

**Template for Completing Statement of Program Information
for Non-Qualified Ph.D. Students**

TO BE COMPLETED BY FRIDAY, OCTOBER 20, 2006

Please return completed form to Lynn Astorga in room 371.

The program template is designed to guide appropriate and timely course selection. It is reviewed jointly by the doctoral student and the course of study committee. While no one likes to fill out a form, the template is a useful device for guiding you through the doctoral process.

- A. The form is attached.
- B. Items 2, 3, 4, and 6 are self-explanatory. For those of you who are just starting, the responses to some of these queries will admittedly be “guesstimates.”
- C. A template is attached for completing item 1.
- D. For item 5, you can submit your topic prepared for the doctoral seminar (where appropriate).
- E. Item 7 is for your own benefit. Also list financial aid you may pursue in the *future*—and we will try to assist securing of this assistance.
- F. Please attach an updated resume when submitting this form.

STATEMENT OF PROGRAM FOR NON-QUALIFIED PH.D. STUDENTS

The following information should be developed prior to your meeting with the Ph.D. Course of Study Committee.

Name _____ Date _____

1. On a separate sheet (s), list: A) graduate level courses completed, B) currently being taken, and C) those you intend to take, along with the name of the instructor and the grade received. If not conveyed by the course title, briefly list the content of the course. Also indicate, where appropriate, the university or college at which the course was taken. List first according to semester and year, then list again according to examination area.
2. Expected Date for Qualifying Examinations _____
3. Fields for comprehensive examination and names of proposed examiners:

Theory	Examiner _____
Methods	Examiner _____
Major Field _____	Examiner _____
Fourth Field _____	Examiner _____

4. On a separate sheet, write a brief statement of objective related to your course of study and to your career after completion of the doctorate (This should not exceed one page.).
5. On a separate sheet, write a brief statement about your dissertation topic or area of interest, and indicate who might chair your dissertation committee. (This should not exceed one page.)
6. Date You Were Admitted to the Ph.D. program _____
7. Please list the major sources of financial aid which you now have:

Example Template of Courses

First list graduate courses *previously* taken outside of Rutgers by semester/year, instructor, institution, and grade.

SEMESTER/YEAR	COURSE TITLE, COURSE NUMBER, AND BRIEF CONTENT SUMMARY	INSTRUCTOR† AND INSTITUTION	GRADE
Fall 2000	<i>Housing Policy</i> (101) <ul style="list-style-type: none"> • Housing data • Evolution of U.S. housing policy • Review of “supply” side versus “demand” side subsidies 	Professor X State U	A
	<i>Government and Civil Society</i> (101) <ul style="list-style-type: none"> • Role of the state • Negotiation and mediation • Consensus building 	Professor X State U	A-
Spring 2000	<i>Statistics</i> (101) <ul style="list-style-type: none"> • Correlation • Regression 	Professor Z State U	B+
	<i>Planning Theory</i> (101) <ul style="list-style-type: none"> • Review of comprehensive, incremental, and other planning frameworks • Political basis of planning theories 	Professor X State U	A

Note:

List courses previously taken outside of Rutgers in italics.

†Identifying professors of non-Rutgers courses is optional.

Next, list courses *currently* being taken at Rutgers (or elsewhere, such as Princeton), and then *future* courses that you contemplate taking. Indicate, where possible, instructor, and grade.

CURRENT CLASSES			
SEMESTER/YEAR	COURSE TITLE, COURSE NUMBER, AND BRIEF CONTENT SUMMARY	INSTRUCTOR AND INSTITUTION	GRADE
Fall 2002	Methods of Planning Analysis II (516)	C. Andrews, EJB	
	Research Strategies in Planning (612)	C. Andrews, EJB	
	Political Systems (101)	Professor X, Princeton	

List current and future Rutgers/other courses in bold.

FUTURE CLASSES			
SEMESTER/YEAR	COURSE TITLE, COURSE NUMBER, AND BRIEF CONTENT SUMMARY	INSTRUCTOR AND INSTITUTION	GRADE
Spring 2003	Planning and Social Theory (625)	J. Forester, EJB	
	Advanced Planning Analysis (626)	D. Krueckeberg, EJB	

List current and future Rutgers/other courses in bold.

Finally, list prior, current, and future courses by the four comprehensive examination fields.

FIELD	COURSE TITLE, COURSE NUMBER, AND BRIEF CONTENT SUMMARY	GRADE
Theory	<i>Planning Theory</i> (101)	A
	Planning and Social Theory^{††} (625)	
Methods	<i>Statistics</i> (101)	B+
	Methods of Planning Analysis[†] (516)	
	Research Strategies in Planning[†] (612)	
	Advanced Planning Analysis^{††} (626)	
Major Field Housing Example	<i>Housing Policy</i> (101)	A
Minor Field (Political Science) Example	<i>Government and Civil Society</i> (101) Political Systems[†] (101)	A-

List courses previously taken outside of Rutgers University.

List current and future Rutgers/other courses.

[†]Courses currently being taken.

^{††}Courses that will be taken in the future.