



## Plan of Study Meeting

Student Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Previous Degree/University \_\_\_\_\_  
(Attach a transcript of previous coursework)

Early in the first term of full-time study students must schedule a Plan of Study meeting with the faculty advisor. In this meeting the student will plan a course of study for the PhD program. Additionally, at the Plan of Study meeting, course credits accepted from previous graduate studies is discussed.

Once the meeting has taken place and the Advanced Standing credits are identified, the forms must be submitted to the Office of Student Services for posting and filing.

Students are responsible for:

1. Scheduling the Plan of Study Meeting and making available the appropriate documents for the meeting.
2. Obtaining the following documents for this meeting from the Office of Student Services: (a) Plan of Study Meeting Form. (b) Course Credit Acceptance Form; and (c) copies of transcripts of prior undergraduate and/or graduate courses.

***Failure to hold the Plan of Studies Meeting in the first term of study will result in an academic hold being placed on a student's University account, which will prevent future course registrations.***

Each student should complete this form and be prepared to discuss each item. If necessary, feel free to add additional sheets. After obtaining the appropriate signatures, please submit this form to the Office of Student Services, 3601 Posvar Hall.

The signatures below certify that a meeting was held with the student on this date to review and discuss the Plan of Study proposal and to recommend a course of action to achieve the goals outlined in this document (see attached recommendations.)

_____	Signature	_____
		Date
_____	Signature	_____
		Date
_____	Signature	_____
Doctoral Coordinator		Date

# PLAN OF STUDY

Previous coursework and transfer credits: If you did not earn a master's degree from GSPIA, the maximum number of credits you can transfer is 30. For advanced standing review, list the courses and the credits earned for each course in which you earned a grade of B or better. If you earned a master's degree from GSPIA, the maximum number of credits that can be awarded is 36 for courses in which you have earned a grade of B or better.

Master's degree from GSPIA \_\_\_\_\_ (credits) or Master's degree from another school \_\_\_\_\_ (credits)

**Coursework:** In this section, list courses you have completed and those you plan to take in the future. Despite the uncertainty of future course offerings you propose to take, do your best and list specific courses.

## Required PhD Core (19 credits)

Number	Title	Term Completed
PIA 3026 (1 credit)	<b>PhD Professional Development (1 credit)</b> (must complete in Fall of first year)	
PIA 3121 (3 credits)	<b>Policy Theory</b> (must complete in Fall of first year)	
PIA 3004 (3 credits)	<b>Research Design and Methods</b> (Spring of second year)	
PIA 3050 (3 credits)	<b>Qualitative Research and Methods</b>	
PIA 2028 (3 credits)	<b>Public Policy Analysis</b>	
PIA 2032 (3 credits)	<b>Advanced Quantitative Methods (Quant 3)</b> (Fall of first year if student has prior coursework similar to GSPIA Quant 2 <b>or</b> Fall of second year if no prior coursework)	
PIA 3097 (3 credits)	<b>Comprehensive Exam Preparation – Independent Study</b> (Fall of second year)	
*PIA 2023 (3 credits)	<b>If Needed: Intermediate Quantitative Methods (Quant 2)</b> *Prerequisite for Quant 3 (Fall of first year or Spring of first year <i>if needed</i> )	

*\*not required for all students*

## Elective Credits (18)

Course Number	Term Completed	Course Number	Term Completed	Course Number	Term Completed	Course Number	Term Completed	Course Number
PIA _____		PIA _____		PIA _____		PIA _____		PIA _____
PIA _____		PIA _____		PIA _____		PIA _____		PIA _____
PIA _____		PIA _____		PIA _____		PIA _____		PIA _____
PIA _____		PIA _____		PIA _____		PIA _____		PIA _____
PIA _____		PIA _____		PIA _____		PIA _____		PIA _____

## Required Dissertation Study (6 credits)

Number	Title	Term Completed
PIA 3099	Dissertation Study	

**Please answer each question below, and attach a separate sheet of paper if necessary.**

**Career Goals** (50-word limit): In this section please explain your career goals.

**Publications:**

**Presentations:**

**Tentative Dissertation Topics:** In this section, list one or two tentative dissertation topics.

# Advising Agreement Between Graduate Students and Faculty

**Student name:**

**Date:**

**Program or Department:**

**Faculty Advisor:**

## Graduate Student Commitment

I acknowledge that I have the primary responsibility for the successful completion of my degree. I will seek guidance from my faculty/research advisor, career counseling services, thesis/dissertation committee, other advisors and mentors, and any other resources available for advice through the University of Pittsburgh. I pledge to do the following and will...

- Be committed to my graduate education and will demonstrate this by my efforts in the classroom and in research settings
- Maintain a high level of professionalism, self-motivation, engagement, curiosity, and ethical standards
- Meet regularly with my faculty/research advisor and provide them with updates on the progress and results of my activities
- Work with my faculty/research advisor to develop a thesis/dissertation project which will include establishing and maintaining a timeline for each phase of my work
- Work with my faculty/research advisor to select a thesis/dissertation committee that I commit to meeting with regularly and to be responsive to their advice and constructive criticism
- Be knowledgeable about and comply with all requirements (both the letter and the spirit) of the policies of GSPIA and the University of Pittsburgh as a whole

## Faculty Advisor Commitment

I recognize the possibility of conflicts between the interests of my own larger research agenda and the particular research goals of the graduate student, and I will not let my personal goals interfere with the student's pursuit of their thesis/dissertation research. I pledge to do the following and will...

- Be committed to mentoring the graduate student and to their education and training in an effort to prepare them as a future member of the scholarly community
- Aim to provide for every graduate student under my supervision with an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment
- Be supportive, equitable, accessible, encouraging, and respectful; foster the graduate student's professional confidence; and encourage critical thinking, skepticism, and creativity
- Be committed to helping plan and direct the research project of the graduate student, set reasonable and attainable goals, and establish a timeline for completion
- Be committed to meeting with the student on a regular basis and provide resources as appropriate or according to University guidelines, in order for them to conduct thesis/dissertation research
- Be knowledgeable about, and guide the graduate student through, the requirements and deadlines of the graduate program as well as those of the University, including teaching requirements and human resources guidelines

- Help the graduate student select a thesis/dissertation committee and ensure that this committee meets at least annually, or more frequently according to program guidelines, to review the graduate student's progress
- Facilitate the training of the graduate student in complementary skills needed to be a successful researcher; these may include oral and written communication skills, grant writing, the ethical conduct of research, and scientific professionalism
- Encourage the student to seek additional opportunities in career development training
- Discuss authorship policies regarding papers with the graduate student and acknowledge the graduate student's contributions to projects beyond their own, and work with the graduate student to publish their work in a timely manner
- Encourage the graduate student to attend professional meetings and help in their efforts to secure funding for such activities
- Advise and assist the the graduate student through the job market process, while providing honest letters of recommendation for their next phase of career, and being accessible to give advice and feedback on career goals

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Graduate Student Name	Signature	Date
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Faculty Advisor Name	Signature	Date
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*These guidelines have been adapted from the "Mentoring Compact" published by the Graduate Research, Education and Training (GREAT) group of the American Association of Medical Colleges (AAMC), on the IDP (Individual Development Plan) developed by the Federation of American Societies for Experimental Biology (FASEB), on material developed by the National Postdoctoral Association, and on the Guide to Mentoring Graduate Students, published by the Rackham Graduate School at the University of Michigan.*