

PhD in Technology Management

Department of
Engineering and Technology Management
MCECS - PSU

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GENERAL INFORMATION

FACULTY ADVISOR

A Faculty Advisor is assigned to each student upon his/her admission to the PhD program, and the student's preliminary academic plan is developed with the Faculty Advisor and recorded on the Curriculum Plan form. Students may change Faculty Advisor at any time, by submitting to the ETM Office a completed Request to Change Faculty Advisor form (available online at <http://www.etm.pdx.edu/New/Forms.aspx> and in the ETM Office).

COURSES/INDEPENDENT STUDIES

Typically, students begin their PhD programs by taking courses during their first two years. The required 12 credits of Independent Study may be taken concurrently with other courses, or may be taken after other course requirements are completed. Each Independent Study is expected to be completed no later than the end of the third quarter after the end of the quarter for which it is registered.

CONTINUOUS ENROLLMENT/LEAVES OF ABSENCE

Doctoral students should enroll in at least one credit per term throughout their PhD programs, except during Summer terms. However, students may petition the department for a leave of absence for up to one calendar year, by submitting to the ETM Office a completed Request for a Leave of Absence from Doctoral Study form (available online at <http://www.etm.pdx.edu/New/Forms.aspx> and in the ETM Office) no later than one week before the last day to register for classes in the term in which the leave is desired. A leave of absence is granted only to doctoral students in good standing and does not constitute a waiver of the time limit for completion of the doctoral degree at Portland State University. If the student has reached PhD candidacy, the Program Administrator will send a copy of the Leave of Absence from Doctoral Study form to the Office of Graduate Studies.

COMPREHENSIVE EXAMINATION

COMPREHENSIVE EXAM PROPOSAL

The Comprehensive Exam Proposal consists of a listing of courses taken to fulfill Core, Specialization and Methodology requirements, plus the research papers from the Independent Studies. At least one of these research papers must be accepted for presentation in a peer-reviewed (or equivalent) conference related to Engineering and Technology Management.

Courses to be included in the Comprehensive Exam Proposal should be no older than 7 years minus 1 term

For courses older than 7 years minus 1 term, it may be possible to use a course towards the Comprehensive Exam Proposal by demonstrating proficiency. The Faculty Advisor and instructor currently teaching the course will determine how proficiency can be demonstrated

TIMELINE FOR SUBMISSION OF THE COMPREHENSIVE EXAM PROPOSAL

Students should submit the Comprehensive Exam Proposal to the Faculty Advisor no later than the end of one term after the completion of courses and the Independent Studies. Exceptions to this timeline can be made by the student's Faculty Advisor.

THE COMPREHENSIVE EXAM COMMITTEE

The composition of the Comprehensive Exam Committee is determined by the student and Advisor. The

Committee consists of at least four faculty members from the ETM department, three of whom must be full-time. The Selection of the Comprehensive Exam Committee form, available online at <http://www.etm.pdx.edu/New/Forms.aspx> and in the ETM Office, is submitted to the ETM Office.

ENROLLMENT WHILE PREPARING THE COMPREHENSIVE EXAM PROPOSAL

While preparing the Comprehensive Exam Proposal, if a student is not enrolled in any courses or Independent Studies, s/he must enroll in at least one credit of EMGT 606 per term. In this situation, an international student must submit to his/her International Student Services Advisor a Reduced Course Load form, available online at <http://oia.pdx.edu/iss/forms/rcl.pdf>, to maintain proper immigration status. A copy must be given to the Program Administrator for the student's file.

THE PRE-COMPS MEETING

The purpose of the Pre-Comps meeting is to determine whether the student is ready for the Comprehensive Exam. When the student and Advisor determine that the Comprehensive Exam Proposal is ready for formal review, the student schedules a Pre-Comps meeting with the Advisor and the Comprehensive Exam Committee. If a student wishes to take the Comprehensive Exam over the Summer term, the Pre-Comps meeting must be held no later than May 15.

After the Pre-Comps meeting is held:

- If student is not deemed ready for the Comprehensive Exam, the Comprehensive Exam Committee recommends to the department Chair one of the following:
 - A course of action that might include, but is not limited to, additional courses and/or Independent Studies, and a timeline for taking the exam (up to one year)
 - Termination of the student's enrollment in the doctoral program
- If the student is deemed ready for the Comprehensive Exam, the Written Exam is prepared by the faculty and typically made available to the student within 4 weeks

THE COMPREHENSIVE EXAM

The purpose of the Comprehensive Exam is to determine depth and breadth of the knowledge that the student has acquired in the PhD program and the likelihood that he/she will be successful in conducting doctoral research. All students take a Written Exam that has been developed specifically for them, and followed by an Oral Exam. After the Written and Oral Exams are evaluated by the Comprehensive Exam Committee, the student may be required to take an additional 2-4 hour written exam. These would be scheduled at the student's and Committee's earliest convenience.

The student is allowed up to 3 months to take the Written Exam. After the Written Exam is turned in, typically the student will have the results within one month. An exception to this is if the Written Exam is turned in between May 15 and September 15. Because many ETM faculty are engaged in research projects away from the university over Summer term, they may not be available to evaluate the Exam until they return. Another exception is if the Exam is turned in from late November through December. Because of the winter holidays, faculty may not be available to evaluate the Exam as quickly as at other times of the year.

EVALUATION OF THE COMPREHENSIVE EXAM

The Comprehensive Exam is evaluated on a Pass, Low Pass, or Fail basis, and recorded on the Comprehensive Exam Evaluation form (available in the ETM office).

- If the majority of the members give Pass or Low Pass grades, the student passes.
- However, if there are more Low Pass grades than Pass grades, the Comprehensive Exam Committee may decide on a Conditional Pass, and may require that the student retake a portion or all of the Comprehensive Exam.
- If the student does not pass, the Comprehensive Exam Committee recommends to the department Chair one of the following:
 - A course of action that might include, but is not limited to, additional courses and/or Independent Studies, and a timeline for re-taking the exam (up to one year)
 - Termination of the student's enrollment in the doctoral program

If the student passes the Comprehensive Exam, the student is allowed one year to develop and submit a dissertation proposal

Documentation of passing the Comprehensive Exam is sent to the Office of Graduate Studies by the Program Administrator

DISSERTATION PROPOSAL

SELECTION OF THE PHD ADVISOR

Before the submission of the Dissertation Proposal, the student must select a PhD Advisor, who will work with the student to select members of his/her Dissertation Committee and head that Committee. Students may select or change their PhD Advisor at any time, by submitting to the ETM Office a completed Request to Select/Change PhD Advisor form (available online at <http://www.etm.pdx.edu/New/Forms.aspx> and in the ETM Office).

FORMATION OF THE DISSERTATION COMMITTEE

The Dissertation Committee consists of the PhD Advisor and a minimum of four and a maximum of six additional members, including one appointed by the Office of Graduate Studies. Three of the Committee members must be full-time ETM faculty, and all members must hold earned PhDs. The GO-16D, Appointment of the Doctoral Dissertation Committee form, dissertation topic, and preliminary HSRRC draft are submitted to the Office of Graduate Studies for approval, with copies to the Program Administrator for the student file. The GO-16D form is available at <http://www.gsr.pdx.edu/forms/go-16d.pdf> and in the ETM office.

THE DISSERTATION PROPOSAL

The dissertation proposal includes an executive summary, a comprehensive literature search, a description of the proposed research and methodology, a justification that if the proposed work is completed it will contribute to the state of knowledge, a preliminary plan for data gathering and analysis, an approximate schedule of research, a list

of expected outputs and contributions. The literature search section is expected to show the gaps in the existing literature, and explain how the proposed research will fill some or all of those gaps.

TIMELINE FOR SUBMISSION OF THE DISSERTATION PROPOSAL

The Dissertation Proposal should be submitted to the Dissertation Committee no later than one year after the passing of the Comprehensive Examination. The student, with the Advisor's approval, may petition the department for an extension of up to one year in which to submit the Dissertation Proposal. This petition should be made via email to the Program Administrator.

ENROLLMENT WHILE PREPARING THE DISSERTATION PROPOSAL

The student must register for at least one credit of EMGT 601 each term s/he is preparing the Dissertation Proposal.

HUMAN SUBJECTS RESEARCH REVIEW

Concurrent with the development of the Dissertation Proposal and Dissertation Committee is the completion of a preliminary draft for approval from the Human Subjects Research Review Committee (HSRRC). The preliminary draft must be submitted to the Office of Graduate Studies with the request for approval of the Dissertation Committee. The final proposal is submitted after the dissertation proposal is accepted. Information on the review process and application forms are available online at http://www.rsp.pdx.edu/compliance_human_process.php.

THE DISSERTATION PROPOSAL PRE-REVIEW MEETING

The purpose of the Dissertation Proposal Pre-Review meeting is to determine whether the Dissertation Proposal is ready for formal review. When the student and the PhD Advisor believe that the Dissertation Proposal is ready for review (but not before receiving written approval of the Dissertation Committee by the Office of Graduate Studies), the student contacts the Program Administrator for scheduling the Dissertation Proposal Pre-Review meeting. All members of the Dissertation Committee should participate in the Dissertation Proposal Pre-Review meeting.

If the Proposal is deemed not ready for formal review, the Committee decides when to meet again to review it. If the Dissertation Proposal is deemed ready for formal review, the student contacts the Program Administrator for scheduling the Dissertation Proposal Review meeting.

SCHEDULING THE DISSERTATION PROPOSAL REVIEW MEETING

When the Dissertation Committee determines that the Dissertation Proposal is ready for review, the student contacts the Program Administrator for scheduling the Dissertation Proposal Review meeting. Typically, the Dissertation Proposal Review meeting is held within 3-4 weeks after the Pre-Review meeting. All members of the Dissertation Committee must participate in the Dissertation Proposal Review meeting, whether in-person or via telephone or video-conferencing.

EVALUATION OF THE DISSERTATION PROPOSAL

The Dissertation Proposal is evaluated on a Pass or Fail basis, and recorded on the [Dissertation Proposal Review](#) form (available in the ETM office). If the majority of the members give Pass grades, the student passes.

- If the Dissertation Proposal is not approved, the Dissertation Committee recommends to the department Chair one of the following:

- A course of action which might include, but is not limited to, requiring additional courses and/or changing the research focus , and a timeline for re-submitting the proposal (up to one year)
- Termination of the student’s enrollment in the doctoral program
- If the Dissertation Proposal is approved:
 - The Program Administrator, on behalf of the department Chair, notifies the Office of Graduate Studies of the Proposal’s approval and requests candidacy
 - The student revises the Human Subjects Research Review Committee draft proposal and submits a final version to the HSSRC for approval
 - A plan for meeting the university’s residency requirement (3 consecutive terms of full-time enrollment after admission to the doctoral program) must be submitted to the Program Administrator, if the requirement has not yet been met.

THE DISSERTATION

DOCTORAL CANDIDACY

After HSSRC approval is given the student is granted PhD candidacy by the Office of Graduate Studies. The university requires that the Dissertation be completed not before 4 months or after 5 years of reaching candidacy status.

ENROLLMENT DURING CANDIDACY

After candidacy is granted, the student must register for at least one credit of Dissertation Research, EMGT 603, for each quarter through the term of graduation, and for not less than 27 credits of EMGT 603 before the Dissertation Defense.

PUBLISHABLE PAPER

Before the Dissertation Defense, the Dissertation Committee documents that the student has produced at least one paper, based upon the dissertation research, suitable for inclusion in a refereed research journal. This documentation is made via an email from the PhD Advisor to the Program Administrator.

DISSERTATION PRE-DEFENSE MEETING

When the student and the PhD Advisor determine that the Dissertation is ready for formal review, the student contacts the Program Administrator for scheduling the Dissertation Pre-Defense meeting. All members of the Dissertation Committee should participate in the Dissertation Pre-Defense meeting.

At the Dissertation Pre-Defense meeting, the Committee determines whether the Dissertation is ready for formal defense. If the Dissertation is not ready for formal defense, the Committee decides when to meet again to review it. If the Dissertation is ready for formal defense, the student contacts the Program Administrator for scheduling the Dissertation Defense.

SCHEDULING THE DISSERTATION DEFENSE

When the Dissertation Committee determines that the Dissertation is ready for defense, the student contacts the Program Administrator for scheduling the Dissertation Defense. Typically, the Dissertation Defense is held within

3-4 weeks after the Pre-Defense meeting. All members of the Dissertation Committee must participate in the Dissertation Defense. In unusual circumstances, a member may participate via telephone or video-conferencing.

PROVIDING THE COMMITTEE WITH COPIES OF THE DISSERTATION

The student provides the Dissertation Committee with copies of the full Dissertation no later than 2 weeks before the Defense.

EVALUATION OF THE DISSERTATION

The Dissertation Defense is evaluated on a Pass or No Pass basis. If the majority of the members give Pass grades, the student passes.

- If the Dissertation Defense is not successful, the Dissertation Committee recommends to the department Chair one of the following:
 - A course of action and a timeline for re-submitting the proposal (up to one year, but not to exceed the university's deadline of no more than 5 years after candidacy is granted)
 - Termination of the student's enrollment in the doctoral program
- If the Dissertation Defense is successful:
 - The student may need to make minor revisions and submit the revised Dissertation to the Committee for final approval
 - The student ensures that any outstanding Incomplete, In-Progress, or Missing grades are addressed

FINAL STEPS AFTER DISSERTATION APPROVAL

SUBMISSION OF RECOMMENDATION FOR THE DEGREE FORM

The student or PhD Advisor notifies the Program Administrator, who submits to the Office of Graduate Studies the GO-17D, Recommendation for the Degree form no later than the last week of the term of graduation. The GO-17D is available online at <http://www.gsr.pdx.edu/forms/go-17d.pdf> and in the ETM office.

SUBMISSION OF MATERIALS TO OFFICE OF GRADUATE STUDIES

The student submits to the Office of Graduate Studies, no later than three weeks prior to graduation:

- 3 copies of the Dissertation printed on appropriate paper
- 3 approval pages each with original signatures printed on appropriate paper
- 4 copies of the abstract printed on appropriate paper
- The Survey of Earned Doctorates, available in the Office of Graduate Studies
- University Microfilming materials, available in the Office of Graduate Studies

Information on appropriate paper, margins, and other dissertation details is found at http://www.gsr.pdx.edu/ogs_dissertation.php.

COPYWRITING THE DISSERTATION

Copywriting the dissertation is optional, at additional charge. Forms are available in the Office of Graduate Studies.

FINAL COPIES OF THE DISSERTATION FOR THE COMMITTEE

A bound copy of the dissertation is given to each Committee member no later than three weeks prior to graduation.

PARTICIPATING IN COMMENCEMENT

If the student wishes to participate in the university commencement ceremony, s/he fills out and submits the Application for Awarding of Master's or Doctoral Degree form to the Office of Graduate Studies no later than the end of the first week of the anticipated term of graduation. This form is available at <http://www.gsr.pdx.edu/application.php>.

MISSING THE DISSERTATION SUBMISSION DEADLINE

A student who misses the Dissertation Submission deadline may graduate in the following term without registering for that following term if she/he submits the completed, defended, approved, and properly formatted dissertation no later than 5:00 P.M. on the deadline posted on the website of the Office of Graduate Studies.

Portland State University

Department of Engineering & Technology Management

Ph.D. in Technology Management Curriculum Plan

Student Name	
Student Number	
Initial Enrollment Date	
Faculty Advisor:	
Residency Status	<input type="checkbox"/> Out of State <input type="checkbox"/> In-State
Phone number	
E-mail Address	

Curriculum Advising Meetings

Date & Initials _____
 Date & Initials _____
 Date & Initials _____
 Date & Initials _____
 Date & Initials _____
 Date & Initials _____

Ph.D. in Technology Management - Curriculum Plan

Year	Fall	Winter	Spring	Summer

**Ph.D. in Technology Management
Curriculum Requirements
(Total: 72 credits)**

Core (Min. 20 credits)

Core Courses		Cr.	Term	Grade
Group 1 One of:	EMGT 520 – Engineering and Technology Management	4		
	EMGT 549/649 – Innovation Management	4		
Group 2 One of:	EMGT 545/645 – Project Management in Engineering	4		
	EMGT 555/655 – Technology Marketing	4		
Group 3 One of:	EMGT 526/626 – Strategic Management of Technology	4		
	EMGT 527/627 – Competitive Strategies in Tech. Mgmt	4		
Group 4 One of:	EMGT 531/631 – Technology Assessment and Acquisition	4		
	EMGT 533/633 – Technology Transfer	4		
Total Core Credits				

Additional courses taken from the core beyond the minimum required 20 credit hours can be counted toward the fulfillment of the specialization course requirements.

Independent Studies (Min. 12 Credits)

Course Number <small>EMGT 5/606, 5/690, etc.</small>	Topic	Cr.	Instructor	Term	Grade
Total Independent Study Credits					

Specialization (Min. 20 credits)

Course Number	Course Title	Cr.	Term	Grade
EMGT 510/610 MIC	Management of Intellectual Capital	4		
EMGT 510/610 SCM	Supply Chain Management	4		
EMGT 510/610 INT	Intrapreneurship	4		
EMGT 510/610 POR	Project Portfolio Management	4		
EMGT 518/618	Ethical Issues in Technology Management	4		
EMGT 519/619	Human Side of Technology Management	4		
EMGT 522/622	Communications and Teambuilding	4		
EMGT 525/625	Strategic Planning in Engineering Management	4		
EMGT 536/636	R&D Management	4		
EMGT 543/643	Front End Mgmt for New Product Develop.	4		
EMGT 544/644	Organizational Project Management	4		
EMGT 546/646	Project Management Tools	4		
EMGT 547/647	New Product Development	4		
EMGT 548/648	Managing New Technology Introduction	4		
EMGT 550/650	Knowledge Management	4		
EMGT 551/651	Manufacturing Systems Management	4		
EMGT 556/656	User-Centered Innovation	4		
EMGT 559/659	Global Management of Technology	4		
EMGT 560/660	Quality Management	4		
EMGT 561/661	Technological Entrepreneurship	4		
EMGT 562/662	New Venture Management	4		
EMGT 570/670	Role of Government in Technology Mgmt	4		
EGMT 571/671	Emerging Technologies	4		
CS 586/686	Introduction to Database Management	3		
EC 511	Cultural Economics	4		
EC 531	Urban Economics	4		
EC 532	Environmental Economics	4		
ISQA 551	Managing Information Technology	4		
ISQA 552	Managing Operations and the Value Chain	4		
MKTG 511	Pioneering Innovation	4		
MKTG 548	Product Management and Innovation	3		
PA 545	Organization Development	3		
PA 555	Program Evaluation and Management	3		
PA 598	Value-based Management	3		
PSY 515/615	Advanced Industrial/Organizational Psych.	4		
PSY 578	Leadership and Group Effectiveness	4		
SOC 557	Complex Organizations	4		
USP 578/678	Impact Assessment	3		
Total Specialization Credits				

Methodology (Min. 20 credits)

Course Number	Course Title	Cr.	Term	Grade
EMGT 528/628	Strategic Intelligence	4		
EMGT 530/630	Decision Making in Eng'g & Technol. Mgmt	4		
EMGT 532/632	Technology Forecasting	4		
EMGT 534/634	Technology Roadmapping	4		
EMGT 535/635	Advanced Engineering Economics	4		
EMGT 537/637	Benchmarking Using Data Envelopment Analysis	4		
EMGT 538/638	Decision Support Systems: Data Warehousing	4		
EMGT 540/640	Operations Research	4		
EMGT 546/646	Project Management Tools	4		
EMGT 553/653	Manufacturing Systems Simulation	4		
EMGT 554/654	Expert Systems in Engineering	4		
EMGT 565/665	Research Methods	4		
EC 570	Econometrics	4		
EC 585	Cost-Benefit Analysis	4		
EC 586	Project Evaluation	4		
ISQA 572	Models for Quality Control	3		
MTH 667	Stochastic Processes & Probability Theory-I	3		
MTH 668	Stochastic Processes & Probability Theory-II	3		
MTH 669	Stochastic Processes & Probability Theory-III	3		
MTH 692	Research Methodology and Design	3		
PSY 521/621	Univariate Quantitative Methods	5		
PSY 522/622	Multiple Regression/Multivar. Quant Methods	5		
PSY 523/623	Factor Anal. & Covariance Structure Modeling	5		
PSY 593	Decision Making Laboratory	4		
SOC 597	Applied Survey Research	4		
STAT 451	Applied Statistics for Engineers & Scientists-I	4		
STAT 452	Applied Stat. for Engineers & Scientists-II	3		
STAT 564	Applied Regression Analysis	3		
SYSC 514	System Dynamics	4		
SYSC 525/625	Agent Based Simulation	4		
SYSC 527/627	Discrete System Simulation	4		
SYSC 529/629	Business Process Modeling and Simulation	4		
USP 655	Structural Equation Modeling	3		
USP 656	Multilevel Regression	3		
Total Methodology Credits				

The students may choose additional courses from academic units throughout the university, approved by their advisor, if such courses are supportive of their proposed research areas.

Admission requirements

- 1) Bachelors or higher degree in engineering, sciences, management with technology emphasis, or related disciplines
- 2) Minimum 3.0 undergraduate GPA or 3.50 GPA in at least 12 graduate credits
- 3) GRE scores obtained within five years of application to the program
- 4) A detailed statement of research interests acceptable to the ETM faculty
- 5) Minimum 575 TOEFL score for international applicants
- 6) Three letters of recommendation.

Major milestones

In addition to the University's general degree requirements, the Ph.D. program in Engineering and Technology Management consists of the following nine steps:

- 1) Admission to the program.
- 2) Successful completion of the equivalent of at least 60 credits of coursework beyond the Bachelors degree.
- 3) 12 credits of independent study supervised by ETM faculty resulting in research paper(s).
- 4) At least one paper for a peer-reviewed conference on Engineering and Technology Management.
- 5) Successful completion of a comprehensive examination to demonstrate mastery of the Engineering and Technology Management field, including the evaluation of up to three research papers, in which the student is the sole or leading author.
- 6) Selection of the dissertation advisor from the ETM faculty and formation of the Ph.D. committee including one member appointed by the Dean of Graduate Studies.
- 7) Development of the dissertation proposal and its approval by the Ph.D. committee resulting in the advancement to Ph.D. candidacy.
- 8) Registering for at least 27 dissertation credits while conducting the research after the advancement to candidacy.
- 9) Preparation of at least one paper, based upon the dissertation research, suitable for inclusion in a refereed research.
- 10) Defense of the dissertation.

Comprehensive Exam

Chair of the Exam Committee:	_____	
Examiners:	_____	_____
	_____	_____
	_____	_____
Date:	_____	Result: _____
Comments:	_____	

Dissertation Committee

Chair of the Committee:	_____	
Members:	_____	_____
	(Name)	(Department)
	_____	_____
	(Name)	(Department)
	_____	_____
	(Name)	(Department)
Optional:	_____	_____
	(Name)	(Department)
OGS Rep:	_____	_____
	(Name)	(Department)

Proposal defense	Date: _____	Result: _____
Dissertation defense	Date: _____	Result: _____

Request to Change Faculty Advisor

Engineering and Technology Management Department

A full-time ETM faculty member is assigned to each student upon admission to the department. Students maintain regular communication with their faculty advisors, and must obtain their signatures on many PSU forms.

Students wishing to change to a new faculty advisor should complete this form and obtain the agreement of the new advisor (indicated by his/her signature on this form), then submit the form to the ETM office. The signature of the current advisor is not required.

Student's Name PSU ID

Student's Signature Date

Current Advisor's Name

New Advisor's Name

New Advisor's Signature Date

Approved / Denied	<hr/> <p>ETM Department Chair</p>	<hr/> <p>Date</p>
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Copies: Student file
Former advisor
New advisor

Selection of the Comprehensive Exam Committee

Engineering and Technology Management Department

The Comprehensive Exam Committee must consist of at least four faculty members from the ETM department, three of whom must be full-time. The student and advisor should together determine the appropriate faculty members. The student's PhD advisor, who also is the Chair of the Committee, must be from the ETM department.

Student: _____

PSU ID: _____

Date: _____

Committee Members

Department

_____ (Committee Chair)	ETM _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approved / Denied

ETM Department Chair

Date

Request to Select/Change PhD Advisor

Engineering and Technology Management Department

Please submit the completed form to the ETM office after the new PhD Advisor has indicated his/her agreement by his/her signature on this form. The signature of the current advisor is not required.

Student's Name PSU ID

Student's Signature Date

Current Faculty or PhD Advisor's Name

New PhD Advisor's Name

New PhD Advisor's Signature Date

Approved / Denied:	_____	_____
	ETM Department Chair	Date

Copies: Student file
Former advisor
New PhD advisor

REDUCED COURSELOAD FORM

Advisors! Please read this form carefully before signing it. In signing this form, you are assisting us in verifying that your international student is maintaining his or her immigration status. International students are only allowed to carry fewer than 12 (UG) or 9 (GR)/term in very limited circumstances for academic reasons. Undergraduate students may only be enrolled part time in their final term of study. Graduate students may be part time enrolled in their final term of study, but also are eligible for part-time enrollment when all of their required course work (core, elective and seminar) has been completed and they are working on thesis, research or dissertation requirements. During the graduate research period the student must be registered for at least one research-related credit per term.

Student Name: _____

SSN/PSU ID: _____ Major _____

For: Fall Winter Spring term (circle one) 20____

has completed his or her coursework (core, elective and seminar) and is preparing full-time for comprehensive exams.

has completed his or her coursework (core, elective and seminar) and is working full-time on thesis/dissertation/project research requirements.* **PLEASE NOTE!** A student may only be allowed to under enroll for an official project OPTION, the equivalent of a thesis or coursework-only option. A student is NOT eligible to be under enrolled solely for the purpose of an independent project. If the Master's program in which the student is enrolled does not offer a Project Option, the student must be full-time unless the following scenario applies.

is completing his or her final coursework this term.

Graduate and undergraduate students:

Signature of Academic Advisor for Major: _____ Date: _____ Advisor Name:

_____ Extension _____

Undergraduates Only:

Signature of IASC advisor or SBA advisor for UG General Education Requirements

_____ Date: _____

Advisor Name: _____ Extension _____

Please feel free to use the reverse for any comments you might have!

COMMENTS:

COURSE LIST FOR FINAL TERM OF STUDY:

Please note that financial or personal reasons are not appropriate reasons for under enrollment and students with these types of problems must see an international student advisor at International Student Services.

Portland State University

Application for Awarding of Master's or Doctoral Degree

Due the first Friday of the term in which you anticipate completing your master's or doctoral degree

Deliver or mail **BOTH** signed and dated copies to: OFFICE OF GRADUATE STUDIES Unitus Building, 6th floor / PO Box 751 Portland, OR 97207

Faxed/emailed copies of this form will NOT be accepted

ANTICIPATED TERM OF GRADUATION _____
Term Year STUDENT ID NUMBER last 4 digits of SSN

PLEASE PROVIDE YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA (Name must be on PSU records)

First Name Middle Name Last Name
DEGREE (e.g. MA, MS, MBA, MEd, PhD, EdD) _____ in _____ (major)

Best DAYTIME PHONE NUMBER for contacting you _____ Alternate PHONE NUMBER _____

E-MAIL ADDRESS _____ ADVISER's name (not signature) _____

- A \$20 charge will be applied to your PSU account after your application is processed by the Office of Graduate Studies
- Diploma information will be mailed to your address in the Student Information System – be sure your mailing address is up to date

STUDENT SIGNATURE (REQUIRED)

Date

Do you want your name printed in the Commencement Program? Yes No

HOMETOWN: City _____ State/Country _____
(optional; for the Commencement Program)

Are you currently admitted to another graduate program at PSU which you plan to continue after completion of this degree? No Yes If Yes, in which program? _____

OFFICE USE ONLY:	
Req. Com.	_____
Initials/Date	OGS 1/07

ADDITIONAL DOCUMENTS ARE REQUIRED FOR GRADUATION. For details and online forms visit <http://www.gsr.pdx.edu>

Portland State University

Application for Awarding of Master's or Doctoral Degree

Due the first Friday of the term in which you anticipate completing your master's or doctoral degree

Deliver or mail **BOTH** signed and dated copies to: OFFICE OF GRADUATE STUDIES Unitus Building, 6th floor / PO Box 751 Portland, OR 97207

Faxed/emailed copies of this form will NOT be accepted.

ANTICIPATED TERM OF GRADUATION _____
Term Year STUDENT ID NUMBER last 4 digits of SSN

PLEASE PROVIDE YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA (Name must be on PSU records)

First Name Middle Name Last Name
DEGREE (e.g. MA, MS, MBA, MEd, PhD, EdD) _____ in _____ (major)

Best DAYTIME PHONE NUMBER for contacting you _____ Alternate PHONE NUMBER _____

E-MAIL ADDRESS _____ ADVISER's name (not signature) _____

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STUDENT SIGNATURE (REQUIRED)

Date

Do you want your name printed in the Commencement Program? Yes No

HOMETOWN: City _____ State/Country _____
(optional; for the Commencement Program)

Are you currently admitted to another graduate program at PSU which you plan to continue after completion of this degree? No Yes If Yes, in which program? _____

OFFICE USE ONLY:	
Req. Com.	_____
Initials/Date	OGS 1/07

ADDITIONAL DOCUMENTS ARE REQUIRED FOR GRADUATION. For details and online forms visit <http://www.gsr.pdx.edu>

**Submit complete application, with BOTH halves signed and dated, to
Office of Graduate Studies, Unitus Bldg., 6th Floor**

**DOCTORAL
RECOMMENDATION FOR THE DEGREE**

The doctoral program must submit this form to the Office of Graduate Studies upon completion of all final evaluation procedures.
Since the GO-17 is such a vital document it should always be delivered, not mailed, to OGS.

Students can never handle their own GO-17 once it has any signatures.

Student _____ ID # _____

is a candidate for the Ph.D. / Ed.D. degree in _____ and has fulfilled the following requirements:
circle one

1. Comprehensive Examination and Advancement to Candidacy

This candidate satisfactorily completed the comprehensive examination(s) on (date) _____ and was
Advanced to Candidacy on (date) _____. Verification is in the student's file.

Foreign Language Verification (language) _____ (date) _____ NA _____

Office of Graduate Studies Date

2. Oral Defense of Dissertation

This candidate has defended his/her dissertation on _____.
The examiner's decisions are indicated by the undersigned: (enter dissertation defense date)

_____ Pass Fail _____ Pass Fail

_____ Pass Fail _____ Pass Fail

_____ Pass Fail _____ Pass Fail

_____ Pass Fail _____ Pass Fail

Graduate Office Representative

DISSERTATION GRADE

To be used for grading 603 Dissertation credits only. All other course numbers must be graded online or with an SGR.

Dept. 603 No. _____ Grade _____ Dissertation Adviser signature _____ Dissertation Adviser – print name _____

The signature verifies that this is the official grade to be posted on the Portland State University transcript.
A minimum of 27 603 credits are required for Ph.D. degrees (18 for Ed.D. degrees),
but all 603 Dissertation credits on the student's transcript will be changed to this grade.

OGS USE ONLY: This candidate has submitted to the Office of Graduate Studies on (date) _____ four (five) copies
of the abstract and three (four) copies of the dissertation approved by Graduate Studies on (date) _____.

3. Other Final Evaluation (if applicable)

This candidate has successfully completed all other evaluation procedures required by the department or program, namely:

(specify) _____

**REQUIRED: This candidate (IS) (IS NOT) (circle one) certified to the Faculty of the University
as having fulfilled the above requirements for the degree.**

Adviser (required) _____ Date _____ Department Chair (if applicable) _____ Date _____

Doctoral Coordinator (required) _____ Date _____ Dean of Graduate Studies _____ Date _____