**University of Southern California**

**Marshall School of Business**

**Ph.D. Program**

# MOR-790 RESEARCH - POLICIES AND PROCEDURES

MOR-790 Research is designed to provide the student with an opportunity to pursue research above that required to complete a course. MOR-790 may not be substituted for GSBA-794abcdz Doctoral Dissertation. Examples of projects appropriate for the MOR-790 course designation include (but may not be limited to):

* Research inspired by the content of a course, but not required to complete the course.
* Augmentation of research for a course for purposes of submission to a conference or journal publication.
* Research for purposes of preparing an article for publication prior to completion of the Dissertation.

The research must be conducted under the direct supervision of a full-time tenure track faculty member. The course is offered under the general supervision of the Ph.D. Committee Chair of the Marshall Ph.D. Program. Units are assigned by the faculty member on a variable basis depending upon the nature of the research. Units may be adjusted by the Ph.D. Committee Chair to ensure equity across academic departments. The following constitutes one semester unit value:

**One semester unit value should represent three hours of work (in class and outside) per week for 15 weeks a semester.**

1. Students must have a graduate GPA of 3.5 or better in order to register for MOR-790. All first year students must take MOR-790 during their first semester. However, you can opt out of this requirement with the approval of the MOR Faculty Department Coordinator. (For 2015-16, that is Dr. Kyle Mayer.)
2. MOR-790 is not available for research for which the student is being paid. For example, projects completed in the course of employment as a graduate assistant are not acceptable. The projects must be in addition to the Graduate Assistantship. The proposal must clearly define the difference between the 790 assignment and the paid RA assignment.
3. MOR-790 must be taken on a credit/no credit basis and will not count toward the student’s grade point average.
4. To enroll the student must (a) complete the application form on the next page of this document and (b) attach a proposal. The problem statement, methodology, resource materials, measurement instruments and expected results are to be documented *before* the proposal and application are submitted to the supervising professor. **It is the student’s responsibility to obtain the appropriate signatures from the supervising professor and the departmental Ph.D. Faculty Coordinator. The signed application must be submitted to the Marshall Ph.D. Program office at least one week prior to the last day to add and drop.**
5. The student should retain a copy of the 790 application and proposal and send a copy of both documents to the supervising faculty member. The original copy of the completed application form and the proposal should be delivered to the Marshall Ph.D. Program office.
6. Final paper/project must be delivered to the supervising faculty member as agreed but no later than the last class day of the applicable semester.

**MOR-790 RESEARCH APPLICATION**

Name: Student ID #:

Telephone #: Fax #: E-Mail Address:

## PROPOSAL

Attach to this application a proposal which addresses the following:

1. *State the study problem/objectives*
2. *Demonstrate that this research cannot be accomplished through existing, regularly scheduled classes.*
3. *Name two or three secondary sources that relate most clearly to your topic (Author and Title)*
4. *Methodology. (Include sources, facilities, survey method and number of people to be contacted, and general plan for study.)*
5. *Expected results. (Include format for final report.)*

## DATA VERIFICATION: Term of Admission: \_\_\_\_\_\_\_\_\_\_\_\_ Current Graduate GPA \_\_\_\_\_\_\_\_\_\_

## REGISTRATION INFORMATION

I understand that if this proposal is approved, I will be issued a “D clearance” for the number of unis identified below. I will then be responsible for completing the registration process prior to the semester drop/add deadline.

Semester: Year: Section #:

****

## \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Signature Date**

**APPROVALS**

Supervising Faculty: **** Number of Units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name

 Signature Department Date

Department Chair: Signature Department Date

**\*\*\* FOR OFFICE USE ONLY (Do not write inside this box.) \*\*\***

Received on Date: / / at Time: AM / PM By Staff Member:

D Clearance Entered by: on Date: / / Notes:

Confirmed via: by: at Time: AM / PM on Date: / /