

Indiana University of Pennsylvania @ DIXON UNIVERSITY CENTER
DOCTOR of PHILOSOPHY (Ph.D.) in Administration and Leadership Studies

For leaders in human service, health care, government agencies, higher education, and public and non-profit organizations

DIXON UNIVERSITY CENTER

Located in a picturesque setting along the Susquehanna River, just off Route 81
 2986 North Second Street
 Harrisburg, PA 17110

Websites to visit regarding our program...

- www.dixonuniversitycenter.org
- www.iup.edu/als
- www.iup.edu/graduate

FEATURES:

- Social Sciences Ph.D. offered by the Department of Sociology at IUP since 1998 in collaboration with the Departments of Economics and Political Science. Offered at Dixon since 2001.
- Cohort model for group support/learning
- Evening and/or weekend classes
- Two classes per semester - Summer, Fall, and Spring - for approximately 2.5 years, plus dissertation.
- Faculty from IUP and other SSHE and area universities.

Indiana University of Pennsylvania is a Carnegie Doctoral Intensive Institution with over 1650 graduate students and more than 50 graduate programs. The university is a member of the Council of Graduate Schools, the Northeastern Assoc. of Graduate Schools, and the Pennsylvania Assoc. of Graduate Schools. IUP is an equal opportunity/affirmative action employer committed to excellence through diversity.

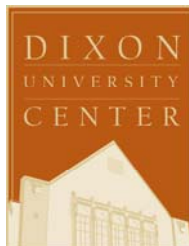
PROGRAM DETAILS:

- Students take a total of 61 credit hours (including dissertation)
 - 52 credits in leadership, research methods, and related topics
 - 9 credits dissertation
- Tuition is \$370 per credit (PA residents) plus \$126 per course for instructional fees to the Dixon University Center.
- Admissions materials to be submitted to the Graduate School at IUP:
 - application for admission plus:
 - goal statement, transcripts & GRE test scores, three letters of recommendation from academic or professional references, work experience (vita or list of relevant professional work and volunteer experience), and writing sample.
 - A personal interview may be required by the Admissions Committee.

For more information contact:
Dr. John A. Anderson, Coordinator
IUP Sociology Department

jaa@iup.edu or 717-720-4098

For an application packet contact: Kimberly Winters, Ph.D. Secretary at 717-720-4064 or kwinters@iup.edu



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Indiana University of Pennsylvania

Administration and Leadership Studies



Want to know the professional background of our students?



Our program draws from a wide variety of fields and professions such as...

- **Government**
- **Non-Profit**
- **Education**
- **Health Industry**
- **Military**
- **Criminal Justice**
- **Academia**
- **Religious Institutions**

Government

We have students that work in federal and state level government agencies and related organizations.

Non-Profit

Our students are also program directors and executives within organizations that typically specialize in human services, the arts, and philanthropic ventures. From very large to very small non-profit organizations, our non-profit leaders and administrators have found our program to be invaluable in equipping them for what the future holds.

Education

Whether you are interested in furthering your abilities in K-12 Administration, or in higher education, our program can be fine-tuned to meet your needs.

Health

We have hospital administrators, nurses and health directors who find great educational and professional benefits from our program.

Military

We currently enjoy students from the National Guard, retired military, and instructors from the Army War College.

Academia

Our program draws administrators and educators from a wide range of excellent universities and colleges.

Criminal Justice

Our program is equipping leaders across a variety of organizations within the criminal justice system to lead and administrate with excellence.

And many, many more!

The Ph.D. in Administration and Leadership Studies is created with a wide variety of leadership needs in mind. Our professors, materials, and curriculum combine to provide an excellent next step for administration and leadership excellence.



**Application Deadline for the next Harrisburg Cohort
February 15, 2009**

Tentative Course Schedule

Summer 2009

LDRS 800 ProSeminar

Fall 2009

LDRS 810 Nonprofit Management

SOC 803 Social & Organizational Theory

Spring 2010

LDRS 801 Leadership Theories

SOC 862 Analysis of Social Data (Statistics)

Summer 2010

SOC 804 Social Policy

ECON 820 Managerial Economics for Decision Making & Leadership

Fall 2010

SOC 865 Qualitative Research Methods

SOC 863 Quantitative Research Methods I

Spring 2011

SOC 864 Quantitative Research Methods II

Elective

Summer 2011

LDRS 811 Administration in the Public Sector

Elective (Field Experience, Independent Study)

Fall 2011

LDRS 861 Program Evaluation

LDRS 802 Leadership Applications

Fall 2011 through Graduation

Comprehensive exams

Additional electives

Research proposal & defense

Dissertation research

Dissertation defense

Graduation!!

Course Descriptions

for a select group of courses

LDRS 800 Proseminar

Offered on two Saturdays in the first month of classes, the Proseminar will develop doctoral-level academic skills. It will include skills-building in academic writing, orientation to academic technologies, professional development in the academic culture and planning strategically for dissertation research from the first semester.

LDRS 802 Leadership Applications

This course builds on LDRS 801 and other ALS courses, synthesizing major ideas about leadership, organizations, resource constraints, organizational goals, and other germane topics. In addition, the course will emphasize the development of critical thinking skills, and the ability to synthesize materials from various sources into coherent arguments. It also stresses the importance of applying concepts from political science, sociology, and economics to better help us understand how organizations function, and how individuals within organizations function.

LDRS 810 Nonprofit Management

This course examines the administration and management of nonprofit organizations, including concrete aspects of program creation and operations such as boards, bylaws, 501(c) tax exempt status, mission statements, program development, personnel policies, budgeting, marketing, strategic planning, volunteers, fundraising, public relations, lobbying, program monitoring and evaluation.

LDRS 811 Administration in the Public Sector

This course is designed to introduce students to the study of public administration. It focuses primarily on the administrative structures and practices of American national government. The course is structured around four broad topics. First, to provide students with a necessary theoretical perspective on public bureaucracy, several major schools of thought regarding organizational structure and behavior are examined. Second, the role of bureaucracy in a constitutional democracy is explored. Third, the

institutional environment in which bureaucracy must function and relationships between bureaucracy and other government institutions is analyzed. Finally, the internal operation of a bureaucracy is discussed and specific functions and methods examined.

SOC 804 Social Policy

This course focuses on the development of social policy, first and foremost on the history and development of the social welfare system in the United States with particular attention to: the concepts used to discuss and explain social welfare institutions' policies and programs; the mechanisms and structures to deliver services; and the factors that have tended to constrain or facilitate the attainment of social justice. We will trace the development of social welfare policy within the context of the social and political economy of the period to gain an understanding of how political, economic, and social ideologies have shaped attitudes about social policy.

SOC 803 Social & Organizational Theory

This course will examine the use of theory for understanding social phenomenon. The primary focus of this course will be on developing understanding of the role of theory in the social sciences, and skills in accessing, critiquing, synthesizing and applying theory. Students will do this through study of a selection of primary sources of key classical and contemporary social theories, and the foundational theories underlying understandings of organizations. Students will be able to understand the contributions and limitations of these theories, and critically analyze theoretical perspectives. No prerequisites.

ECON 820 Managerial Economics for Decision Making & Leadership

The application of microeconomics to decision-making. Exploration of analytical tools for measuring and defining optimal policy decisions. Optimal policies are managerial decisions that either maximize, minimize or satisfy specified objectives of the organization. Includes building quantitative models to apply to plausible situations, using appropriate computer-assisted decision techniques.

SOC 862 Analysis of Social Data

This course is designed to introduce students to statistics and the use of statistics in analyzing and understanding social phenomena and social data. In particular, this course is designed to help students develop the skills and knowledge needed to conduct their own quantitative research, both as a graduate student and as a professional, and to better understand and critique research which students come across in their work. By the end of the course, students will have an understanding of the concepts underlying the use of statistics, the ability to critique and question statistics they encounter in daily life, the ability to use professional statistical software (such as SPSS) comfortably, and the ability to use many different statistical techniques in their own research. It will also provide a foundation for learning more advanced statistics.

SOC 863 Quantitative Research Methods I

Examination of diverse research designs in the social sciences, with a particular emphasis on quantitative research designs. The course will focus on understanding and critiquing quantitative research designs. Special attention will be given to the integration of theory and research. Specific content includes concepts such as causality, internal validity, external validity, reliability of measurement, operational validity, sampling, and specific research designs.

SOC 864 Quantitative Research Methods II

This course will emphasize advanced social science quantitative methods relevant to students in sociology, human services, and administration and leadership studies. Specific topics include multiple regression, reliability analysis, factor analysis, and logistic regression.

SOC 865 Qualitative Research Methods

Qualitative research represents one main branch of social inquiry into the human experience. This course will provide students with a solid understanding of the key principles associated with qualitative research, as well as a framework for understanding how this approach compares with quantitative research.

Particular emphasis will be placed on the philosophical, social and ethical dimensions of assuring quality and credibility in social inquiry, and the resulting methodological implications. The course also offers an overview of the various types of qualitative research, such as case study, ethnography, phenomenological study, and grounded theory. Against this background, students will develop skills in the specific methods associated with qualitative research design, including sampling, data-gathering, data analysis, representation, and assurance of quality. Students will experience the range of skills involved through actually designing, conducting and reporting on a small qualitative study.

LDRS 861 Program Evaluation

This course is designed to cover major theoretical, methodological, and practical issues in program evaluation. An emphasis will be given to key elements for the study of evaluation including the history and modern concepts of evaluation; theoretical notions aligned with evaluation; design elements in evaluation studies; the setting and implementation of intervention programs; and the development, presentation, and use of evaluation results. This course will draw on previous course work in social theory, leadership, and methods. Students will use their collective knowledge to develop a synthesis of applied research geared toward assessing program processes, outcomes, impacts, and formulating actions for intervention improvements.



Indiana University of Pennsylvania

Administration and Leadership Studies

ALS CURRICULUM REQUIREMENTS

<u>Course#</u>	<u>Course Title</u>	<u>No. Credits</u>
<u>Core Courses – 22 credits</u>		
LDRS 800	ProSeminar	1
LDRS 801	Leadership Theories	3
LDRS 802	Leadership Applications	3
LDRS 810	Nonprofit Management	3
LDRS 811	Administration in the Public Sector	3
SOC 804	Social Policy	3
SOC 803	Social & Organizational Theory	3
ECON 820	Managerial Economics for Decision Making & Leadership	3

Research Courses – 24 credits

SOC 862	Analysis of Social Data (Statistics)	3
SOC 863	Quantitative Research Methods I	3
SOC 864	Quantitative Research Methods II	3
SOC 865	Qualitative Research Methods for the Social Sciences	3
LDRS 861	Program Evaluation	3
LDRS 995	Dissertation	9

Electives - 15 credits

Nine credits from among any Sociology or Economics graduate-level course. Six credits from among any other graduate-level courses that are relevant to the student's dissertation research interests.

Transfer credits

- *Students can transfer up to six credits from graduate coursework taken at another university within the past five years if the Graduate School approves equivalency with IUP courses.*
- *Students may transfer up to 12 graduate credits taken at IUP within the past five years if they are appropriate to the student's program of study.*

Discuss these options with the ALS Program Coordinator.



Indiana University of Pennsylvania

Administration and Leadership Studies

Ph.D. Program in Administration and Leadership Studies

The mission of the Administration and Leadership Studies Ph.D. program is to develop leader-scholars who excel in conceptual and applied knowledge about the nonprofit and public sectors, as well as analytic and research skills needed for planning, decision-making, and evaluation. Graduates apply their education in careers as leaders, faculty members, and/or researchers, thereby contributing to the civic, economic, social, and cultural well-being of the Commonwealth, the nation, and the world.

Required Admissions Application Materials

All students must submit the following materials:

1. GRE scores (general test – either written or computerized version) no more than 5 years old. **No exceptions or substitutions.**
*Please don't let the GRE requirement deter you from applying! Many applicants have some anxiety about taking GREs, feeling that they're "not good test-takers" or "rusty" because they've been out of the classroom from some time. Often, a brief preparation period using a GRE prep-book/disc is all that's needed. GRE scores are only one factor among many that we look at in making admission decisions. We look closely at the **whole application**, not just GRE scores and there is no specific cut-off below which we don't consider an application.*
2. Three letters of recommendation from academic and/or professional references.
3. Undergraduate and graduate academic transcripts. (All applicants are expected to have completed both a bachelor's and a master's degree.)
4. A written statement by the applicant explaining why he/she wishes to be admitted to the program.
5. At least one additional, original writing sample, preferably from a Master's thesis, major course paper, professional report, or policy document.
6. Work experience statement (either a vita or résumé listing relevant professional work and volunteer experience in chronological order).
7. Completed IUP Graduate School application form and other requirements.

The Admissions Committee may also request a personal interview with an applicant.



The **deadline** for receipt of these materials is **February 15th** of the year for which admission is sought.

ALS Ph.D. Program Sequencing Sample Timeline through Dissertation

The timeline below reflects expected progress through the program for students enrolled on a part-time basis. For students attending full-time, the timeline may be about 2-4 semesters shorter.

Year 1

Summer

LDRS 800 Proseminar

Fall

LDRS 810 Nonprofit Management

SOC 803 Social & Organizational Theory

Spring

LDRS 801 Leadership Theories

SOC 862 Analysis of Social Data (Statistics)

Year 2

Summer

SOC 804 Social Policy

ECON 820 Managerial Economics for Decision Making & Leadership

Fall

SOC 865 Qualitative Research Methods

SOC 863 Quantitative Research Methods I

Spring

SOC 864 Quantitative Research Methods II

Elective

Year 3

Summer

LDRS 811 Administration in the Public Sector

Elective (Field Experience, Independent Study, Other Elective)

[Core Comprehensive Exam recommended for August]

Fall

LDRS 861 Program Evaluation

LDRS 802 Leadership Applications

[Research Methods Comprehensive Exam recommended for January]

Spring

Elective

Elective

[If electives have been completed--Specialization Essay]

Year 4

Summer

Elective [*complete electives*]

[Specialization Essay. *If electives and Specialization Essay have been completed:* prepare dissertation proposal, IRB protocol, and RTAF. If proposal has been defended and IRB & RTAF approved, conduct dissertation research.]

Fall

[Specialization Examination]

Dissertation Proposal (Intro, Lit. Review, Methods) & IRB Protocol

Spring

Dissertation Proposal (Intro, Lit. Review, Methods) & IRB Protocol

Dissertation Research (collecting data)

Year 5

Summer

Dissertation Research (collecting data)

Fall

Dissertation Research (collecting data)

Spring

Dissertation Research (data preparation & analysis)

Year 6

Summer

Dissertation Research (data preparation & analysis)

Fall

Dissertation Writing (reporting & interpreting results)

Spring

Polished dissertation to Committee Chair in January; Further revisions, editing, etc.

Dissertation Defense (in February or March), then revisions before submitting to

Graduate School in April

Graduate in May!

[*Sequence and course offerings are subject to change.*]

Time Limits & Taking Time Off

IUP Graduate School policy calls for the doctoral degree to be completed within seven years of enrollment in the program. Extensions to the seven year time limit may be considered for the completion of the dissertation for students who have successfully defended a dissertation proposal. While students may take time off from their doctoral studies for a variety of reasons, the Graduate School's seven year time limit for completing all degree requirements is **not** adjusted for time taken off. Also, taking time off prior to completing course work, either one course or one semester, puts students "out of rotation" in terms of the required courses scheduled for your cohort. For this reason, it is better to take Core and Research Methods courses when they are offered, and delay electives.