

PRTM Doctoral Program Expectations

This “Expectations Document” provides guidance to doctoral students and their advisors within the PRTM Department at NC State University to help plan the path to graduation. Additionally, PRTM faculty will use this document to gauge progress when reviewing doctoral students’ annual activity reports¹. Although exceptions may occur due to specific circumstances (e.g., part-time student, specific research project requirements), these standards are intended to provide reasonable benchmarks for measuring students’ progress toward completing the degree. The standards were compiled with the following in mind:

- The PRTM department values research, teaching, and service and the standards below reflect our belief that students should develop competencies in each area.
- Scholarship and the ability to conduct high quality independent research² is a critical component of a Ph.D. program.
- The ability to communicate scholarship to students, researchers, policy makers, and practitioner audiences is also vital to the dissemination and translation of knowledge for solving problems relevant to the field.
- NC State University is a Tier 1 research institution (i.e., research intensive) and the PRTM department is committed to preparing doctoral students to be proficient in scholarly research. Although students may choose jobs in teaching institutions or non-academic positions in industry or government, we believe the focus on scholarship prepares students to be highly competitive in any of their career tracks.
- Although the standards were developed for a doctoral degree in PRTM to be completed in 3 years, degree completion may take students additional time (an additional 6 months to 2 years).

¹ Evaluation of the Annual Activity Report: To model a variation of a university annual review and tenure process, students will submit a written activity report and make an oral presentation of their activity report to the faculty at the end of each year. Upon completion of the activity report presentations, the graduate faculty will discuss and assign one of the following outcomes:

- Satisfactory Progress.
- Unsatisfactory Progress*

*When a student is placed on departmental probationary status the graduate faculty will discuss the student’s progress and next steps to be taken. The DGP and advisor will communicate those steps to the student and will provide the students with specific steps and measures to address deficiencies relative to the above guidelines. The student will then present a mid-year (at the end of the Fall semester) written report available for all graduate faculty to review. A decision will be made regarding the student’s probationary status based upon a majority vote by the graduate faculty. This decision could result in termination from the PhD. program if deficiencies aren’t rectified.

Students may be placed on departmental probationary status prior to the Annual Activity Report based on advisor and DGP recommendations.

² High quality independent research is considered research that can be published following independent and blind peer-review.

FUNDAMENTAL KNOWLEDGE AND MAJOR MILESTONES

	YEAR 1	YEAR 2	YEAR 3
Plan of Work (POW)	<p>Initial course plan discussed with advisor.</p> <p>Sufficient progress in graduate coursework (typically 18-20 credit hours) related to the student's degree plan (sufficient is a cumulative GPA above 3.0).</p>	<p>Course plan entered into POW system.</p> <p>Sufficient progress in coursework (typically 18-20 credit hours) related to the student's degree plan (sufficient is a cumulative GPA above 3.0).</p>	<p>Course plan typically includes research and dissertation hours.</p>
Dissertation Committee	<p>Suggestions for committee members discussed with advisors (possible selection by the end of Year 1).</p>	<p>Committee members selected with formal agreement within POW system (by end of first semester of Year 2).</p>	
Comprehensive Exams	<p>Conduct independent program of reading extending beyond literature introduced in classes and pertaining to doctoral research interests (suggested to create annotated bibliography and database as part of preliminary exam preparation).</p>	<p>Conduct independent program of reading extending beyond literature introduced in classes and pertaining to doctoral research interests (suggested to create annotated bibliography and database as part of preliminary exam preparation).</p> <p>Prepare for comprehensive exams (meet with advisor and committee members, discuss topical content and suggested readings, develop study materials).</p>	<p>Preliminary exams successfully written and orally defended (end of Year 2 or beginning of Year 3).</p>
CV & Application Materials	<p>CV developed and updated.</p>	<p>CV updated.</p>	<p>CV updated. Sample job letter, teaching philosophy, and research statement written.</p>

RESEARCH³

	YEAR 1	YEAR 2	YEAR 3
Dissertation	Refining research project ideas with advisor (potential for opportunity to formally present ideas in PRT 801).	Research prospectus and/or proposal drafted. End of Year 2 or beginning of Year 3: Research proposal successfully written, publicly presented to the PRTM Department, and orally defended with committee members and any PRTM graduate faculty attending the oral defense (occurs after Comprehensive Exams are passed). ⁴	Dissertation written, publicly presented to the PRTM Department, and orally defended with committee members and any PRTM graduate faculty attending the oral defense.
Research Engagement	Evidence of participation in a faculty or student research project (e.g., assisting with data collection, instrument development, data entry, or manuscript preparation).	Evidence of participation in a faculty or student research project (e.g., assisting with data collection, instrument development, data entry, or manuscript preparation). Potentially leading dissertation data collection/generation and analysis, and manuscript preparation (typical for students funded on research projects).	Dissertation data collection/generation and analysis, and manuscript preparation.
Grant Writing	Review and identification of potential funding sources to help support dissertation research.	Explore possibilities for dissertation grant opportunities and prepare grant proposals as appropriate.	

³ Note: some doctoral students are recruited as research assistants on funded research projects and may be using data from such projects for their dissertation. In these cases, students should work closely with their advisors to pitch original research ideas during Year 1 that can complement the project’s schedule for data collection/generation. Written proposals and oral defenses of proposals are still expected to occur after Comprehensive Exams are passed in Year 3. Additionally, these students should solicit committee members in Year 1. Dissertation chapters may be written and submitted for peer-review publication (with advisor’s consent) prior to the formal proposal process.

⁴ Once dissertation proposal is successfully passed, students will be considered ABD (all but dissertation) and their title becomes “doctoral candidate”.

SCHOLARSHIP

	YEAR 1	YEAR 2	YEAR 3
Conferences	Submit abstract for poster or oral presentation at a professional conference.	Submit abstract for oral presentation at a professional conference.	Submit abstract for oral presentation at a professional conference. Submit abstract to be considered for campus or local graduate student symposia.
Peer-reviewed Journal Articles or Book Chapters	One manuscript (as co-author or first author) ready to submit or submitted for peer review (e.g., from MS thesis research, secondary data analysis, conceptual article, or literature review) with advisor or other faculty on non-dissertation research, or in collaboration with faculty and students on a class project.	One manuscript (as co-author or first author) submitted for peer review (e.g., literature review or conceptual article, dissertation research, or secondary data analysis) with advisor or other faculty, or in collaboration with faculty and students on class project.	One manuscript (as co-author or first author) submitted for peer review (e.g., literature review or conceptual article, dissertation research, or secondary data analysis) with advisor or other faculty, or in collaboration with faculty and students on class project. Final ETD of dissertation submitted.
Technical Reports	Seek opportunities, when available, to gain experience in writing technical reports with advisor (e.g., data analysis and data display).	Co-author technical reports or factsheets with advisor ⁵ (when opportunities are available).	Co-author technical reports or factsheets with advisor ⁵ (when opportunities are available).

⁵ Opportunities for writing technical reports or factsheets may not be available. When this is the case, it is advised that students consider registering for a technical writing course.

TEACHING

	YEAR 1	YEAR 2	YEAR 3
Skill Development	<p>Attend a minimum of 1 university-sponsored workshop or training focused on teaching-related skills.</p> <p>Consider attending the New TA Workshop, a DELTA sponsored workshop, or workshops that can lead to the Teaching and Communication Certificate offered by the Graduate School or the PRTM Teaching Circle certificate program.</p> <p>Attend a minimum of 1 PRTM Teaching Circle meetings.</p>	<p>Attend a minimum of 1 university-sponsored workshop or training focused on teaching-related skills.</p> <p>Consider attending the New TA Workshop, a DELTA sponsored workshop, or workshops that can lead to the Teaching and Communication Certificate offered by the Graduate School or the PRTM Teaching Circle certificate program.</p> <p>Attend a minimum of 1 PRTM Teaching Circle meetings.</p>	<p>Attend a minimum of 1 PRTM Teaching Circle meetings.</p>
Supervised Teaching⁶	<p>Deliver a minimum of 1 guest lecture in a class of their choice (discussed with advisor and course instructor).</p> <p>Seek teaching evaluation from course instructor.</p>	<p>Deliver a minimum of 1 guest lecture in a class of their choice (discussed with advisor and course instructor).</p> <p>Seek teaching evaluation from course instructor.</p>	<p>Teach a course (mentored by faculty member) in content area discussed with advisor and approved by PRTM Department Head and Undergraduate Program Coordinator ("Supervised Teaching" requirement).</p> <p>Receive formal course evaluations from students & formal teaching evaluation by faculty member.</p> <p>Develop teaching portfolio.</p>

⁶ Some doctoral students may be fully or partially funded on teaching assistantships, which may include being the instructor of record for an undergraduate course. These students should seek formal evaluations from students as well as the course instructor or other PRTM faculty (if the student is the instructor of record).

SERVICE AND ENGAGEMENT

	YEAR 1	YEAR 2	YEAR 3
Committees	Seek opportunities to serve on university, college, or department committee.	Seek opportunities to serve, college, or department committee.	Seek opportunities to serve on university, college, or department committee.
Student Organizations	Become a member of PRTM GSA or other student organization.	Seek leadership opportunities or continued engagement with PRTM GSA or other student organization.	Seek leadership opportunities or continued engagement with PRTM GSA or other student organization.
Professional Organizations⁷	Become a student member of a professional organization.	Become a student member of a professional organization and become engaged in committee work when possible.	Become a student member of a professional organization and become engaged in committee work when possible.
Peer Review		Work with a faculty member to review a minimum of 1 journal article.	Review a minimum of 1 journal article.
Departmental Engagement	Regularly participate in a minimum of 1 PRTM research circle. Regularly attend PRTM thesis/dissertation proposal presentations and thesis/dissertation defenses.	Regularly participate in a minimum of 1 PRTM research circle. Regularly attend PRTM thesis/dissertation proposal presentations and thesis/dissertation defenses.	Regularly participate in a minimum of 1 PRTM research circle. Regularly attend PRTM thesis/dissertation proposal presentations and thesis/dissertation defenses.

⁷ Examples include but are not limited to National Recreation and Park Association, American Association of Geographers, North American Society for Sport Management, George Wright Society, International Association for Society and Natural Resources, Society of American Foresters, Travel and Tourism Research Association, North American Association for Environmental Education, American Public Health Association.