3)
FIN 7817	<b>FINANCIAL MARKETS</b>	(3)
FIN 7808	<b>ADVANCED MICRO FINANCE</b>	(3)

### COURSE DESCRIPTIONS

#### **FIN 6804 THEORY OF FINANCE** (3)

PR: FIN 6406 or CI. A systematic and rigorous course in the theory of finance. Topics will include the theory of choice and the allocation of financial resources, the theory of optimal investment decisions, and the theory of risk and uncertainty in financial decisions. It also will cover the theoretical concepts underlying financing decisions and the cost of capital.

#### **FIN 7808 ADVANCED MICRO FINANCE** (3)

PR: FIN 6406, FIN 6804, and ECO 6424, or CI. The study of advanced theoretical and empirical works in finance primarily relating to financial decisions at the level of the firm. This course examines the analytical decision processes and empirical evidence associated with the financial management of the firm and of other complex organizations.

#### **FIN 7817 FINANCIAL MARKETS** (3)

PR: FIN 6406, FIN 6246, and FIN 6816, or CI. The study of advanced theoretical and empirical works in finance primarily relating to financial markets. This course examines the literature and theoretical structure of investments and the capital markets. The course will investigate theoretical and empirical studies of the operations of financial markets and financial institutions.

**FIN 7930 SELECTED TOPICS IN FINANCE**

(3)

PR: FIN 7808, QMB 7566, or CI. Two consecutive semesters of in-depth studies of selected topics of current issues on the frontiers of financial thought.

**FIN 7935 FINANCE RESEARCH SEMINAR**

(3)

PR: Completion of all other foundation courses and Ph.D. coursework in Finance. Theoretical and/or empirical research on finance related problems. This course will require research a paper to be written and presented. It is designed to aid the student in developing the idea and research methodology necessary for the doctoral dissertation.

**FIN 7980 DISSERTATION IN FINANCE**

(VAR.)

PR: Completion of comprehensive exams and CI. Research and writing of a dissertation on a topic in finance. This course provides students with supervision and guidance during the dissertation stage of their doctoral program.

## SCHOOL OF INFORMATION SYSTEMS AND MANAGEMENT

### INFORMATION SYSTEMS CONCENTRATION

The Information Systems Management concentration focuses on the theory, research, management, development, and application of information systems in contemporary organizations. The curriculum consists of the following parts:

### REQUIRED CONCENTRATION COURSES

Students will be required to successfully complete a minimum of 6 graduate-level Seminars. At least five required courses must be selected from the following list:

ISM 6930	<b>COMPUTATIONAL METHODS IN BUSINESS</b>	(3)
ISM 7911	<b>SEMINAR IN TECHNICAL IS RESEARCH</b>	(3)
ISM 7912	<b>SEMINAR ON BEHAVIORAL IS RESEARCH</b>	(3)
ISM 7936	<b>DESIGN SCIENCE RESEARCH SEMINAR</b>	(3)
ISM 7935	<b>INFORMATION SYSTEMS RESEARCH AT DISCIPLINARY INTERFACES</b>	(3)
ISM 7XXX	<b>ARTIFICIAL INTELLIGENCE AND DEEP LEARNING*</b>	(3)

\*Pending University Approval

### DISSERTATION

Each student will complete a dissertation in an area related to Information Systems Management. All dissertation topics and methodology must be approved (in advance) by the student's dissertation committee. The student must then formally present and defend the proposal before the committee and other faculty.

### SUPPORT FIELD IN INFORMATION SYSTEMS

The Support field in Information Systems in the doctoral program will normally consist of three (3) courses (nine hours). The student must have a grade of B or better for these nine hours. In addition, students need to take courses in statistics, research methods and economics required of all College of Business doctoral students.

### COURSE DESCRIPTIONS

**ISM 7905 INDEPENDENT STUDY** (1-6 Var.)  
Independent study in which students must have a contract with an instructor. Rpt. to 6 hours. S/U

**ISM 7911 SEMINAR ON TECHNICAL IS RESEARCH** (3)  
An examination of recently published empirical research in MIS and related disciplines, focusing on the development of a sound theoretical foundation for hypotheses, selection of appropriate design and statistical techniques, and evaluation of the results. (PR: ISM 7910)

**ISM 7912 SEMINAR ON BEHAVIORAL IS RESEARCH** (3)  
This doctoral seminar is intended to provide a foundation for conducting behavioral research in information systems. This course aims to help doctoral students to develop the skills to recognize research problems, formulate and refine research questions, translate research ideas into research models and designs, develop theoretical models and arguments, measure the constructs in such models, and conduct studies such as lab experiments and field studies. We will also discuss many issues affecting the research process including

research rigor versus relevance; writing, submitting, and presenting papers; reviewing manuscripts and developing a program of research and so on. (PR: ISM 7910)

**ISM 7935 INFORMATION SYSTEMS RESEARCH AT DISCIPLINARY INTERFACES (3)**

The purpose of this seminar is to familiarize you with the current academic discourse involving information systems and related areas for you to conduct or inform your independent research in these areas. We will focus on some major areas that I believe offer interesting and significant opportunities to identify and tackle some first-order questions.

**ISM 7936 DESIGN SCIENCE RESEARCH (3)**

Students will learn to apply Design Science Research (DSR) methods to solve complex socio-technical system problems. Students will prepare to perform cutting edge research that extends prescriptive knowledge bases of design artifacts and design theories.

**ISM 7931 DIRECTED RESEARCH (1-6 Var.) Rpt. up to 6 hours. S/U.(PR: PhD. level, CC)**

**ISM 7980 DISSERTATION (1-21 Var.) Rpt. to 21 hours. (PR:CC)**

**QMB 6375 APPLIED LINEAR STATISTICAL MODELS (3)**

A study of multivariate data analysis techniques and their applications to problems and systems in business. (PR: QMB 6305 or equiv., CC)

**QMB 7565 INTRODUCTION TO RESEARCH METHODS (3)**

A course in research strategies, design, analysis, and measurement for business research. (PR:CC)

**QMB 7566 APPLIED MULTIVARIATE STATISTICAL METHODS (3)**

A course in research analysis and measurement focusing on multivariate statistical analysis techniques. (PR:CC)

**OTHER COURSES AVAILABLE TO DOCTORAL STUDENTS**

**ISM 6155 ENTERPRISE INFORMATION SYSTEMS MANAGEMENT (3)**

Development of enterprise transaction processing applications using procedural or object oriented programming languages, relational database management, database sharing, CASE methodology and project management techniques. Students will work in groups on semester projects. (PR: ISM 6124, ISM 6218)

**ISM 6136 DATA MINING (3)**

The course covers the rapidly evolving data mining techniques that are becoming critical for customer relationship management and other applications

**ISM 6137 STATISTICAL DATA MINING (3)**

Development of statistical concepts and methods for mining large business databases.

**ISM 6642 STATISTICAL PROGRAMMING FOR BUSINESS ANALYTICS (3)**

Business analytics encompasses the collection, analysis, presentation, and use of data to assist in the decision-making process. This course introduces using SAS for statistical programming for data collection, analysis, and decision making.

**ISM 6328 INFORMATION SECURITY AND RISK MANAGEMENT**

(3)

Introduction of frameworks to assess IT risk and implement IT general controls; development of technical skills to secure computer networks.

**ISM 6145 SEMINAR IN SOFTWARE TESTING**

(3)

This course will survey and analyze the best practices in industrial testing groups and explore new ideas for improving the testing process. Students gain practical experience with both functional (black box) and structural (clear box) testing methods.

## SCHOOL OF MARKETING AND INNOVATION

### MARKETING CONCENTRATION

A Marketing concentration will consist of a minimum of 18 semester hours of selected coursework. Areas of specialization within Marketing are expected to be approved by the Doctoral Advisory Committee. Doctoral candidates majoring in marketing will select courses from the following, with most of these courses being required courses:

MAR 7555	<b>CONSUMER BEHAVIOR THEORY</b>	(3)
MAR 7635	<b>ADVANCED MARKETING RESEARCH: DESIGN &amp; TECHNIQUE</b>	(3)
MAR 7667	<b>MARKETING MODELS AND STRATEGY APPLICATIONS</b>	(3)
MAR 7910	<b>INDEPENDENT STUDY IN MARKETING</b>	(3)
MAR 7930	<b>ADVANCED SEMINAR IN MARKETING</b>	(3)
MAR 7931	<b>SENSORY MARKETING</b>	(3)
MAR 7931	<b>SEMINAR IN MANAGERIAL MARKETING</b>	(3)
MAR 7931	<b>SEMINAR ON SELECTED MARKETING TOPICS</b>	(3-9)

In addition, each marketing major must complete 21 hours of dissertation research (MAR 7980).

### SUPPORT FIELD IN MARKETING

Students selecting marketing as their support field of study must complete a minimum of nine semester hours of graduate credit and a written field examination at the end of their coursework. The specific courses will be determined by the student's interest and the Doctoral Program Advisory Committee of the student in their home school, in consultation with the School of Marketing and Innovation Doctoral Coordinator.

### COURSE DESCRIPTIONS

#### **MAR 7555 CONSUMER BEHAVIOR THEORY (3)**

This course investigates the interrelationships and applications of behavioral science theories, concepts and methodologies to problems of understanding group as well as individual behavior in the marketplace.

The primary objective of this course is to develop and build a solid behavioral orientation for purposes of:

- (1) enhancing the student's understanding and appreciation of the importance of studying human attitudinal and behavioral patterns,
- (2) expanding sociological and psychological frameworks for investigating as well as predicting causal relationships associated with human behavior actions and reactions to given sets of stimuli, and
- (3) offering insights to the problems of studying individual and/or group habits and behavior patterns as well as to the benefits which can be derived for managerial applications and strategies.

#### **MAR 7635: ADVANCED MARKETING RESEARCH: DESIGN AND TECHNIQUE (3)**

An intensive study of the theoretical, conceptual and methodological issues in survey and experimental marketing research. A review and expansion of advanced marketing data analysis methods.

The primary objective of this course is to further enhance the student's scientific research framework and skills

for purposes of (1) being able to design and conduct appropriate survey and experimental research endeavors for empirical investigations of marketing phenomena and theory; (2) expanding a workable understanding of advanced metric and non-metric statistical analysis methods, and (3) providing the students with hands-on application of these methods.

PR: QMB 7565; QMB 7566 or CI.

**MAR 7667 MARKETING MODELS AND STRATEGY APPLICATIONS (3)**

PR: Graduate Standing and CI. A model-building approach to the management of marketing. Includes models developed to aid in the design, implementation and evaluation of corporate marketing strategies; information systems and marketing audits; and, the interrelationships of economic, quantitative, and behavioral disciplines that provide the structure and tools that are necessary to develop and implement marketing decision support systems.

The objectives of this course are: (1) to develop an understanding and appreciation of marketing decision support systems; (2) to develop a framework for investigating the strengths and weaknesses of marketing models; and (3) to develop model building skills as well as applications in strategy formation.

**MAR 7787 MARKETING THEORY AND HISTORY (3)**

PR: Graduate standing and CI. An intensive study of philosophy of science, marketing concepts and theories from 1900 to present. Emphasis will be on the development of theory as well as predictions of future theoretical developments. The course will help you:

- (1) to become aware of how our personal world views and various philosophies of science are related and impact our approach to conceptualizing and conducting marketing research.
- (2) to understand the history and development of marketing thought.
- (3) to become aware of the major theories, principles and concepts in general marketing and some specialty areas of marketing.
- (4) to identify how knowledge of marketing history can be used in conceptualizing and conducting marketing research in the future.

**MAR 7910 INDEPENDENT STUDY IN MARKETING (1-3)**

This course permits a doctoral student to pursue research in a specific area under the direct supervision of a faculty member.

**MAR 7930 ADVANCED SEMINAR IN MARKETING (1-6)**

PR: Graduate Standing and CI. Broad readings within the field of marketing; an intensive survey and analysis of current marketing problems, their significance, evaluation and probable outcome; suggestions of possible future empirical research directions and investigations.

The objective of this course is to familiarize students with the current state of theory concerning the planning and implementation of marketing strategies and programs. Areas will be identified where future research is needed and/or will be most useful to marketing practitioners and educators.

**MAR 7931 SEMINAR ON SELECTED MARKETING TOPICS (1-9)**

Intensive study of the theoretical, conceptual and methodological issues and problems which impact managerial applications in selected topic areas such as: marketing; consumer behavior; channels of distribution; advertising/ media research; supply chain management or international marketing. This course may be repeated for credit when the topics vary. The objective of this course is to allow students to pursue in-depth study of an area or areas of specific interest.

**MAR 7931 MARKETING CHANNELS, LOGISTICS & SUPPLY CHAIN MANAGEMENT (3)**

The entire spectrum of logistical processes within a supply chain context will be examined. A historical perspective of the areas will be presented and discussed. A brief overview of the logistics process will be given with emphasis given to more advanced logistics topics and areas where logistics can be integrated with other management-related issues, e.g., total quality management, service quality, competitive advantage, global competition, etc. Current logistics and supply chain research areas will be discussed, including specific mention of materials found in books, articles, monographs, and doctoral dissertations. During the course, students will develop a research study that could be performed and submitted to a refereed marketing, general business or logistics journal.

**MAR 7931 BUYER - SELLER INTERACTION (3)**

This course investigates the interrelationships and the theoretical components which underline the marketing communication, sales management and personal selling function. The student will study the development and advancement of a variety of topical areas such as promotional communications, sales person performance and satisfaction, motivation, career theory, and buyer-seller interaction. The student will be expected to critically analyze the current literature and to propose avenues for future research in the areas. Theoretical and managerial issues will be integrated.

**MAR 7931 READINGS IN MARKETING (3)**

PR: Graduate Standing and CI. This course is designed to familiarize the marketing doctoral students with the teaching and research interests of the faculty in the School of Marketing and Innovation. The orientation is both theoretical and pragmatic. Issues of research and teaching will be examined within various contexts throughout the semester. The course will allow students early in their programs to develop an understanding of the myriad interests of the marketing faculty and to identify potential areas of research for articles, conference proceedings and/or dissertations.

**MAR 7931 SENSORY MARKETING (3)**

The purpose of this seminar is to provide Ph.D.-level coverage of the key research work in the domain of sensory marketing. For each session, a specific topic domain and a range of articles will be discussed. For each topic, our goals will be to determine the main ideas and research questions driving work in that topic area, what we have learned from the assigned readings, where the gaps are in our knowledge, and what ideas for new research those gaps imply. In addition, this course will allow students to develop insights and research ideas in the domain of sensory marketing.

**MAR 7931 SEMINAR ON MANAGERIAL MARKETING (3)**

This course focuses on substantive problems and theory in the marketing strategy and marketing management domains. Students will study both classic and recent research in marketing strategy and across a spectrum of managerially relevant marketing topics residing within business-to-consumer, business-to-business, and intra-organizational contexts, e.g., sales, services, relationship marketing, customer engagement, brand management, pricing, and marketing communications. The objective of this course is to expand students' breadth of knowledge of marketing and to build their capacity to develop publishable ideas in their own focal areas of study by skillfully using theory in combination with appropriate methodologies to address important practical issues in marketing.

**MAR 7931 MARKETING TOPICS PRO SEMINAR (2)**

The purpose of the Pro Seminar is to enable the student to get into a research mode very early in the doctoral program. To facilitate this, the Pro-Seminar will a) provide an overview of some of the practical aspects of the research process such as how to conduct a literature review and how to position a paper, and b) provide a forum for students to get acquainted with the research interests of the school faculty. As the outcome, students are

expected to identify research area(s) of interest to them and to present one research idea in a written research proposal as well as in a presentation to the faculty.

**MAR 7980 Ph.D. DISSERTATION**

(1-21)

PR: Completion of comprehensive exams in each major and secondary field, and advancement to candidacy for doctoral program in marketing. Dissertation Research.

This course is designed to conduct original research on a topic relevant to marketing (with prior approval of the dissertation chairperson and members of the committee) which makes an original contribution to knowledge in the general field of marketing or in one of its sub-fields.

# APPENDIX

# **University Office of Graduate Studies Policies**

## PROBATION INFORMATION

### In Good Standing

To be considered a student in good standing, graduate students must:

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking majors.

Only courses with grades of "C" (2.00) or better will be accepted toward a graduate degree; no grade of **C-** or below will be accepted. Students must meet the requirements to be in good standing to graduate. All "I" and "M" grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

### Probation

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college or major may also place students on probation for other reasons as designated by the college or major. Notification of probation shall be made to the student in writing by the school, with a copy to the College Dean. At the end of each probationary semester, the school shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the major

Students on probation may only enroll in graduate courses (5000-7000 level) that are part of the approved major requirements as specified in the Graduate Catalog. Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information on the Automated Probation Process go to <http://www.grad.usf.edu/inc/linked-files/probation-procedure.pdf>

## **POLICY ON SPOKEN ENGLISH PROFICIENCY FOR INTERNATIONAL GRADUATE TEACHING ASSISTANTS/ASSOCIATES/INSTRUCTIONAL ASSISTANTS**

International Teaching Assistants (ITAs) are those teaching assistants seeking employment in the 9183/9184 job codes at USF that are from countries that are not predominantly English-speaking and must demonstrate proficiency in speaking English. This has been established as minimum scores of 26 on the spoken portion of the internet-administered TOEFL iBT or of 160 on the spoken portion of the TOEIC. The Office of Graduate Studies will consider these scores valid for up to 5 years after administration, so long as the student has dated supporting/official documentation. At this point, USF is not accepting equivalencies with the IELTS test for establishing English proficiency.

ITAs who fail to meet these requirements cannot be assigned TA positions whose primary responsibility is course development and instruction. Therefore, those students should be assigned as Graduate Instructional Assistants (9550 job code), and their assignment should have them performing duties that assist the instructor of record. All Graduate Instructional Assistants (9550 job code) who do not meet the English proficiency standards for teaching should enroll in the International TA (ITA) Training course in their first semester. Satisfactory completion of the ITA Training course is necessary for continued employment.

Students who receive a 20 to 25 on the TOEFL iBT or 110 to 150 on the TOEIC can be enrolled in the Spoken English for ITAs, which is funded by the Provost, is staffed by an INTO instructor, and is offered in the Fall and Spring semesters. At the end of that class, the students are required to do a Microteaching Demonstration, which has the potential to serve as an alternative to either the iBT or the TOEIC requirement. These presentations are given at the end of each semester and represent an exit assessment given to each student who has earned an 'S' in the course. At least two trained spoken and pragmatic English proficiency raters will rate this assessment. The results of the assessment will lead to a recommendation regarding the student's eligibility for a TA-ship. These recommendations may include:

No recommendation for TA-ship; more individual development needed;  
Recommendation for unconditional TA-ship with sufficient proof of English spoken and pragmatic teaching proficiency. Clearly, if the ITA falls into the second category, they can then be appointed as either a Graduate Teaching Assistant or Associate (9183 and 9184 job codes).  
These scores will be entered into the Banner system so that the level of proficiency is documented.

**Muma College of Business**  
**Policies/Procedures by School**

## ***Lynn Pippenger School of Accountancy*** **Policies and Procedures**

### **RESEARCH**

#### **Research Workshops**

Research workshops are scheduled throughout the semester. The workshops introduce students to research, and provide students with the opportunity to actively participate in discussions of on-going research. Students are required to attend, and actively participate in all scheduled research workshops. To facilitate student learning and discussion, students will submit a workshop critique for the research paper that will be presented. The critique is to be no more than two pages long and should review the paper's motivation, research question, hypotheses, methodology, results, and contribution.

#### **Participant Pool for Experimental Research**

The Lynn Pippenger School of Accountancy has instituted a policy concerning the participation of undergraduate and graduate accounting students in experiments being conducted by faculty or PhD students. Researchers are **required** to obtain approval to conduct any experiment involving Lynn Pippenger School of Accountancy undergraduate or graduate students. Approval can be obtained by following the protocol established by the Lynn Pippenger School of Accountancy. A written copy of the protocol can be obtained from Blackboard (Organizations/Accounting Research Workshops/Information). Contact the Research Participants Coordinator or the doctoral program coordinator for additional information concerning use of Lynn Pippenger School of Accountancy students in experimental research. Failure to obtain approval will result in the loss of access to Lynn Pippenger School of Accountancy students for future research projects.

#### **First Year Paper Requirement**

Students are required to complete a first year paper that replicates or extends a published paper. The objective of the first year paper is to learn the research process by using a high quality research paper as a template. Students can select a research paper for replication or extension that is related to the student's spring semester accounting seminar or other approved seminar. An original research idea may also be used to meet the first year paper requirement.

In the spring semester of a PhD student's first year in the program, the student will take either the Accounting Information Systems Seminar or the Experimental Design Seminar. As part of the seminar, a research proposal will be required. The research proposal from the spring seminar or another seminar (with the seminar instructor's approval) should be used for the first year paper project. The following will be required as a part of the first year paper requirement.

1. Student is to follow and complete the PhD Student First/Second Year Research Paper from in the Appendix – Forms.
2. The student must complete the study begun in the Accounting Information Systems Seminar, the Experimental Design Seminar, or other seminar and write a working paper for the study during the student's first summer in the PhD program.
3. Students will present their first year paper at a Lynn Pippenger School of Accountancy workshop during the fall semester of their second year.
  - Students failing to present during the fall semester, will not receive Lynn Pippenger School of Accountancy travel funding in the subsequent fiscal year.
  - Students will be unable to take comprehensive exams until the first year paper has been completed and presented.
4. Students are encouraged to submit a first year paper that extends prior research to conferences and for publication.

## **Second Year Paper Requirement**

Students are required to complete a second year paper. The second year paper is to be an original research idea and can be the outgrowth of a seminar proposal. The objectives of the second year paper are to further develop research skills and allow the student to list an additional working paper on the curriculum vitae to enhance placement prospects. It is the responsibility of the student to find a faculty advisor/mentor to oversee the development of the paper. The second year paper may develop into a dissertation or a co-authored work with the faculty advisor.

The following are guidelines for the second year paper requirement.

1. Student is to follow and complete the PhD Student First/Second Year Research Paper from in the Appendix – Forms.
2. Students must identify a research idea and a faculty advisor/mentor prior to the end of the fall semester of the second program year.
3. Starting with the summer semester of the student's second year, the student will enroll for directed research hours related to the second year paper. Directed research hours will be taken until the student has a completed working paper. Unsatisfactory progress on the second year paper will result in a U grade being assigned to the directed research hours.
4. Students will present their second year paper/proposal at a Lynn Pippenger School of Accountancy workshop during the fall semester of their third year.
5. Students are encouraged to submit the second year paper to a conference in the fall/winter of their third year. Students who have their second year paper accepted for presentation at an AAA midyear meeting or the AAA annual meeting may receive additional funding to attend the meeting.

## **TEACHING**

### **Teaching Assignments**

Another important component of a doctoral student's education is developing teaching skills. To complete the doctoral program, all doctoral students in the Lynn Pippenger School of Accountancy are required to teach. Generally, a student's first teaching experience will be as a teaching assistant for an accounting mass lecture instructor. A teaching assistant is able to benefit from the experience of the instructor prior to teaching a class on his/her own. After a semester as a teaching assistant, doctoral students are assigned their own section of principles of accounting.

Although not required, students are encouraged to teach an upper-level accounting or tax course to enhance their employability. Before a student is assigned to teach an upper-level course, the student must first team-teach the course under the guidance of an instructor. The doctoral programs coordinator will pair students with faculty members for such team-teaching experiences. Generally, the student is required to attend all classes and meet the expectations of the faculty member teaching the course. The faculty member will assign one or two modules for the student to teach. The faculty member will observe and evaluate the performance of the student. A formal written evaluation of the student's team-teaching performance will be submitted to the doctoral programs coordinator at the end of the semester. The form used by the faculty member for the purpose of the team-teaching evaluation is included at the end of this addendum section. A positive team-teaching performance evaluation is required in order for the student to solo teach the upper-level course. Assignment of doctoral students to teach upper-level courses is subject to availability of the course during the course scheduling process.

**For all courses taught by PhD students, students are required to coordinate with the course leader to ensure proper content.**

### **PhD Teaching Seminar**

Doctoral students in the Lynn Pippenger School of Accountancy are required to take a one credit teaching seminar prior to completion of their degree. The purposes of the one credit seminar are to provide students with the opportunity to observe a variety of teaching methods and have the student team-teach an upper level undergraduate course with an experienced professor. Students select an upper level accounting class in the student's chosen area of teaching specialty. During the team-teaching experience, the student will teach a module of the class, administer and grade an exam, and possibly administer and grade a project. The supervising professor will evaluate the student both informally after each class taught, and formally at the end of the semester. It is recommended that students register for the one credit seminar in the semester they do their team-teaching. However, the student may complete the requirements for the seminar over a number of semesters and may thus register for the seminar in any semester as long as it is prior to the completion of his/her degree. The forms related to the PhD teaching seminar are included at the end of this addendum section.

**Students are responsible for ensuring that all paperwork is completed, and submitted to the Lynn Pippenger School of Accountancy doctoral program coordinator.**

**Failure to develop as an excellent teacher (as determined by the Lynn Pippenger School of Accountancy Doctoral Program Committee and the School Director) can result in dismissal from the PhD program.**

The following outline provides the behavioral objectives of the course and the related procedures for achieving the objectives.

**Objective 1: The student will become familiar with various teaching methods used in the Lynn Pippenger School of Accountancy.**

Procedures for achieving objective:

- A. Attend teaching enhancement workshops in accordance with the Muma College of Business requirements for PhD students (these workshops are conducted periodically by the University)
- B. Attend class sessions conducted by professors using different instructional methods. All class observations must be cleared with the PhD program coordinator and the course professor prior to observing the course.
  1. Two class sessions will be attended for each of the following methods - lecture, case, technology.
  2. Methods professors in each area will be identified for the students by the PhD program coordinator. It will be up to the student to **arrange sessions** with the methods professor and have the methods professor acknowledge the student's attendance at the two class sessions.
  3. Submit observation sheet, Form 1, to the seminar coordinator upon completion.
- C. As scheduled, attend question & answer sessions by methods professors - students will attend a 2-hour session conducted by the methods professors on how the professors develop their course and course techniques.

**Objective 2: The student will be able, at a minimum, to construct portions of testing and evaluation instruments for measuring student achievement of course objectives.**

Procedures for achieving objective:

- A. Read the following selected references on testing and evaluation instruments which are posted on Blackboard (note: recommended order of reading is indicated with numbers):

Hopkins, Kenneth D. 1998. *Educational and Psychological Measurement and Evaluation*. Needham, MA: Allyn & Bacon.

1. Chapter 7 – General Principles of Test Construction: Achievement Measures, pp 162-168.
5. Chapter 9 – Constructing Objective Tests, pp 213-249.
7. Chapter 10 – Item Analysis for Classroom Tests, pp 254-269.

Payne, David Allen. 1997. *Applied Educational Assessment*. Belmont, CA: Wadsworth Publishing Company.

2. Chapter 5 – Specifying Educational and Assessment Outcomes, pp 100-106.
3. Chapter 6 – Planning for the Assessment, pp 130-133.
4. Chapter 7 – The Development of Traditional Assessment Tasks, pp 151-188 and pp 193-197.
6. Chapter 9 – Writing Assessment, pp 240-253 and 264-267.

- B. It is expected that knowledge gained from the preceding procedure will be used to complete Objective 3, procedure D.

**Objective 3: The student will be able to plan and present teaching units in one of the student's primary areas of interest. This will be an upper level accounting course.**

Procedures for achieving objective:

- A. For one semester the student will be assigned to work with a professor who is teaching in the student's area of interest.
- B. It is the responsibility of the student to provide the professor with a copy of this teaching seminar document and go over the forms that must be completed as part of the seminar.
- C. The student is required to attend class and meet with the professor so the student can learn how the professor develops the course content and how the content is presented.
- D. At some point after mid-term, the professor and the student will agree on at least two teaching units for which the student will be responsible. (The definition of a unit is left to the professor. It may be considered a chapter or a major topic, depending upon how the course is constructed.)
- E. At a minimum the student will assist with development of the evaluation instrument(s) that includes the units the student has taught.
  1. At a minimum the student should be involved in constructing objective test questions.
  2. Evaluation instruments may also include writing assignments, computer projects, etc.
- F. As evidence of attaining the objective the student will complete and submit to the seminar coordinator:
  1. Form 2 - Teaching Units Taught
  2. Form 3 - Evaluation Instrument(s) Developed
  3. Form 4 - Professor's Evaluation (to be completed by the professor with whom the student is working)
  4. Form 5 - Student's Evaluation of the Seminar

## REFERENCES

In addition to the materials listed in the readings section of objective 2, the following materials were helpful in developing this seminar.

Acheson, K. A. and M. D. Gall. 1992. *Techniques in the Clinical Supervision of Teachers: Preservice and Inservice Applications*, 3<sup>rd</sup> edition. White Plains, NY: Longman Publishing Group.

Pelletier, C. M. 1995. *A Handbook of Techniques and Strategies for Coaching Student Teachers*. Boston: Allyn and Bacon.

Schwebel, A. I., B. L. Schwebel, C. R. Schwebel, and M. Schwebel. 1992. *The Student Teacher's Handbook*, 2<sup>nd</sup> edition. Hillsdale, NJ: Lawrence Erlbaum Associates.

Slick, G. A. (ed). 1995. *The Field Experience*. Thousand Oaks, CA: Corwin Press, Inc.

## **PERFORMANCE EVALUATION**

In accordance with the policy outlined in the Muma College of Business Handbook, annual performance evaluations will be conducted for each doctoral student. The performance evaluation is provided to assist the student in understanding the quality of his/her performance, and his/her progress through the program. Poor performance, including lack of program progress, can lead to dismissal from the program.

Performance evaluations will be conducted, on behalf of the Lynn Pippenger School of Accountancy doctoral committee, by the Lynn Pippenger School of Accountancy doctoral program coordinator in summer or fall of the following year. The quantitative and qualitative information used for the evaluation will come from a variety of sources. The student's course grades, professors for whom the student is serving as a research assistant, professors who have observed the student's teaching, professors with whom the student is conducting research, the student's self-report, and any other appropriate source, will be used in evaluating the quality of the student's performance and progress through the program. At the time of the student's scheduled evaluation the student should provide the doctoral program coordinator with a written self-report that includes information relevant to the evaluation, such as research work in process, information on presentations made, teaching performance, goals for the coming year, etc.

A written and signed record of the student's performance evaluation will be provided to the student and added to the student's file.

### **Comprehensive Exams**

When a student has successfully completed coursework requirements and the first-year paper requirements, comprehensive exams are scheduled. The comprehensive exams assess a student's ability to analyze and synthesize research in accounting and related fields. Additionally, the exams assess a student's proficiency in the use of research methods and statistical procedures to answer empirical research questions.

Comprehensive exams are generally scheduled early in the fall semester of a student's third year in the PhD program. The comprehensive exam consists of a written and an oral component. The written exam is a two-day event. Students have eight hours on each of the days to write the examination. Questions on the first day explore the student's broad-based knowledge and include questions from the four subject area accounting seminars: accounting information systems, auditing, financial accounting, and managerial accounting. Questions on the second day focus on the student's specialty area, support area and research methods. Seminar professors prepare the questions for the written comprehensive examination. In addition to the questions provided by the Lynn Pippenger School of Accountancy seminar professors, exam questions may be prepared by professors from the student's designated support area.

Each answer is graded by two evaluators. The final grade for an answer is the average of the two evaluators' scores. Students are expected to pass each question with an average score of 2 on a 0-4 point scale. Any student who fails one question may still pass the written component if: 1) the failing grade is not in the student's specialty area of study, 2) the extent of the failing grade is not severe, and 3) sufficient strengths are evidenced in the remaining questions. Although a score of two (2.0) is the minimum passing score for any individual question, we expect the students' overall performance to be above a minimal level. As such, an average score of 2.5 will be considered an automatic passing grade (assuming the student has passed all individual questions). Marginal overall performance (average scores between 2.0 and 2.5) will be evaluated by the committee to decide whether a passing or failing indication is appropriate.

If the student passes the written component, the oral component is scheduled. The oral comprehensive examination generally takes place within two weeks of the date on which the Lynn Pippenger School of Accountancy doctoral program coordinator informs the student that he or she has passed the written comprehensive examination. Each student will schedule the oral examination with the Lynn Pippenger

School of Accountancy doctoral program coordinator. The Lynn Pippenger School of Accountancy doctoral program coordinator will discuss the oral examination process and expectations with the student.

The oral examination committee shall consist of at least two members of the Lynn Pippenger School of Accountancy doctoral program committee and may include additional members who represent either the student's specialty area of study, an area on which the student performed poorly on the written comprehensive examination, or both.

**In order to pass the comprehensive exam, students must pass both the written and oral components of the exam.**

## **FINANCIAL ASSISTANCE**

### **Lynn Pippenger School of Accountancy Travel Funds**

The Lynn Pippenger School of Accountancy will annually fund up to \$750 in approved doctoral student travel expense. Currently, travel funding is available for paper presentations at professional conferences, employment interviewing at professional meetings, and/or attending programs relevant to doctoral students, such as those offered in conjunction with the American Accounting Association. In approving travel requests related to meetings the doctoral program coordinator will consider the relevance of the meeting's content to the student's field of interest, and the student's progress in the program. To receive funding for travel the student must complete a travel request and have it approved by the doctoral program coordinator and the chair of the Accounting Circle Fund Committee. **Approval must be obtained in advance of travel.** This policy is subject to modification.

### **Research funding**

Subject to the availability of discretionary funds, doctoral students may be eligible to receive funding for research projects. For example, funding to pay participants for experimental research projects or to acquire a specialized database may be available. Such funding must be first approved by the doctoral programs coordinator and then by the director of the school. While there is no standard funding amount available to doctoral students for research, small projects require under \$500 in funding have a higher likelihood of being funded if the projects are related to the students first or second year paper. Projects co-authored with faculty members have a higher likelihood of being funded.

### **Henry Efebera Fund**

The Henry Efebera Fund was started by Dr. David Hayes in remembrance of one of our PhD students. The Henry Efebera Memorial Scholarship will be awarded twice a year to USF accounting doctoral students who have successfully completed their comprehensive exams and are at the dissertation phase. The Scholarship is available one time per student. The dollar amount of the scholarship is contingent upon the funds collected and available. Several of our PhD candidates have received this award.

## **Miscellaneous**

### **Policy on duplicating materials**

The following policy relating to photocopying by doctoral students is effective immediately.

Copying for the following purposes may be completed in the Lynn Pippenger School of Accountancy workroom or Muma College of Business copy center:

1. Copies of papers submitted to regional meetings of the American Accounting Association (AAA). Submissions are limited to two regional meetings per year and must be approved in advance by the student's dissertation chair or by the Lynn Pippenger School of Accountancy doctoral program coordinator.
2. Copies of papers submitted to other academic meetings, e.g., AAA section meetings. Submissions must be approved in advance by the student's dissertation chair or by the Lynn Pippenger School of Accountancy doctoral program coordinator.
3. Reasonable copying for classes that the student is teaching. All multiple copies (e.g. exams, handouts, etc.) should go to the Muma College of Business copy center.
4. Copying related to classes that a student is taking.
5. Copying related to the student's job search (e.g. letters, papers, resumes, etc.)

***Please note:***

Copying for personal purposes is the student's responsibility and may not be completed in the Lynn Pippenger School of Accountancy workroom or Muma College of Business copy center.

Students should apply for a Gaiennie Grant to fund copying of materials related to dissertation research (background research and experiments). If a Gaiennie Grant request is rejected, the student may apply in writing to the director of the Lynn Pippenger School of Accountancy for permission to use School and College resources.

Each doctoral student has a maximum copy budget of 2,000 copies per month from the Lynn Pippenger School of Accountancy workroom.

# Lynn Pippenger School of Accountancy

## Forms

### TEACHING SEMINAR FORMS

#### Form 1: OBSERVATION SHEET

Instructions: An observation sheet is to be completed for each instruction method observed. Note: You are required to attend at least TWO class sessions on each instruction method (i.e., lecture, IT/lab, and case).

Purpose: The purpose of having you complete the observation sheet is to help you focus your attention on the professor and the instructional method being used.

Professor: \_\_\_\_\_ Dates of Observation: \_\_\_\_\_

Course: \_\_\_\_\_ Instructional Method: \_\_\_\_\_

Topics Discussed: \_\_\_\_\_

How would you describe the professor's approach to teaching?

How do you know the students learned anything (focusing on student's actions and reactions may be helpful here)?

What did you perceive as particularly effective in the presentations you observed? Why?

What would you change in the presentations you observed? Why?

FORM 2: TEACHING UNITS TAUGHT

Instructions: Complete a form 2 for each unit taught (a unit may be a chapter, a major topic, etc).

Purpose: The purpose of having you complete this form is to help you think about what you are presenting and why. It may also be used as a point of discussion with the professor, and it helps the seminar coordinator understand what your experience has been.

Topic being taught: \_\_\_\_\_

Date(s) taught: \_\_\_\_\_

What do you want the students to learn about this topic? That is what do you believe is the most important thing they should take away from your presentation?

Relative to the topic being taught, what have you identified as being the most difficult concepts for the students to grasp?

### FORM 3: EVALUATION INSTRUMENT(S) DEVELOPED

**Instructions:**

1. Attach a copy of each evaluation instrument you developed and used.
2. If you did not develop the complete instrument, indicate those sections of the instrument you did develop.
3. For each instrument you developed attach the grading criteria. For example, if you developed multiple choice questions attach the answer key, for a problem attach the answer and the point allocation, for a written assignment attach information on how points were allocated or grades were determined.

**Purpose:** The purpose of having you provide copies of your evaluation instrument(s) is to provide a basis for discussion with your professor and/or the seminar coordinator on effective use of evaluation instruments.

### FORM 4: PROFESSOR'S EVALUATION

**Instructions:** Please complete this evaluation form at the end of the semester in which you have had a PhD student working with you. While the form is presented as a scale, space is provided for written comments and they are very much encouraged.

Professor: \_\_\_\_\_ PhD Student: \_\_\_\_\_

1. PhD student's knowledge of material and the curriculum

1	2	3	4	5	6	7
_____	_____	_____	_____	_____	_____	_____
Poor						Outstanding

Comments:

2. PhD student's planning and organization skills

1	2	3	4	5	6	7
_____	_____	_____	_____	_____	_____	_____
Poor						Outstanding

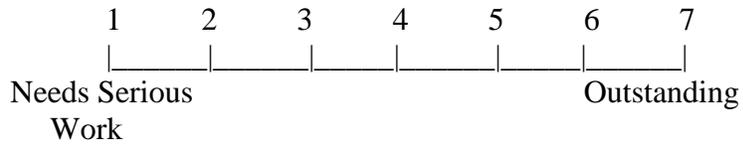
Comments:

3. PhD student's interest and enthusiasm (asks questions, gives feedback to you about student's and the class, etc)

1	2	3	4	5	6	7
_____	_____	_____	_____	_____	_____	_____
Poor						Outstanding

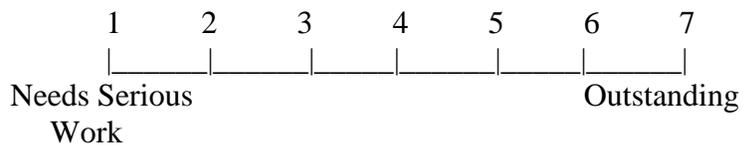
Comments:

4. PhD student's professionalism ( is on time to class, keeps appointments and office hours, dresses appropriately, etc)



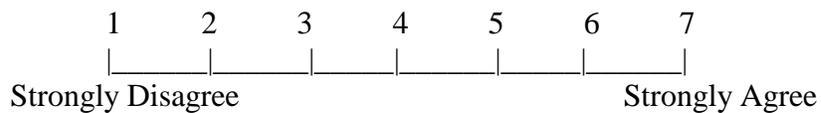
Comments:

5. PhD student's teaching and presentation skills (interaction with students, speech, clarity, etc)



Comments:

6. PhD student is fair and uses good judgment in dealing with students (shows no bias, is respectful, fair evaluations, etc)



Comments:

7. PhD student is able to seek and take direction (listens to you, is willing to admit she/he doesn't know it all, etc)

1	2	3	4	5	6	7
Strongly Disagree			Strongly Agree			

Comments:

8. Did you consider the PhD student's performance to be satisfactory or unsatisfactory?

ADDITIONAL COMMENTS

#### FORM 5: PHD STUDENT'S EVALUATION

Instructions: This form is to be completed when you have completed all of the seminar's objectives. In essay form critically evaluate (no more than two pages) your seminar experience. How has it helped you improve as a teacher? What was particularly helpful? What would you change? In what areas would you like to improve? etc.

Purpose: To bring together, in your own mind, what you have accomplished in this seminar.

***Kate Tiedemann School of Business and Finance***  
**Policies and Procedures**

**RESEARCH**

**Research Workshops**

Research workshops are scheduled throughout the semester. The workshops introduce students to research, and provide students with the opportunity to actively participate in discussions of on-going research. Students are required to attend, and actively participate in all scheduled research workshops.

**First Year Paper Requirement**

Students are required to complete a first year paper that replicates or extends a published paper. The objective of a replication is to learn the research process by using a high quality research paper as a template. Students should get approval from the finance PhD coordinator about the paper they would like to replicate. An original research idea may also be used to meet the first year paper requirement. The paper, whether original or a replication, should be presented to the faculty during the fall semester of the second year, no later than the first week of November. The paper, whether original or a replication, will be graded as “Acceptable” or “Unacceptable.” Students must pass this assignment in order to continue in the program. If students receive an “Unacceptable” grade in the fall, they will be given a second opportunity to present the paper in the spring. If they fail this second time, they will be dismissed from the program.

**Second Year Paper Requirement and comprehensive oral exam**

Students are required to complete a second year paper. The paper should be the student’s original idea and must be sole-authored. The objectives of the second year paper are to further develop research skills and allow the student to list an additional working paper on the curriculum vitae to enhance placement prospects. The second year paper can develop into part of the student’s dissertation with the approval of the student’s dissertation committee.

Students will present their second year during the fall semester of their third year, no later than the first week of November. This paper presentation and the question-and-answer session that follows it will constitute the student’s oral comprehensive exam. Students should demonstrate a comprehensive understanding of the related literature, as well as the material covered in the finance PhD seminars.

The finance doctoral program committee will evaluate the student’s performance on the paper and the oral comprehensive exam. Students must satisfactorily complete the paper presentation and oral examination in order to continue in the program. If students fail this assignment in the fall, they will be given a second opportunity to present the paper and take the oral exam in the spring. If they fail this second time, they will be dismissed from the program.

**TEACHING**

**Teaching Assignments**

Another important component of a doctoral student’s education is the development of teaching skills. To this end, students funded by assistantships are required to teach four courses. For the Kate Tiedemann School of Business and Finance, a student’s first teaching experience will typically occur in the fall of the student’s third year. Students should plan to take or audit, with permission, the classes they are expected to teach. For all courses taught by PhD students, students are required to coordinate with the course leader to ensure proper content. Evidence of satisfactory teaching performance is made based on course evaluations and feedback by the course coordinator to

the area coordinator and school director. Receiving unsatisfactory evaluations or negative feedback will be considered making "unsatisfactory progress" in the doctoral program.

## **PERFORMANCE EVALUATION**

In accordance with the policy outlined in the Muma College of Business Handbook, annual performance evaluations will be conducted for each doctoral student. The performance evaluation is provided to assist the student in understanding the quality of his/her performance, and his/her progress through the program. Poor performance, including lack of program progress, can lead to dismissal from the program.

Performance evaluations will be conducted, on behalf of the Kate Tiedemann School of Business and Finance doctoral committee, by the Kate Tiedemann School of Business and Finance Doctoral Program Coordinator in summer or fall of the following year. The quantitative and qualitative information used for the evaluation will come from a variety of sources. The student's course grades, professors for whom the student is serving as a research assistant, professors who have observed the student's teaching, professors with whom the student is conducting research, the student's self-report, and any other appropriate source, will be used in evaluating the quality of the student's performance and progress through the program. At the time of the student's scheduled evaluation the student should provide the Doctoral Program Coordinator with a written self-report that includes information relevant to the evaluation, such as research work in process, information on presentations made, teaching performance, goals for the coming year, etc.

## *School of Information Systems and Management*

### *Policies and Procedures*

**Unless otherwise stated, in the document below "doctoral committee" will mean the SISM Doctoral Committee. This committee consists of five tenured/tenure-track members of the SISM chosen by the School Director considering their research productivity and past contributions to the program. Ph.D. Program Coordinator will be a member as well as convener of this committee.** SISM PhD Committee can make further changes or updates to the IS PhD program and processes, this addendum, or clarify them on as needed basis.

## **RESEARCH**

### **Paper Requirements**

Students are strongly encouraged to start early in pursuit of their research interests. To this end, students are required to write at least two research papers in their first two years. The papers for instance could be based on prior work done by the student in their seminar or methodology courses as they continue to develop their ideas. Alternately, these papers may be the result of students collaborating with faculty members independent of their coursework.

### First Year Paper

The first research paper is expected to be a paper that can be developed into a premier journal article.

The manuscript should not exceed 9,000 words in length (using Microsoft Word, 1" margins, New Times Roman 12-point font, double-spaced). Specifics of the first year paper are provided below:

- Viewed as a “coaching” exercise.
- The paper will be graded as Acceptable or Unacceptable.
- The paper should not exceed 9,000 words and is due the first day of Fall classes following the Summer session. The paper should include:
  - Statement of purpose, gap(s) in the literature being addressed by the research question, and the importance of the research question.
  - Detailed literature review.
  - Coherent and logical development of hypotheses/propositions/conceptual models.
  - Abbreviated approach to methodology **OR** how would you test your work.
  - Research question should be original work, and should not be a substantial copy and paste of some other paper that student has submitted as a requirement in any school, college or university doctoral seminar.
- It will enable students to get a quick start thinking about research topics and get immersed in the literature in areas of interest to them. The student will be directed by the Ph.D. Coordinator to faculty with similar interests.

The paper has to be submitted to the PhD coordinator by August 15 of the student's second year (i.e. at the beginning of the fall semester of their second year in the program). A three member Review Committee, under the supervision of the school PhD Coordinator, will review each student's paper. The Review Committee would be selected by the school PhD Coordinator, based on the topic area of the summer paper. Students will present the paper to the faculty sometime in the Fall of the 2<sup>nd</sup> year and will be provided review committee's feedback at the presentation. Students are encouraged to submit this paper to at least a conference during their second year. The student may choose to submit their first year paper to a conference or journal. The Review Committee could suggest appropriate outlets. A student who has not completed the first year research paper on schedule will be considered making "unsatisfactory progress" in the doctoral program.

### Second Year Paper

- The paper is due on or before the first day of Fall semester classes following the Summer session.
- The paper should explore a different research question from the one addressed in the 1st year paper. However, the paper could use the same body of research from the 1st year paper.
- A three member Review Committee, under the supervision of the school PhD Coordinator, will review each student's paper. The Review Committee would be selected by the school PhD Coordinator, based on the topic area of the summer paper.
- This paper will be graded as "Acceptable," "Revise and Resubmit," or "Unacceptable". If the paper is evaluated as "Unacceptable" grade in 2<sup>nd</sup> year paper, student may be dropped from the program at the discretion of the PhD Committee of the School.

### **Departmental Participation**

Students are expected to attend all departmental activities relevant to the doctoral program, as determined by the department chair and Ph.D. coordinator. These activities typically include invited speakers, research seminars and presentations, job talks by faculty candidates, and meetings with potential doctoral students. Students who fail to participate will be considered making "unsatisfactory progress" in the doctoral program.

### **Research Assistantship**

In the first two years funded doctoral students who are on assistantships are expected to actively seek and work with faculty on research leading to their research papers. Each student will be assigned up to three faculty each year as a mentor by the Ph.D. coordinator in consultation with the ISDS Doctoral Committee.

### Research Workshops

Research workshops are scheduled throughout the semester. The workshops introduce students to research, and provide students with the opportunity to actively participate in discussions of on-going research. Students are required to attend, and actively participate in all scheduled research workshops.

### **TEACHING**

An important part of an academic career is being a good teacher. To this end, students funded by USF assistantships are expected to teach two courses per year in their third and subsequent years. They should also

plan to take or sit in with permission on classes they expect to teach. Evidence of satisfactory teaching performance is made based on course evaluations and feedback by the course coordinator to the department chair. Students may be asked to attend courses in the Teaching Enhancement Program and/or observe the course coordinator's classes and/or work with the course coordinator on how to improve their teaching performance. Receiving unsatisfactory evaluations or negative feedback will be considered making "unsatisfactory progress" in the doctoral program.

## **PERFORMANCE EVALUATION**

In accordance with the policy outlined in the Muma College of Business Handbook, annual performance evaluations will be conducted for each doctoral student. The performance evaluation is provided to assist the student in understanding the quality of his/her performance, and his/her progress through the program. Poor performance, including lack of program progress, can lead to dismissal from the program.

A student needs to have grades of "B" and above in all the IS PhD seminars to be eligible to stay in the program. Any student receiving a grade below "B" in any of the IS PhD seminars would be automatically dropped from the PhD program.

In addition, doctoral students will be evaluated in Summer or beginning of the Fall of the each year by the PhD coordinator. The quantitative and qualitative information used for the evaluation will come from a variety of sources. The student's course grades, professors for whom the student is serving as a research assistant, professors who have observed the student's teaching, professors with whom the student is conducting research, the student's self-report, and any other appropriate source, will be used in evaluating the quality of the student's performance and progress through the program. At the time of the student's scheduled evaluation the student should provide the Doctoral Program Coordinator with a written self-report that includes information relevant to the evaluation, such as research work in process, information on presentations made, teaching performance, goals for the coming year, etc. Any "unsatisfactory progress" assessment will be evaluated by the Doctoral Committee for the SISM. The committee may recommend one or more of several corrective actions including but not restricted to:

- Additional coursework.
- Additional research assignments such as a paper and/or presentation requirement.
- Withdrawal of funding.
- Termination from the program. In cases where a student is terminated from the doctoral program the student may be permitted to continue taking courses to obtain a Masters degree.

A written and signed record of the student's performance evaluation will be provided to the student and added to the student's file.

## **Oral Comprehensive Exam**

When a student has successfully completed coursework requirements and the first-year and second-year paper requirements, an oral comprehensive exam will be scheduled. The oral comprehensive exams assess a student's ability to analyze and synthesize research in IS and related fields. Additionally, the exams assess a student's proficiency in the use of research methods and statistical procedures to answer empirical research questions.

The oral comprehensive exam would cover the contents of the 2nd year summer paper as well as anything covered in any of the IS PhD seminars. All IS PhD faculty members would be allowed to attend the Oral Comprehensive Exam but the final evaluation would be undertaken by the School's PhD

Committee. In case of unsatisfactory performance on the oral exam, the student can be asked to leave the doctoral program. Failure to sit for this examination without written permission from the School Director will also be considered a failure.

### **Termination from the Program**

If the student is terminated from the program the department may provide the student with a maximum of one semester of additional support. The student may use this additional semester to take courses to complete a terminal Masters degree. It is the student's responsibility coming into the program to (i) plan for such an eventuality, (ii) identify the program(s) at USF that might accept the coursework completed in the first two years, and (iii) also ensure that they are admitted in a timely manner to any such program. Two programs that the SISM offers which will accept many of the completed PhD coursework include the MS in Business Analytics & Information Systems and MS in Management. Students are advised to review such programs in advance to plan for coursework that will satisfy graduation requirements in those programs, should this option be necessary.

## ***School of Marketing and Innovation*** **Policies and Procedures**

### **RESEARCH**

#### **Research Workshop and Brownbag Series**

There will be regular research workshops and brownbag events where PhD students would present their research. All PhD students are expected to attend these events and the research-active faculty members are also encouraged to attend. During these research presentations, constructive feedback and suggestions for improvement, will be provided.

#### **Written Papers**

At the end of the first year of doctoral studies, students will be required to complete a manuscript on some marketing topic. This exercise will occur during the Summer Semester after completion of the first two semesters of the doctoral program. The manuscript should not exceed 9,000 words in length (using Microsoft Word, 1" margins, New Times Roman 12-point font, double-spaced). Students with an "Unacceptable" final grade, after two rounds of revise-and-resubmits, for their first and/or second year summer papers may be dropped from the PhD program, at the discretion of the school DPC.

Specifics of the first-year paper are provided below:

#### **First Year Paper**

- Viewed as a “coaching” exercise. Hence, students can seek broad inputs from faculty members regarding potential topic areas and directions for research.
- The paper will be graded as Acceptable or Unacceptable.
- The paper should not exceed 9,000 words and is due the first day of Fall classes following the Summer session. The paper should include:
  - Statement of purpose, gap(s) in the literature being addressed by the research question, and the importance of the research question.
  - Detailed literature review.
  - Coherent and logical development of hypotheses/propositions/conceptual models.
  - Abbreviated approach to methodology **OR** how would you test your work.
  - Research question should not have been addressed in any paper that the student has submitted as a requirement in any school, college or university doctoral seminar.
- It will enable students to get a quick start thinking about research topics and get immersed in the literature in areas of interest to them. The student will be directed by the Ph.D. Coordinator to faculty with similar interests. Once a focus for the paper is determined, the Ph.D. Coordinator can send an e-mail out to all faculty informing them what each student is working on perhaps facilitating greater interaction between the faculty and the students.
- The paper will be due at the end of the first year. A three-member Review Committee, under the supervision of the school PhD Coordinator, will review each student’s paper. All Ph.D. faculty will be expected to read each student’s paper, but are not required to provide feedback to the students. If they would like to, however, they may submit their feedback either to the Review Committee or directly to the student. The Review Committee would be selected by the school PhD Coordinator, based on the topic area of the summer paper.

- This paper will be graded as “Acceptable,” “Revise and Resubmit,” or “Unacceptable”. If the 1<sup>st</sup> year paper is graded as “Unacceptable” after two rounds of revise-and-resubmits, the student may be dropped from the program at the discretion of the DPC.
- Students will be given reviewers’ feedback by October 1.
- The student may choose to submit their first year paper to a conference or journal. The Review Committee can suggest appropriate outlets.

### **Second Year Paper**

- This Summer paper should be a journal ready paper with data presented in the paper. Appropriateness of data will be determined by the nature of the research question. In some cases, the student will be able to use data gathered from large samples’ responses to close ended questions. Or, the student may use data gathered from in-depth interviews involving relatively small samples. Secondary data may also be used.
- The paper should explore a different research question from the one addressed in the 1<sup>st</sup> year paper. However, the paper could use overlapping body of research from the 1<sup>st</sup> year paper.
- Since the second year summer paper is equivalent to a comprehensive exam, this has to be a solo effort by the student. That is, no input or feedback can be sought from anyone else, for the research paper.
- For the second year summer paper, the PhD students are encouraged to submit their topic details and a brief summary (of less than 150 words) of their planned research to the school's DPC, for approval, before they embark on the research project. The DPC would just provide a decision of approval/disapproval to the topic. The PhD Coordinator would convey the decision of the DPC to the student. Detailed feedback on the research would be reserved till after the paper has been submitted.
- This paper will be graded as “Acceptable,” “Revise and Resubmit,” or “Unacceptable”. If the 2<sup>nd</sup> year paper is graded as “Unacceptable” after two rounds of revise-and-resubmits, the student may be dropped from the program at the discretion of the DPC.
- The same parameters regarding review process, length of paper, etc. used in the 1<sup>st</sup> year paper will apply here as well.
- The paper is due on or before the first day of Fall semester classes following the Summer session.

### **Oral Comprehensive Exam**

In addition to the second year summer paper, students finishing their second year and wishing to move to candidacy would have to pass an oral comprehensive exam. This comprehensive exam will be evaluated by a three-member committee, selected by the school PhD Coordinator. The comprehensive exam will cover the contents of the 2<sup>nd</sup> year summer paper as well as topics covered in any of the Marketing PhD seminars. All Marketing PhD faculty members will be allowed to attend the Oral Comprehensive Exam but the final evaluation would be undertaken by the three-member review committee, under the supervision of the school PhD Coordinator.

A student needs to have grades of “B” and above in all the Marketing PhD seminars to be eligible to stay in the program. Any student receiving a grade below “B” in any of the Marketing PhD seminars would be automatically dropped from the PhD program.

## **TEACHING**

### **Teaching Assignments**

Along with research, another important component of a doctoral student's education is developing teaching skills. To complete the doctoral program, all doctoral students are required to teach in their third and fourth years. The usual teaching load would be one course to be independently taught during each regular semester of the third and fourth years of the program. Students with university fellowships (e.g., Presidential Fellowship) would have their teaching loads determined by the regulations governing teaching loads for the specific fellowship.

For all courses taught by PhD students, students are required to coordinate with the course leader to ensure proper content. Students are also strongly encouraged to get teaching suggestions from a professor who has taught their assigned course in the recent past.

PhD students' teaching will be evaluated through a classroom visit (at least once a year) by a tenured faculty member. The PhD Coordinator will select specific evaluators, keeping in mind the specific course being taught and the available professors. The evaluator (faculty member) will be asked to assess the student's teaching in terms of strengths and weaknesses, and also provide suggestions for improvement. The evaluator will also bring to the attention of the school's DPC any critical areas of concern.

# **Aids in Navigating the Doctoral Program**

These items are provided as guidance to the doctoral student.

**A TENTATIVE CHRONOLOGY AND REQUIRED FORMS\***

<b>Time Period</b>	<b>Step in the Process</b>	<b>Forms (see Muma COB Handbook for Doctoral Students)</b>
January 2	Deadline for application to the Ph.D. program	See <a href="http://www.usf.edu/business/graduate/doctoral/index.aspx">http://www.usf.edu/business/graduate/doctoral/index.aspx</a> for on-line application forms
February-March	Offers are extended	
August	Classes start. Program advisor and program committee are assigned.	Review foundation course needs with area coordinator. Complete <i>Foundation Course Waiver Request</i> .
End of first year	Completed coursework plan is submitted for approval.	See <i>PhD Program of Study</i> form
Fall semester of the second year	First year paper is presented	
Fall semester of the third year	Comprehensive examinations – written and oral.	Complete <i>Certification of Completion of Required Coursework</i> form, and the <i>Successful Completion of Comprehensive Exams</i> memo
After successfully passing comprehensive exams	Dissertation committee is formed, followed by admission to candidacy. <b>The student has two years from the time admitted to candidacy to successfully defend a dissertation proposal and seven years from admission to the program to complete a dissertation.</b>	Complete the <i>Admission to Doctoral Candidacy</i> form
Approx. 9-12 months after admission to candidacy	Dissertation proposal defense. A public announcement is required.	Complete the <i>Certificate of Approval for Ph.D. Dissertation Proposal</i> form and public announcement form
Approx. 1 to 2 years after admission to candidacy	Dissertation defense. A public announcement is required. <b>Submission of the dissertation to the Graduate School and application for graduation are separate procedures.</b>	Complete the public announcement form, the <i>Successful Defense of the Ph.D./Ed.D. Dissertation</i> , and <i>Certificate of Approval Form for Theses &amp; Dissertations: Manuscript Approval Form</i>

**\*The information provided is tentative. The time line provided is influenced by the motivation of the student and the type of study conducted. Forms provided by the Muma College of Business are examples. Electronic versions of some forms are on the Muma College website. Students are referred to the University website (<http://www.grad.usf.edu>) for up-to-date information and the forms required by the University Office of Graduate Studies.**



**Muma College of Business  
PhD in Business Administration  
Gaiennie Fund Request**

Name: \_\_\_\_\_

U ID: \_\_\_\_\_

Concentration: \_\_\_\_\_

Year of Program: \_\_\_\_\_

**Select Funding Category:**

- Dissertation Research Grant
- Travel Funding- \$700 for 1<sup>st</sup> year students
- Travel Funding- \$700 paper presentation
- Travel Funding- \$1000 premier conference paper presentation
- Travel Funding- \$1000 job search conference
- Travel Funding- \$1000 premier doctoral consortium (by nomination only)
- Submission Fees- limited to one request per year and must not be co-authored by faculty

**Dissertation Research Grant required attachments (see handbook for details):**

- Cover Sheet
- Project Narrative
- Letters of Support (must document successful proposal defense)
- Budget Proposal
- IRB Approval (if applicable)

**Travel Funding:**

Conference Name: \_\_\_\_\_

Location and Travel Dates: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Expense Budget: \_\_\_\_\_

Please check this box if you are requesting to split the annual allowance for a category of travel funding between conferences.

Student Signature and Date: \_\_\_\_\_

Area Coordinator Signature and Date: \_\_\_\_\_

PhD Committee Chair Signature and Date: \_\_\_\_\_

# Muma College of Business PhD Forms

Note: These forms should be kept in the student's home school file. Copies of the following forms are available on the Muma College of Business Doctoral Program website

<https://www.usf.edu/business/graduate/doctoral/resources.aspx>.



**Muma College of Business  
PhD in Business Administration  
Foundation Waiver Request**

Name: \_\_\_\_\_  
U ID: \_\_\_\_\_  
Concentration: \_\_\_\_\_

Waivers will be considered if an equivalent undergraduate or graduate course was completed from an AACSB (or equivalently accredited) institution within the past **5 years and a grade of B or better was earned.**

Foundation Requirement	Equivalent or Higher Level Course(s) Completed with Grade Earned	Institution & Term	Waiver Decision (For Staff Use Only)
Accounting (ACG 6026)			
Finance (FIN 6406)			
Information Systems (ISM 6021)			
Management (MAN 6055)			
Marketing (MAR 6815)			
Economics (ECO 6005)			

All students requesting a waiver are required to complete this form by the end of the first term in the doctoral program. Course descriptions for the foundation courses are in the graduate catalog. <http://www.grad.usf.edu/catalog.php>

Previous coursework completed from an institution without AACSB (or equivalent accreditation) may be considered by petitioning the college doctoral committee. Such a petition must also be initiated during the first term of the program.

Foundation requirements not waived must be satisfied by completing the course identified above or a substitute course approved by their doctoral area coordinator.



Muma College of Business  
 PhD in Business Administration  
 Program of Study Plan

Name: \_\_\_\_\_  
 Student #: \_\_\_\_\_  
 Concentration: \_\_\_\_\_

Foundation Course Requirements (0-18 credits)		Waive	Required	Credits	Grade	Term
Accounting						
Finance						
Info. Systems						
Management						
Marketing						
Economics						
<b>Core Research Courses: 5 credits</b>				<b>Credits</b>	<b>Grade</b>	<b>Term</b>
QMB 7557	Research & Writing Skills			2		
QMB 7565	Introduction to Research Methods			3		
<b>Research Methods: 12 credits</b>				<b>Credits</b>	<b>Grade</b>	<b>Term</b>
				3		
				3		
				3		
				3		
<b>Concentration Courses: Minimum 15 credits</b>				<b>Credits</b>	<b>Grade</b>	<b>Term</b>
<b>Support Field Courses: Minimum 9 credits</b>				<b>Credits</b>	<b>Grade</b>	<b>Term</b>
<b>Dissertation: Minimum 21 credits</b>				<b>Credits</b>	<b>Grade</b>	<b>Term</b>

PhD Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Date: \_\_\_\_\_



**Muma College of Business**  
**PhD in Business Administration**  
**Completion of Required Coursework**

Name: \_\_\_\_\_  
U ID: \_\_\_\_\_  
Concentration: \_\_\_\_\_

As the Area Coordinator of the above named doctoral student, I hereby certify that this student has successfully completed all of the required coursework outlined on his/her **attached** doctoral study program sheet as of \_\_\_\_\_ (date) and that the student will take his/her comprehensive examination on \_\_\_\_\_ (date).

Area Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

All students are required to have this form signed and in their college file prior to their comprehensive exams. Forms will not be accepted without the required doctoral program sheet attachment.



**Muma College of Business**  
**PhD in Business Administration**  
**Completion of Comprehensive Exams**

Name: \_\_\_\_\_  
U ID: \_\_\_\_\_  
Concentration: \_\_\_\_\_

This is to certify that the above named student has successfully completed both written and oral comprehensive examinations for the PhD in Business Administration, concentration in \_\_\_\_\_.

The examinations were administered and graded by the following faculty members.

Committee Member Name	Committee Member Signature and Date

UNIVERSITY OF SOUTH FLORIDA  
**CHANGES TO THE GRADUATE STUDENT SUPERVISORY COMMITTEE**  
*Please type or print all information, except where noted for signature.*

**Part I. STUDENT AND DEGREE INFORMATION**

<b>Name</b>		<b>USF ID#</b>	-	<b>E-mail Address</b>	
<b>Street Address</b>		<b>City</b>		<b>State, Zip</b>	
<b>College</b>		<b>Department</b>		<b>Dept. Mail Code &amp; Tel #</b>	
<b>Graduate Program</b>		<b>Entered Degree Program (e.g. Fall 2000)</b>		<b>Degree Sought</b>	

**Part II. CHANGES TO ORIGINAL COMMITTEE** *(add additional forms if necessary)*  
*A CV must be attached or on file in Graduate Studies for any non-USF faculty and for (Co-)Major Professor(s) of Ph.D./Ed.D. committees. List each member being added, removed, or whose status has changed. Members added and the (Co-)Major Professor(s) must sign.*

<b>Name</b>	<b>Action Taken</b>	<b>Status</b>	<b>Signature of Approval</b>	<b>Dept. (abbreviate)</b>	<b>Date Signed</b>
	Select action	Select new status			
	Select action	Select new status			
	Select action	Select new status			
	Select action	Select new status			
	Select action	Select new status			

**Part III. REASON FOR CHANGE:**

**Part IV. APPROVALS**

(REQUIRED):	<input type="checkbox"/> Major Professor	<b>Name</b>	<b>Signature of Approval</b>	<b>Date Signed</b>
	<input type="checkbox"/> Co-Major Professor			
	<input type="checkbox"/> Major Professor			
	<input type="checkbox"/> Co-Major Professor			
	<b>Program Director</b>			
	<b>College Dean</b>			

O:\BSN-Grad\PhD FILES\PhD Fall 2015\Handbook\Change\_of\_Committee\_Form.doc



**Muma College of Business**  
**PhD in Business Administration**  
**Dissertation Proposal Approval**

Name: \_\_\_\_\_  
U ID: \_\_\_\_\_  
Concentration: \_\_\_\_\_

This is to certify that the PhD Dissertation Proposal (title listed below) proposed by the candidate named above has been approved by the Dissertation Committee on \_\_\_\_\_ and upon completion in accordance with said proposal, such dissertation will be satisfactory for the dissertation requirement for the PhD degree.

---

Dissertation Committee Member Name	Committee Member Signature and Date

Associate Dean Name	Associate Dean Signature and Date

**UNIVERSITY OF SOUTH FLORIDA**

---

**(Department)**

**Doctoral Dissertation Proposal Defense**

---

Title

By

---

Name

On

---

Date

---

Time

---

Location

**Dissertation Committee**

(starting with major professor - list name, Ph.D.)

***THE PUBLIC IS INVITED***

For disability accommodations contact \_\_\_\_\_ at \_\_\_\_\_ at least 48 hours in advance  
**(an electronic copy of this proposal is available from the author)**



*Defense of a Doctoral Dissertation*

**Title**

**(This field can be as many lines as is needed)**

by

**Author**

*for the Ph.D. degree in*

**Major**

Day of Week, Month Date, Year (Ex: Monday, May 1, 2013)

Time (Ex: 2:00pm)

Location (Ex: ALN 216)

THE PUBLIC IS INVITED

**Examining Committee:**

- Defense Chair:* Name, Degree (Ex: John Smith, Ph.D.)  
*(Must be Non-Departmental Faculty)*
- (Co-)Major Professor:* Name, Degree
- (Co-)Major Professor:* *(Remove row if student has only one major professor)*
- Committee:* Name, Degree
- Name, Degree
- Name, Degree
- Name, Degree

*Name, Degree  
Dean,  
College Name*

*Dwayne Smith, Ph.D.  
Senior Vice-Provost & Dean,  
Office of Graduate Studies*

**Disability Accommodations:**

*If you require a reasonable accommodation to participate, please contact the  
Office of Diversity & Equal Opportunity at 813-974-4373 at least five (5) working days prior to the event.*



**Muma College of Business  
PhD in Business Administration**

The undersigned verify that the final oral defense of the dissertation has been successfully completed by the following doctoral candidate and that the dissertation is ready to submit to the Office of Graduate Studies pending revisions.

	Name	USF ID#	Degree
<b>Doctoral Candidate</b>			Ph.D.

<b>Graduate Program</b>	PhD in Business Administration
<b>Graduate Department</b>	
<b>Dissertation Title</b>	

	Name	Signature of Approval
<input type="checkbox"/> Major Professor		
<input type="checkbox"/> Co-Major Professor		
<input type="checkbox"/> Co-Major Professor		
<input type="checkbox"/> Member		
Member		
Member		
Member		
Member		
Chairperson of Defense		
Defense Date		
Successful Defense Form Signed (date)		

# University Office of Graduate Studies Forms

Note: These forms are available on the Office of Graduate Studies website <https://www.usf.edu/graduate-studies/forms.aspx>. Copies of these forms should be kept in the student's home school file and originals should be sent to the Office of Graduate Studies.



## ADMISSION TO DOCTORAL CANDIDACY FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: [www.usf.edu/graduate-studies/about-us/contact-us.aspx](http://www.usf.edu/graduate-studies/about-us/contact-us.aspx)

### PURPOSE

The Admission to Doctoral Candidacy form is to be submitted to the Office of Graduate Studies following the successful completion of all comprehensive exams and other program requirements. Doctoral candidacy indicates that the program has approved the student for dissertation research.

**DEADLINE: The Admission to Doctoral Candidacy form is to be submitted for approval during the semester that the qualifying exams were completed, but no later than the semester following the successful completion of the exam. Completed Admission to Doctoral Candidacy forms received by the Office of Graduate Studies up to the last day of classes in a given semester will be processed for that semester, allowing students to enroll in dissertation hours the following semester.**

### REQUIREMENTS

- Appointment and approval of a Doctoral Committee by the program and college prior to Admission to Doctoral Candidacy.
- Successful completion of the comprehensive qualifying examination/s and certification by the Doctoral Committee.
- Enrolled in at least two (2) graduate credits in the semester of the qualifying exam.
- Enrolled in at least two (2) graduate credits in the semester that the Admission to Doctoral Candidacy form is submitted to the Office of Graduate Studies for approval.
- No "I" or "M" grades are present on the current student transcript. All "I" or "M" grades must be cleared before the Admission to Doctoral Candidacy form will be approved so that an accurate graduate GPA can be determined. The Office of Graduate Studies does NOT process **Change of Grade** forms and these should be sent to the Office of the Registrar prior to submission of the Admission to Doctoral Candidacy form.
- Overall graduate GPA of at least 3.00. Programs/Colleges must attach a transcript with the submission of the Admission to Doctoral Candidacy form to the Office of Graduate Studies.

**CANDIDACY IS EFFECTIVE IN THE SEMESTER FOLLOWING PROCESSING AND APPROVAL BY THE OFFICE OF GRADUATE STUDIES.**

For information, refer to the Graduate Catalog, at <https://catalog.usf.edu/>.

For assistance, please go to the Graduate Major Contact Information site: [http://www.grad.usf.edu/programs/search\\_all.php](http://www.grad.usf.edu/programs/search_all.php).

### VERIFICATION OF CANDIDACY APPROVAL

#### Students

Following approval by the Office of Graduate Studies, the student will receive an official admission to doctoral candidacy letter from Graduate Studies. Students may also check their status through OASIS. On the "Registration Status" page, at the bottom the "**Class for Registration Purposes**" should read "**Doctoral Candidate**." Once classified as a doctoral candidate, students will be eligible to and must register for dissertation hours. Student classification will be "6C."

#### College and Graduate Directors

The approved **Admission to Doctoral Candidacy form** will be placed into the student record in BANNER and can be accessed through BDMS. Candidacy status can be verified in BANNER through the SGASTDN screen (General Student Record). At the mid-left of the form where the student's "class" is listed, the code will be "**6C**", and the terminology next to the code will read "**Doctoral Candidate**".



## ADMISSION TO DOCTORAL CANDIDACY FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: [www.usf.edu/graduate-studies/about-us/contact-us.aspx](http://www.usf.edu/graduate-studies/about-us/contact-us.aspx)

### CHECKLIST

- Enrolled in at least two (2) graduate credits in the semester of the qualifying exam.
- Enrolled in at least two (2) graduate credits the semester in which the Admission to Doctoral Candidacy form is submitted to the Office of Graduate Studies for approval.
- No "I" or "M" grades on the transcript.
- Overall USF graduate GPA of at least 3.00.
- Current transcript is attached.

### QUALIFYING EXAMS

Successful Qualifying Exam(s) Completion:			
	Month	Day	Year

### STUDENT INFORMATION

Last Name		First Name		USF ID#
Degree Type	College	Major	Concentration (if applicable)	
Email		Phone Number		
Student Signature		Date		

### PROGRAM AND COLLEGE APPROVAL

	Name	Signature	Date
Major Professor			
Co-Major Professor/ Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Graduate Director			
College Dean/Associate Dean/Designee			
Graduate Studies Associate Dean/Designee			

Updated 8/21/2020



**ELECTRONIC THESIS & DISSERTATION (ETD) CERTIFICATE OF APPROVAL**  
**UNIVERSITY OF SOUTH FLORIDA**  
**OFFICE OF GRADUATE STUDIES**  
Website: [www.usf.edu/graduate-studies/about-us/contact-us.aspx](http://www.usf.edu/graduate-studies/about-us/contact-us.aspx)

**PLEASE NOTE: The ETD Certificate of Approval has been updated, and now includes a second, mandatory page. Please complete both.**

The Office of Graduate Studies requires that all students submitting a thesis or dissertation **MUST** complete the steps listed below in order to properly submit their Electronic Thesis or Dissertation.

**ETDSUBMISSION CHECKLIST**

- Attend the ETD Workshop OR Complete the Online ETD Workshop** ([LINK](#))

In order to understand the ETD process, deadlines, and How to format your ETD.

- Register for Thesis OR Dissertation Hours**

Register for two (2) credit hours of thesis (6971) or dissertation (7980) in the semester you are submitting your ETD through the ETD Process.

- ETD Process Registration** ([LINK](#))

Complete the ETD Process Online Registration. This must be completed prior to the deadline for document submission in order to have your name included in the Commencement program.

- Survey of Earned Doctorates - DOCTORAL STUDENTS ONLY** ([LINK](#))

Complete the Survey of Earned Doctorates. At the end, you will receive an email with a certificate of completion.

- Print the SED Certificate of Completion to include with the ETD Certificate of Approval.**

- Plagiarism Check** ([LINK](#))

Work with your Major Professor to submit a text only copy of your Thesis or Dissertation in Canvas to be run through the Turnitin plagiarism check. The professor will review the results, ensuring there is no actual plagiarism in the document. You or your professor will need to print the first page of the results and turn that in with the Certificate of Approval.

- First Page of Plagiarism Summary to include with the ETD Certificate of Approval.**

- Successful Defense Form (From the college)**

Your college may require the completion and submission of a Successful Defense Form. If so, bring this form to the defense.

- ETD Certificate of Approval** ([LINK](#))

Be sure to complete (typed – not handwritten) the ETD Certificate of Approval and bring with you to your defense – so that the committee may sign and date the form.

- Complete the top section by typing in – do not handwrite, as it needs to be legible.
- Read and complete all sections on the first page, printing and signing your name.
- Complete all of the second page
- Type the names and email addresses for yourself and your committee.

- Thesis/Dissertation Defense**

Successfully defend your thesis/dissertation. If the committee requests changes or revisions, make them and once the committee approves, they should sign and date both the ETD Certificate of Approval (Grad Studies) and the Successful Defense Form (College).

- Once all committee-requested corrections/additions are final, obtain the Approval Signatures from your entire committee (and your own signature).
- \*If a committee member is not able to sign the form in person, they may sign a second Certificate of Approval (with your information at the top), scan it, and send back to you.

- Committee Verification Signatures**

Once approved, the completed, signed ETD Certificate of Approval must be signed by the Dean (or designee) of the College. If you are in the College of Arts & Sciences or the College of Behavioral & Community Sciences, the Program Director must sign.

- Obtain the necessary signatures (Dean/Program Director)
- Submit the Successful Defense Form to the department or college (follow instructions on that form – each college has its own form).

- Submit the ETD Certificate of Approval Packet to the Office of Graduate Studies**

Once the Certificate of Approval, Plagiarism Check and, for Doctoral students, the SED Certificate of Completion, have been completed, you need to submit these forms using this link: <https://rb.gy/44b6nh> or submit them to the Office of Graduate Studies on your home campus.

- ETD Certificate of Approval, completed and signed
- First page of the Plagiarism Results Summary.
- DOCTORAL STUDENTS ONLY: Survey of Earned Doctorates Certificate of Completion

- ProQuest Submission of ETD** ([LINK](#))

ProQuest is the website we use to facilitate the ETD Review. It saves all versions of the ETD, and allows us to work with you on revising your document to meet the format requirements. You will need to create a new account and then upload your thesis/dissertation in PDF format for review.

**The ETD Certificate of Approval begins on the next page.**

Updated 2/8/2021



**ELECTRONIC THESIS & DISSERTATION (ETD) CERTIFICATE OF APPROVAL**  
**UNIVERSITY OF SOUTH FLORIDA**  
**OFFICE OF GRADUATE STUDIES**  
 Website: [www.usf.edu/graduate-studies/about-us/contact-us.aspx](http://www.usf.edu/graduate-studies/about-us/contact-us.aspx)

PLEASE TYPE IN ALL FIELDS		
This electronic form serves as the official record of MANUSCRIPT APPROVAL and is submitted to the Office of Graduate Studies on your home campus simultaneously with the student's additional paperwork.		
Last Name	First Name	USF ID#
College	Degree Type	Major
Manuscript Title:		

Please complete ALL of the following sections, reading and selecting the statements that apply to your thesis/dissertation

By signing this form, I am certifying that the version I submitted is the final copy as approved by my advisory committee, has been analyzed by appropriate plagiarism-detection software, and all published material in this dissertation/thesis has the appropriate copyright permissions to be reproduced and are included in the appendix. Furthermore, if IRB approval was required for this research, a copy of that approval is included in the appendix. I hereby grant to USF and its agents the non-exclusive license to archive and make accessible my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of the thesis or dissertation.

#### REQUIRED RELEASE (EMBARGO) AGREEMENT

The document is submitted electronically (ETD) and archived under the release option noted in the online final submission system (ProQuest) when the PDF file is uploaded. If you choose to delay the release of your document in ProQuest, the USF Office of Graduate Studies will delay electronic publication of the document for one year from the date of final approval. Please discuss the embargo options: Immediate Worldwide Publication Access or Publication Release Embargo (i.e., delay release of the document for one year) with your Major Professor.

#### COPYRIGHT PREPRINT PERMISSIONS

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