# Guidelines For Part-Time Students Ph.D. Program in Industrial Relations and Human Resources School of Management and Labor Relations

(Effective Fall 2004)

## I. Applicability of the Guidelines

The Guidelines for Part-Time Students are a supplement to the description, rules, and regulations of the Ph.D. Program in Industrial Relations and Human Resources included in the *Catalogue of the School of Management and Labor Relations* and described elsewhere on the program's web site.

## II. The purpose of the Ph.D. program

The Ph.D. in Industrial Relations and Human Resources (I.R.H.R.) is a full-time or part-time, interdisciplinary program that develops scholars capable of studying the dynamic and changing conditions of employment and work.

The doctoral program is designed to train students for future or continuing employment as college and university faculty members or for research positions in the private and public sectors.

#### III. Admission

A limited number of part-time Ph.D. students will be admitted in addition to the full-time students. The same application deadline applies to all students seeking admission into the program. New students are admitted for entry into the program once a year, in the Fall term.

Part-time IRHR students are expected to attend classes with full-time students and to participate in the intellectual activities of the School, many of which take place during the day. An applicant to the part-time Ph.D. program who intends to be employed while in the Ph.D. program (or who has other obligations that preclude participation in the full-time program) must provide assurance that he or she will be able to attend classes, participate in research, and teach as required by the program.

## IV. Program Structure and Degree Requirements

Part-time students must satisfy the same course requirements as full-time students. They are subject to university rules for continuing their enrollment and timely completion of the degree. Part-time students must take a minimum of three credits per semester until completion of the required courses. In addition, part-time students must take the Proseminar every semester during their first four years in the program. As for all students, the PhD policy committee will evaluate the progress of part-time students at the end of each year to assess their performance

and progress and determine whether it is satisfactory. Failure to perform satisfactorily in courses or to complete the program requirements stated below will result in dismissal from the program.

#### V. Master's Thesis

Part-time students are expected to complete their Master's thesis by January 31 of their fourth year in the program.

## VI. Qualifying Examination

Part-time students must take and pass their qualifying exam by the end of their fifth year in the program, at which time they become eligible for the master of science degree.

### VII. Ph.D. Dissertation

Part-time students must complete the dissertation proposal by the end of their sixth year in the program, and must complete the writing and defense of the dissertation by the end of their eighth year in the program.

### VIII. Research Involvement

A part-time Ph.D. student will normally not be assigned to a faculty member as a research assistant. However, upon admission to the program, each part-time student will be assigned to a faculty member who will serve as an advisor. The advisor will, to the extent feasible, engage the student in the faculty member's research program or will, to the extent feasible, arrange for the student to engage in another faculty member's research program.

## IX. Teaching Involvement

Part-time students who plan a research career in higher education are expected to gain a minimum of two terms of teaching experience through teaching assistantships and instructor assignments. Part-time students who plan research careers in other organizations (such as government agencies, employers, unions, and professional organizations) are not expected to gain teaching experience in the program.

### X. Financial Assistance

The School will not provide financial assistance to part-time Ph.D. students prior to the completion of the master's thesis, the passing of the qualifying exam, and admission to the Ph.D. candidacy. A particularly outstanding part-time student who has been admitted to Ph.D. candidacy is eligible to apply for up to two years of financial support, contingent on the student devoting full-time to the

writing of the dissertation and other activities at the School (including teaching) during the period when the financial support is provided.