

School of PPM PhD Student Report Cover Page

Instructions for Brief Report

- Complete brief report (pages 1 and 2) and submit to the PhD Program Director on the following dates:
 - Fall: Friday of Finals Week
 - Winter: Friday of Finals Week
 - Summer: September 15
- Provide a copy of your grade report
- Schedule a meeting with the PhD Program Director to check on progress
- Any items with boxes should be marked

Name:	
Year in Program:	
Pre Dissertation Committee Members (2) or Dissertation Advisor (1)	

Disciplinary Track (choose one)

- | |
|---|
| <input type="checkbox"/> Community and regional planning
<input type="checkbox"/> Nonprofit management
<input type="checkbox"/> Public administration and public policy |
|---|

Concentration (choose one or two)

- Access and equity
- Nonprofit, Philanthropic and Social Enterprise
- Sustainable Transportation and Cities

Program Milestones

Curriculum	Credits to Date	Completed
Research Methods (min 16 cr)		
Disciplinary Track and Concentration (36 cr)		
Career Development (3 cr)		
All Courses	Total Credits	Overall GPA

	Completion Date
Comprehensive Exam: Discipline	
Comprehensive Exam: Methods	
Dissertation proposal	
Dissertation defense	

School of PPPM PhD Student Brief Report: Page 2 of 2

Page 2 Brief Report Instructions

- Full annual report: Skip this page—it is not required
- Term reports: Complete sections below or provide updates
 - Methodology plan
 - Disciplinary course plan
 - Concentration course plan
 - Professional development course plan
- Provide brief updates on the topics below

Research Update

Teaching Update

Other Updates

Please list any topics that you would like to discuss

STOP HERE

PhD Program Director: Notes or Action items

PhD Program Director Signature: _____ Date: _____

School of PPPM Doctoral Program Full Annual Report

Instructions

- Provide updated version of the brief report (page 1 only)
- Complete rest of full annual report and submit to the PhD program director
- This is a very detailed report, but you do not have to update everything each year: think of this as a guide to help you
- Follow-up meetings will provide you with the opportunity to discuss progress and ask questions

Course Plan: Methodology Component

Methodology Component of Program Plan

The student should prepare a methods plan at the start of their program and revise it each year in the program. The plan must be reviewed and approved by their Pre-Dissertation Advisory Committee. The plan should include:

- A statement of the research interest
- A summary of the anticipated methods used to study the topic and why
- A coursework plan that summarizes: (1) methods courses (and grades) taken at UO and other institutions; and (2) additional proposed methods coursework

Statement of Research Interests (100-200 words)

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Anticipated Methods (100 words)

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Approved Methods Coursework Plan (minimum 16 credits)

- Advanced courses are necessary for doctoral research
- See PhD Handbook for list of potential methods classes
- Coursework plan must be approved by Pre-Dissertation Committee

MARK ONE

- This Plan is Approved and Unchanged
- Proposed alterations to this plan listed in ALL CAPS text

Classes (Department and Class Name)	Credits	Term	Grade
TOTAL CREDITS			

Pre-Dissertation Committee Approval: This approval confirms that the candidate will fulfill this disciplinary track requirement through graduate coursework at the UO or other institutions when the courses are completed

Name	Signature	Date

Course Plan: Disciplinary Track

Disciplinary and Research Track Concentration Component of Program Plan (36 credits total)

The student should prepare a statement outlining their disciplinary track and research focus at the start of their program and revise it each year in the program. The plan must be reviewed and approved by their Pre-Dissertation Advisory Committee. The plan should include:

- A listing of the disciplinary track
- Demonstration of disciplinary track competency through two options: (1) masters degree from an accredited program; (2) coursework plan based on competency tables
- A statement about the proposed research concentration
- A coursework plan that summarizes courses that will support the research concentration

Note:

- The Disciplinary Track is competency based rather than credit based.
- A total of 36 credits are required for the disciplinary track and research concentration.
- Students taking less than 36 credits to fulfill their disciplinary track may apply any or all credits towards their research concentration
- Students who must take many disciplinary track classes may also need to take research concentration classes and this total may be more than 36 credits

Disciplinary Track (100-200 words)

- Community and Regional Planning
- Nonprofit Management and Arts Administration
- Public Administration/Public Policy

The student may fulfill this requirement through a prior degree (Path A) or coursework (Path B)

Path A Option

Master's Degree from an Equivalent Program

Degree	University	Date of Degree

Pre-Dissertation Committee Approval: This approval confirms that the candidate has met the disciplinary track requirement through their existing Masters degree (Note: committee may request transcripts or other information)

Name	Signature	Date

Path B Option**Disciplinary Track Coursework Plan** (required if student does not meet Path A requirements).

MARK ONE:

- This Plan is Approved and Unchanged
 Proposed alterations to this plan listed in ALL CAPS text

Classes (Department and Class Name)	Credits	Term	Grade	Required Knowledge
TOTAL CREDITS				

Required Knowledge Community and Regional Planning	Required Knowledge Nonprofit Management	Required Knowledge Public Administration / Public Policy
<ul style="list-style-type: none"> • General Planning Knowledge <ul style="list-style-type: none"> ○ Purpose & Meaning of Planning ○ Planning Theory. ○ Planning Law. ○ Human Settlements & History. ○ Relationship between past, present & future planning ○ Global Dimensions • Planning Skills <ul style="list-style-type: none"> ○ Plan Creation & Implementation ○ Planning Process Methods ○ Team and Leadership Methods ○ Plan Creation & Implementation • Values and Ethics <ul style="list-style-type: none"> ○ Professional Ethics ○ Equity, Diversity & Social Justice. ○ Governance and Participation. ○ Sustainability & Env. Quality ○ Growth and Development 	<ul style="list-style-type: none"> • Nonprofit Management • Nonprofit Financial Management • Fundraising • Grant Proposal Writing • Nonprofit Board Governance • Nonprofit Sector in a Global Context • Social Enterprise • Philanthropy (Grant Making) 	<ul style="list-style-type: none"> • Lead and manage in public governance; • Participate in and contribute to the policy process; • Analyze, synthesize, think critically, solve problems and make decisions; • Articulate and apply a public service perspective; • Communicate and interact productively with a diverse and changing workforce and citizenry

Pre-Dissertation Committee Approval: This approval confirms that the candidate will fulfill this disciplinary track requirement through graduate coursework at the UO or other institutions when the courses are completed

Name	Signature	Date

Course Plan: Research Track

- This Plan is Approved and Unchanged
- Proposed alterations to this plan listed in ALL CAPS text

Disciplinary and Research Track Concentration Component of Program Plan (36 credits total)

The student should prepare a statement outlining their disciplinary track and research focus at the start of their program and revise it each year in the program. The plan must be reviewed and approved by their Pre-Dissertation Advisory Committee. The plan should include:

- A listing of the disciplinary track
- Demonstration of disciplinary track competency through two option: (1) masters degree from an accredited program; (2) coursework plan based on competency tables
- A statement about the proposed research concentration
- A coursework plan that summarizes courses that will support the research concentration

Note:

- The Disciplinary Track is competency based rather than credit based.
- A total of 36 credits are required for the disciplinary track and research concentration.
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- Students who must take many disciplinary track classes may also need to take research concentration classes and this total may be more than 36 credits

Credits Required	36
Disciplinary Track Credits	
Research Concentration Track Credits	
TOTAL	

Proposed Research Concentration (brief description)

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Approved Research Track Plan

Classes (Department and Class Name)	Credits	Term	Grade
TOTAL CREDITS			

Pre-Dissertation Committee Approval: This approval confirms that these courses will prepare the student for their research concentration once completed.

Name	Signature	Date

Course Plan: Career Development

The student should prepare a statement outlining their career goals and revise it each year in the program. The plan must be reviewed and approved by the Faculty Advisor and the PhD Program Committee. The plan should include:

- A career statement that includes: (1) your ideal career position; (2) the key competencies you will need for this position
- A list of courses that have been taken to fulfill the career development requirement

Suggested Steps

- Identify career goals
- Research current positions in the job market and note required and preferred qualifications

Career statement (including ideal position and key competencies)

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Approved Career Development Plan

Classes (Department and Class Name)	Credits	Term	Grade
TOTAL CREDITS			

Pre-Dissertation Committee Approval: This approval confirms that these courses will prepare the student for their research concentration once completed.

Name	Signature	Date

Possible Course Options

- PPPM 607: Seminar: Academic Career Development (1cr, repeatable).
- PPPM 607: Seminar: Engaged Instruction (1-3 credits, repeatable). Work with faculty from the Institute for Policy Research and Engagement or the Sustainable Cities Institute on engaged instructional activities.
- PPPM 604: Internship: Applied Research (1-10 Credits, repeatable). Work an agency partner and faculty advisor to develop an applied research project. This is designed to be delivered as an internship.
- Political Science 602 and 608 are available to PPPM students with instructor permission
- Equivalent courses in other departments are an option

Research Competency Portfolio

Competency	Description	Candidate plans
Research Presentation	Present on a paper or research work at a conference	
Research Proposal	Help write or write a research proposal prior to dissertation that includes: rationale, methods, analysis and anticipated outcomes	
Research Project	Participate in a research project prior to dissertation that results in a report or publication	
Journal or Grant Reviewer	Review a draft journal article or grant application as part of a double blind review process	
Papers	Publish a co-authored or sole-authored paper in a refereed journal	

Presentation: Topic and Forum	Refereed?	Notes

Research Proposals	Give a 1-2 sentence description of each proposal you authored or co-authored. Describe the funding source, review process, amount, and whether it was funded.

Research Project	Give a 1-2 sentence description of each research project in which you have participated, including your role in the project.

Journal or Grant Review	Funder/Publisher	Role

Paper (published, accepted, under review and in development)	Refereed journal?	Status?

Other work	Give a 1-2 sentence description of any major projects that you have been involved related to coursework, curriculum or other design projects, or grant writing.

Teaching Competency Portfolio

Competency	Description	Candidate plans
Lecturing	Give a lecture in a class	
Discussions	Manage a discussion group as a teaching assistant	
Assignment Design	Design an assignment tied to a learning objective in the course	
Grading rubric	Design a grading rubric for a class assignment	
Engaged teaching	Design a class session in which students must engage with a topic	
Course design	Design a course and course syllabus from scratch	
Sole Instructor	Deliver a class as the sole instructor	

Teaching Experience

Class	Program and University	Your role (TA, Instructor)	Class characteristics (elective, UG, etc)

Teaching Competency Activities

Competency	Description	Evaluation

Awards or Accomplishments

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Service Portfolio

Service is not a requirement of your degree. It should not interfere with your progress towards degree completion. However, service exposes you to the functioning of universities and programs. Establishing a service record is also a good strategy for the job market.

Service Activities

Description	Notes or Assessment

Additional Information Related to Any Aspect of This Report

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Questions or Issues You Would Like to Discuss (these may also be discussed in the meeting)

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Program Director Evaluation Summary

Evaluation Topics	Notes or Assessment
Coursework	•
Exams	•
Proposal	•
Research	•
Service	•

Teaching Evaluation	Assessment: Inclusive, Engaged, Research-Led, Professional
Student Feedback	•
Peer Feedback	•
Recommendations	•

For PhD Program Director: Notes or Action items

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PhD Program Director Signature: _____ Date: _____