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FIRST THINGS FIRST
Items to complete your first two weeks in Tucson:

☐ Immunization Requirements and Recommendations:
  https://www.health.arizona.edu/graduate-students

☐ Parking Permit:
  https://parking.arizona.edu/parking/

☐ Mandatory Graduate College Orientation for new students at the graduate college (Information will be sent to you about when and where via email)

☐ FERPA Test (this is required by the UA to obtain access to any student information systems):
  http://www.registrar.arizona.edu/ferpacourse/

☐ Teaching Assistant/Associate Training Online (TATO):
  https://grad.arizona.edu/funding/ga/mandatory-online-training

☐ Sign up for health insurance (free for PhD students on stipend):
  https://www.health.arizona.edu/graduate-assistantsassociates

☐ CITI Training (Required for Human Subject Research)
  http://rgw.arizona.edu/compliance/IACUC/iacuc-training/citi-training

☐ GradPath Responsible Conduct of Research Statement (see pages 5-6 of this handbook for more information about GradPath)

HELPFUL WEBSITES:

☐ General Helpful Graduate College Information:
  http://grad.arizona.edu/new-and-current-students

☐ UAccess:
  https://uaccess.arizona.edu/

☐ All graduate student forms:
  https://grad.arizona.edu/forms/gsas

☐ IRB Approval:
  http://rgw.arizona.edu/compliance/human-subjects-protection-program/about-the-irb

☐ Formatting and submitting the dissertation electronically:

☐ Decision Behavior Lab booking:
  http://web.arizona.edu/~dbl/calendar/
<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall</td>
<td>MGMT 554 – Research Methodology *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 582C - Univariate Statistics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 696Q - Teams *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 696S - Topics in OT*</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>MGMT 582D - Multivariate Statistics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 696D - JDM*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 696J - Topics in OB*</td>
</tr>
<tr>
<td>2</td>
<td>Fall</td>
<td>MGMT 580A - Organizational Behavior*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 580B - Organizational Theory*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 600 - Behavioral Science Theory and Methods in MGMT *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outside Statistics Course (ex. PSY 507B)**</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>MGMT 696H - HR*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 696T - Strategy*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional Minor Course</td>
</tr>
<tr>
<td>3</td>
<td>Fall</td>
<td>Minor Courses</td>
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<tr>
<td></td>
<td></td>
<td>Additional Seminar if Desired</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Research/Dissertation Credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Seminar if Desired</td>
</tr>
<tr>
<td>4</td>
<td>Entire Year</td>
<td>Research/Dissertation Credits</td>
</tr>
<tr>
<td>5</td>
<td>Entire Year</td>
<td>Research/Dissertation Credits</td>
</tr>
</tbody>
</table>

**Course Requirements**

<table>
<thead>
<tr>
<th></th>
<th>Number of Courses</th>
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<tbody>
<tr>
<td>Major Courses (39 Units)</td>
<td>13</td>
</tr>
<tr>
<td>Minor Courses (12 Units)</td>
<td>4</td>
</tr>
<tr>
<td>Dissertation Credits (Minimum 18 Units)</td>
<td></td>
</tr>
</tbody>
</table>

* MGMT Courses that will be taught in opposing years.
** Additional Outside statistics course can be taken Fall or Spring of Year 2.
INTRODUCTION TO GRADPATH

GradPath is the online advising and audit tool used to track your progress towards completing your degree. The system consists of simple, on-line forms you will need to complete throughout your time at the University of Arizona. You must submit all available GradPath forms in order to graduate. This system is designed to assist you in tracking the progress toward your degree!

Accessing GradPath:
Go to uaccess.arizona.edu and Login through the Student Center:

Use the drop down menu on the left hand side of the screen where it says “other academic…” and Select “GradPath Forms”: 
You will then be directing to the landing page, from here, select the GradPath Forms link:

You will then be able to see the nine required GradPath forms. Your first form, the **Responsible Conduct of Research Statement** is required to be completed within your first 2 weeks at the UA:

Why are some of your forms grayed out? Some forms will be grayed out if a prior form is required to be submitted and approved:
By October 30 of Year 3: Submit a Doctoral Plan of Study form. You can find the Plan of Study form in GradPath. When submitting your Plan of Study, you will be required to account for all 5 years of course work (including major courses, minor courses, and MGMT 920 dissertation credits). Please see Lauren for assistance in adding the additional MGMT 920 courses before submitting form. Your Plan of Study must be submitted and approved before you can move on in GradPath (please see page 5 for instructions on accessing GradPath).

A minor advisor should also be chosen by this time.
TRAVEL REIMBURSEMENT
Policies and Procedures

Management & Organizations Funding Policies

All students receive $500 in funding for travel and other research-related expenses each year. (First year students will receive $1,000.) Please note that the fiscal year starts on July 1 and ends on June 30 and funds *do not* roll over.

The department is supportive of graduate students attending conferences in the field. However, we would also like to encourage students to participate in the conference proceedings. Therefore, the following policy for funding student travel is:

- Students who submit a M&O Travel Grant request are required to apply for a GPSC Travel Grant (please see page 8 for more details on applying for a GPSC Grant).
- Students will be eligible for up to an additional $750 through the Management & Organizations Department if they are presenting a paper at a conference related to the field of management.
  - This can be a formal presentation or a paper session
  - Authorship does not influence funding (i.e., can be fourth author and receive funding as long as he or she is presenting the paper)
  - Only one graduate student is eligible per paper
- Students will be eligible for up to an additional $1,000 if they are presenting two papers at two separate conferences
- Students who are not presenting a paper at a conference can still apply for the additional $750 in funding if the student feels there are special circumstances that require their attendance (e.g., attending a doctoral seminar)
- See Appendix A for the Management & Organizations Student Travel Grant Request Form. This form must be completed and signed by the Director of Graduate Studies for approval.
GPSC Travel Grants
The GPSC awards travel grants for graduate and professional students who are attending or presenting research at an academic or professional conference. Awards are contingent upon availability. The evaluation committee can award up to $750 per applicant, per year. Students are encouraged to apply according to their financial needs. Realistic award amounts will receive a higher score during evaluation.

Applications are evaluated on the following criteria:
- Impact Statement (10 Points)
- Experience Summary (10 Points)
- Funding and Budget (10 Points)
- Overall Evaluation (10 Points)

GPSC Submission Deadlines
Travel Grant applications can only be submitted for travel that will begin no later than six months after the travel grant deadline. The travel eligibility deadlines for each travel grant round are below:
- September 12 Deadline: Applications accepted beginning August 1
  - Eligible Travel Dates: June 1 – March 12
- November 1 Deadline: Applications accepted beginning October 1
  - Eligible Travel Dates: October 1 – April 30
- Combined January/March 1 Deadline: Applications accepted beginning December 1
  - Eligible Travel Dates: December 1 – September 1 (following fiscal year)
- May 1 Deadline: Applications accepted beginning April 1
  - Eligible Travel Dates: April 1 – October 31

To apply for a GPSC Travel Grant, please visit https://gpsc.arizona.edu/travel-grants.
Before the Trip
When you are traveling on University business, you must complete a Travel Authorization Request before your trip. This online form can be found at https://admin.eller.arizona.edu/employee-resources/all-employees/travel-authorization-request. Once this form has been submitted, it will be forwarded to the Department Representative, who will then process the University paperwork. If this is an international trip, you must complete this form at least 30 days before departure.

*please note – If you have submitted an M&O Travel Grant Request, you are still required to complete this form.

Conference Registration Fees:
If there are conference registration expenses, you may pay for all fees personally, than submit your receipts for reimbursement, or all fees can be paid using the Departmental Credit Card. Please see Lauren for processing.

Airfare:
You must purchase your own airline tickets. However, we can reimburse you prior to your trip. Please give all receipts and confirmation documentation to Lauren for processing. (If for some reason you do not end up traveling, you will be required to repay the University of Arizona for any reimbursements you may have already received.)

Lodging:
There is a lodging per diem which will vary from city to city, please see Lauren for exact per diem amounts. However, if you are staying at a designated hotel, you must provide documentation proving the hotel is associated with the conference, then you can be reimbursed for the full amount for your lodging expense.

Meals:
Again, there is a meal per diem and this amount will vary from city to city. Please see Lauren prior to your trip if you wish to find out how much the university will reimburse you each day you are away on business. Please be aware that if any meals are provided to you at your conference or meeting, you will not be reimbursed the full per diem amount.

After the Trip
Within 5 business days of returning from your trip, please provide Lauren with all of your receipts. Reimbursements are processed as “stipend awards” to your Bursar’s account. It usually takes 1-2 weeks for this reimbursement to be fully processed.

Reimbursements for travel will be processed as a cash stipend through your student Bursar’s account (rather than through the UA Employee/Payroll System).
MINOR DEGREE REQUIREMENTS

All doctoral students are required to select a minor. Minor degree requirements are always set by the department in which the student chooses to minor.

The intention of the minor requirement is for the student to gain additional expertise in an area outside of his or her major interests. For this reason, the M&O department is somewhat flexible with respect to these requirements. For example, some students choose to build expertise in quantitative methods, and these courses are not always available from a single department (e.g., one in Sociology, one in Educational Psychology, and one in Psychology). Therefore, we allow individualized minors, and in this case, the student is technically minoring in Management & Organizations. If a student decides to minor in M&O, they will be required to complete 4 courses (or 12 units) and complete a minor paper. If a student wishes to minor in methods through Management & Organizations, you will be able to use your third required statistics course (course taken outside of the department, ex: PSY 507B) for both your major requirements as well as your minor requirements. These individualized plans must be approved by the student's major advisor and the Ph.D. program advisor.

Because minor coursework is generally begun during the second year of residence, it is important that students choose a minor by the beginning of the second year. The minor advisor must approve the student’s doctoral plan of study (which must be submitted in the fifth semester of residence), including all courses chosen to meet the minor requirement. The specific course requirements will vary depending on the guidelines of the department in which the minor will be completed. Many require 1-2 core requirements with the remaining classes to be filled by electives chosen with your advisor or independent study. All minor coursework must be completed prior to taking the minor written comprehensive exam, which will take place during the Spring semester of your third year.
HURDLE 1
Masters Project

In keeping with the strong research focus of the doctoral program, students are required to design and conduct a research project during their first two years. This project will be supervised by three faculty members (with one serving as the committee chair).

This project is expected to give the student an early opportunity to acquire hands-on experience in the research process. The project should demonstrate the student's ability to:

- explore a particular topic of interest
- define a research problem
- confront that problem with appropriate research methods
- demonstrate a competent understanding and application of appropriate analysis
- communicate the results clearly and concisely
- learn how to prepare a manuscript for submission to an academic journal

The planning and execution of this research project is an important part of the student's research training. Most important, the completion of this project should enhance the student’s skill and confidence for their dissertation. The ultimate goal of this project is to provide the student their first opportunity to become published in a top-tier journal. This will allow him or her to be better prepared for the job market for positions in peer-level institutions.

Each student must have a faculty advisor from the M&O Department to supervise the project as the committee chair. However, two other faculty members must also approve the project proposal and the final written manuscript. The form and length of the paper should be the same as required by the targeted academic journal. Unless there are extenuating circumstances, the manuscript should be submitted for review in the targeted journal once the faculty committee approves the manuscript. Note that the faculty committee may give final comments and allow the committee chair to approve the final draft.

Students should adhere to the following schedule:

*Please note: These dates are flexible, please discuss firm deadlines with your advisor and the Director of Graduate Studies.*

**By January 31 of Year 1:** Form your committee by selecting a chair and two additional faculty members

- You must get a signature from each individual to indicate that they agree to serve on your committee (see Appendix B)

**By October 30 of Year 2:** Faculty committee approves your project proposal

- Committee chair decides when proposal is ready to go to committee
- You must provide a completed copy of your proposal to each faculty member at least 2 weeks prior to the proposal meeting
• You must meet with the faculty members on your committee for up to 3 hours to discuss any issues with your proposal
  o The meeting begins with a short overview by the author followed by questions from each faculty member
• If they accept the proposal and feel that any changes needing to be made are minor, each faculty member will sign off on the proposal (see Appendix C).
• If the changes are not minor, you must complete the changes, provide each faculty member with an amended draft, and get them to sign off on the proposal by the date listed above

**By September 30 of Year 3:** Faculty committee approves the defense of your Masters project
• Committee chair decides when final paper is ready to go to committee
• You must provide a completed copy of your project to each faculty member at least 2 weeks prior to the proposal meeting
• You must meet with the faculty members on your committee for up to 3 hours to discuss any issues with your project
  o The meeting will be comprised of a short overview by the author followed by questions from the faculty members
• If they accept your project and feel that any changes needing to be made are minor, each faculty member will sign off on the project (see Appendix D)
• If the changes are not minor, you must complete the changes, provide each faculty member with an amended draft, and get them to sign off on the project by the date listed above

**After Successful Defense:** Brownbag presentation
• You will be required to give a 60-minute (including questions) PowerPoint presentation on your masters project during a Brownbag meeting.
  o In some cases, students may be able to present a project other than their master’s thesis. Please speak with your Committee Chair and the Director of Graduate Studies for approval.

*You will need to coordinate with the Brown Bag Committee to set up presentation date and time.

If any of these deadlines cannot be met, the student must provide a written request for an extension to the Graduate Director as well as Department Head. If an extension is not offered, the committee retains the option of placing the student on probation. If the committee places a student on probation, the committee can decide to do one or more of the following: (1) prevent students from teaching summer or winter courses or (2) prevent students from receiving funding for conferences.

If extension is granted each committee member will need to sign off (see Appendix E).

*Note: The students are expected to be working on other research projects during this time. However, this Master’s Project will be unique due to the structured process and the amount of assistance given by three M&O faculty members.*
HURDLE 2
Comprehensive Exams

By Spring of Year 3: Pass Written Comprehensive Exams

By Fall of Year 4: Pass Oral Comprehensive Exams

Comprehensive exams consist of two separate steps:
1. Written Major
2. Oral examination

*Note: There may be a minor requirement you need to fulfill also. Please check with the minor department for more information.

Comprehensive exams are taken after essentially all coursework has been completed and generally during the student’s third year. The exam must be taken early enough to allow for a re-write should the student fail one or two sections. The goal of this examination is to demonstrate fluency with the overall body of knowledge in organizational behavior and theory, as well as the student's specialized area of interest. In addition, the student is expected to demonstrate his or her ability to integrate the material and apply it to novel situations. At least seven working days before the oral portion of the comprehensive exam, the student will need to submit the Announcement of Doctoral Comprehensive Exam form in GradPath so it can be routed electronically to the committee chair and department head for approval prior to the exam actually taking place.

1. Written Major Exam

When a student has completed all coursework as well as his or her Master’s Project defense, he or she needs to schedule his or her Major Written Exam. The reading list for the exam is based on the syllabi of the classes taken.

The exam takes two full days (Day 1: 8am-12pm and 1pm-5pm and Day 2: 8am-12pm and 1pm-6pm) and is split into three separate sections. The first eight hours will cover the student’s focal area (micro or macro). Students will be given six questions and will need to answer four. The next four hours will be devoted to the student’s non-focal area (micro or macro). Students will be given three questions and will need to answer two. The final five hours will focus on research methods. Students will again be given an essay that has been developed and graded by the faculty member(s) responsible for that section of the reading list. Students will not be required to prepare for questions from electives they have not taken.

Scheduling: We allow comprehensive exams to be scheduled twice per year, March and September. March is preferred. At a time when there is more than one student that needs to take exams they will need to coordinate the month and times so they can be taken at the same time. This time will need to be approved by the graduate director.
All three sections of the exam are open book. A room will be scheduled in which the student will take the exam. The first four answers are to be typed and returned to the graduate director by 5pm on day one (preferably by email). The second four answers are to be typed and returned to the graduate director by 6pm on day two.

Answers will be graded by the faculty member who wrote the question according to the following behaviorally anchored rating scale:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates exceptional knowledge of the literature</td>
<td>Demonstrates good knowledge of the literature; missing a few key findings</td>
<td>Demonstrates weak knowledge of the literature; some appropriate content present in answer, but missing many key findings</td>
<td>Demonstrates poor knowledge of the literature; inappropriate or incorrect content reported in response</td>
<td>Demonstrates lack of knowledge of the research area or areas; does not answer the question</td>
</tr>
<tr>
<td>Adept at conceptually and empirically linking concepts</td>
<td>Integration across areas is not as strong as &quot;A&quot; answers</td>
<td>Weak integration across research areas</td>
<td>Poorly written answer that lacks coherence or is difficult to understand</td>
<td></td>
</tr>
<tr>
<td>Answer provides a unique and compelling perspective</td>
<td>Answers the question with appropriate content, but does not provide unique perspective that would be considered a major contribution</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students need a B- or better to pass a specific question or section of the exam. If a student passes an exam section but does not pass a specific question, the question may become a focal area during the oral exam. If a student does not pass one or more exam sections, he or she will have the opportunity to take the section(s) again. If the student fails one or more exam sections a second time, he or she will fail the exam outright and be dismissed from the program. For example, if a student gets a C on the OT section, retakes the written exam for the OT section, and then gets a C again, they will be dismissed from the program.

2. Oral Exam

There is only one oral exam covering micro, macro, and methods. The oral exam must be scheduled no sooner than three weeks but no later than six months after successful completion of the first of the written examinations. Oral comprehensive exams also must be no earlier than within one semester of course completion. Orals exams will be given by four faculty members: the committee chair and three committee members. The committee chair should be the student’s primary advisor. Of the remaining three committee members, two will be selected from the M&O Department by the PhD advisor(s) and the final committee member should be a faculty member from the minor. If the student wishes to include additional committee members, he or she may do so.
The **Announcement of Doctoral Comprehensive Exam** is an electronic form on their GradPath site and is routed electronically to all necessary approvers once the student has submitted the form. All approvers will be signing to confirm that the committee, date, and time for the oral portion of the comprehensive exam have been approved by the department.

Once the Announcement of Doctoral Comprehensive Exam form is approved by the Graduate College the committee chair will receive an email with a link to the **Results of Comprehensive Exam** form in GradPath. The committee chair will submit the results of both written and oral comprehensive exams on the Results of Comprehensive Exam form after the successful completion of the oral examination (it is the student’s responsibility to make sure that the committee chair received this Results form). The Results of Comprehensive Exam form in GradPath will not be processed as approved/complete until both written and oral exams are satisfied.

While there is no minimum time limit set, the oral exam usually takes 1-2 hours (it cannot take more than 3 hours). In compliance with university policy, the oral examination is intended to allow the student to display knowledge of the chosen field of study and sufficient depth of understanding in his or her area of specialization. Answers will be graded by each faculty member according to the following behaviorally anchored rating scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Demonstrates exceptional knowledge of the literature</td>
</tr>
<tr>
<td>B</td>
<td>Demonstrates good knowledge of the literature; missing a few key findings</td>
</tr>
<tr>
<td>C</td>
<td>Demonstrates weak knowledge of the literature; some appropriate content present in answers, but missing many key findings</td>
</tr>
<tr>
<td>D</td>
<td>Demonstrates poor knowledge of the literature; inappropriate or incorrect content reported in responses</td>
</tr>
<tr>
<td>E</td>
<td>Demonstrates lack of knowledge of the research area or areas; does not answer the questions</td>
</tr>
</tbody>
</table>

Adept at conceptually and empirically linking concepts

Integration across areas is not as strong as "A" answers

Answers the questions with appropriate content, but does not provide unique perspective

Weak integration across research areas

Answers lack coherence or are difficult to understand

Grades will be averaged together. Again, students need a B- average or better to pass. If a student does not pass, he or she will have the opportunity to take the oral exam again. If the student fails a second time, he or she will fail the exam outright and be dismissed from the program.
HURDLE 3
The Dissertation

The doctoral dissertation is evidence of the candidate’s ability to conduct important scholarly research on an independent basis. The dissertation should exhibit scope, depth, and skillful presentation, as well as originality. In this manner, the dissertation signals that the student has acquired a scholarly command of the area being investigated and can contribute new knowledge to the field.

With the dissertation, students are expected to have already developed their skills as a researcher. Therefore, the goals of the dissertation are much more substantial and by this point students should be able to demonstrate their mastery of a particular topic of interest and the dissertation should add substantially to that area. The ultimate goal of the dissertation is to give students an opportunity to demonstrate who they are as researchers and academics. The dissertation should represent the first in a series of studies that will continue into the students’ first few years as assistant professors outside the University of Arizona.

The dissertation will be supervised by at least three tenured or tenure-track faculty members in M&O (with one serving as the committee chair). Students can also add up to two additional faculty members to the committee if they like and those faculty members can be tenure-track outside M&O. If the committee has more than three members, this allows for one dissenting vote.

Students should adhere to the following schedule:

**By Fall of Year 4:** Form your dissertation committee by selecting a chair and at least two additional faculty members
- You must get a signature from each individual to indicate that they agree to serve on your committee (this is an electronic form found on your GradPath site *Doctoral Dissertation Committee Appointment*)

**By Spring of Year 4:** Faculty committee approves your dissertation proposal
- Chair decides when proposal is ready to go to committee
- You will provide a *completed* copy of your proposal to each faculty member at least 2 weeks prior to the proposal meeting
- You must meet with the faculty members on your committee for up to 3 hours to discuss any issues with your proposal
  - The meeting begins with a short overview by the author followed by questions from each faculty member
- If they accept the proposal and feel that any changes needing to be made are minor, each faculty member must agree that you are ready to move on with minor or no changes.
- If the changes are *not* minor, you must complete the changes, provide each faculty member with an amended draft, and get them to sign off on the proposal by the date listed above
• Unapproved proposals may lead to dismissal from the program.
• If the proposal is accepted, fill out the Prospectus/Proposal Confirmation form on GradPath. You will also need to complete the internal proposal form (see Appendix F).
• If proposal is accepted, determine whether or not you would like to apply for the $1000 dissertation grant that can cover any costs associated with completing the degree (e.g., subject payments, travel, etc.). The application process is simple - write a short letter to the graduate director delineating exactly where the funds will go.

**By Spring of Year 5: Successfully defend your dissertation**

• Chair decides when final paper is ready to go to committee
• Once you are ready to defend, submit the Announcement of Final Oral Exam through GradPath at least 7 working days in advance. By submitting this form, an announcement will be made in the University of Arizona’s Lo Que Pasa newsletter.
• You must provide a completed copy of your dissertation to each faculty member at least 2 weeks prior to the proposal meeting
• You must meet with the faculty members on your committee for up to 3 hours to discuss any issues with your dissertation
  ○ The meeting will be comprised entirely of questions from the faculty members
• If the student successfully defends his or her dissertation and any changes needing to be made are minor, the GradPath form Results of Final Oral Defense will need to be approved by your committee.
• If the changes are not minor, you must complete the changes, provide each faculty member with an amended draft, and get them to sign off on the dissertation by the date listed above.

If any of the dissertation deadlines are not met, the student must provide a written request for an extension to their committee. If an extension is not offered, the committee retains the option of placing the student on probation or dismissing the student from the program.
HURDLE 4
Teaching Experience

In your fourth year of residence, doctoral students are responsible for teaching a full semester-long course to undergraduate students in the Management & Organizations department. To fulfill this requirement, you must serve as the primary instructor for the course, and not as a co-instructor (with another instructor) or a teaching assistant (TA). This requirement is designed to help students gain experience teaching courses in a business school setting. In addition, this teaching offsets the financial costs of the doctoral program; therefore, although you will be paid to teach other courses, you will not necessarily be paid additional wages to teach this one full semester course in your fourth year.

To officially pass this hurdle, the TCE (Teacher course evaluations) report will be evaluated by the graduate director/student advisor.
Appendix A
Management & Organizations – Ph.D. Student Travel Grant Request

Policy on graduate student funding:

- Along with a Management & Organizations Travel Grant Request, you are required to apply for a travel grant through the GPSC.
- All students receive $500 in funding for travel and other research-related expenses per fiscal year, July 1 – June 30. (However, first year students will be allocated $1,000 for these expenses.) Any unused funds as of June 30 each year are forfeited as funds do not roll-over year to year.
- Students will be eligible for up to an additional $750 if they are presenting a paper at a conference related to the field of management.
  - This can be a formal presentation or a paper session
  - Authorship does not influence funding (i.e., can be fourth author and receive funding as long as he or she is presenting the paper)
  - Only one graduate student is eligible per paper
- Students will be eligible for up to an additional $1,000 if they are presenting two papers at two separate conferences.
- Students who are not presenting a paper at a conference can still apply for the additional $750 in funding if the student feels there are special circumstances that require their attendance (e.g., attending a doctoral seminar).

Name: __________________________ Date: ______________

Amount requested: $_________ Additional funding applied for/received: $_________ / $_________
(example: GPSC)

Conference Information

Organization name and/or Conference title:
__________________________________________________________

Dates of conference: _____________________ City of conference: ______________________

Information being Presented or Title of paper:
________________________________________________________________________

Co-Authors: ____________________________________________________________________

Who will be presenting this paper: ________________________________________________

Please forward this request to the M&O Ph.D. Program Faculty Director

Approved         Denied          (circle one)

Name: __________________________ Date: ______________

Once signed, please forward to Brandie Cudney.

* * * * * * * * * * * * * * * * * To be completed by Department * * * * * * * * * * * * *

Approved: _______________________ Travel Authorization Number: _________________
Appendix B

THE UNIVERSITY OF ARIZONA
DEPARTMENT OF MANAGEMENT AND ORGANIZATIONS

The following faculty members agree to serve on the *Master’s Project Committee* for:

<table>
<thead>
<tr>
<th>Advisor - Name</th>
<th>Signature</th>
<th>Date: ________________</th>
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*Once all signatures have been collected, please submit to Lauren.*
Appendix C

THE UNIVERSITY OF ARIZONA
DEPARTMENT OF MANAGEMENT AND ORGANIZATIONS

As members of the Master’s Project Committee, we certify that we have read the *Master’s Project Proposal* prepared by:

________________________________________________________________________

Titled:

________________________________________________________________________

and recommend that it be accepted as fulfilling the Master’s Project proposal requirement in the Department of Management and Organizations.

Advisor - Name ___________________________ Signature ___________ Date: ________________

Committee Member – Name ___________________________ Signature ___________ Date: ________________

Committee Member – Name ___________________________ Signature ___________ Date: ________________

*Once all signatures have been collected, please submit to Lauren.*
Appendix D
THE UNIVERSITY OF ARIZONA
DEPARTMENT OF MANAGEMENT AND ORGANIZATIONS

As members of the Master’s Project Committee, we certify that we accept the deadline extension for the Master’s Project prepared by:

______________________________

Titled:

______________________________

and expect to read the manuscript two weeks prior to the new deadline of ________________.

______________________________  ________________________________  Date: ________________
Advisor - Name  Signature

______________________________  ________________________________  Date: ________________
Committee Member – Name  Signature

______________________________  ________________________________  Date: ________________
Committee Member – Name  Signature

Once all signatures have been collected, please submit to Lauren.
Appendix E

THE UNIVERSITY OF ARIZONA
DEPARTMENT OF MANAGEMENT AND ORGANIZATIONS

As members of the Master’s Project Committee, we certify that we have read the completed Master’s Project prepared by:

____________________________________________

Titled:

____________________________________________

and recommend that it be accepted as fulfilling the Master’s Project defense requirement in the Department of Management and Organizations.

Advisor - Name ____________________________ Signature ____________________________ Date: ______________

Committee Member – Name __________________ Signature ____________________________ Date: ______________

Committee Member – Name __________________ Signature ____________________________ Date: ______________

Once all signatures have been collected, please submit to Lauren.
Appendix F

THE UNIVERSITY OF ARIZONA
DEPARTMENT OF MANAGEMENT AND ORGANIZATIONS

As members of the Dissertation Committee, we certify that we have read the Dissertation Proposal prepared by:


Titled:


and recommend that it be accepted as fulfilling the Dissertation proposal requirement in the Department of Management and Organizations.

Advisor - Name
Signature
Date: ______________

Committee Member – Name
Signature
Date: ______________

Committee Member – Name
Signature
Date: ______________

Once all signatures have been collected, please submit to Lauren.