



MARKETING
DEPARTMENT

PHD STUDENT MANUAL

2022-2023

MARKETING DEPARTMENT

The purpose of this PhD Manual is to provide guidance to the department's PhD students and faculty regarding *Marketing Department specific* policies and procedures.

This manual is not intended to cover all the policies, procedures, and resources at the University and students should familiarize themselves with them by going directly to the documents and information posted by the University of Pennsylvania and the Wharton Doctoral Program Office on their websites. Since it can sometimes be a challenge to navigate to the appropriate website, we have included links to some of the more commonly used web pages, and to information that we feel is important for students. Since information posted by other university departments may be updated more frequently than this manual, the information on their websites may supersede what is contained here.

A copy of this manual is also posted on the Marketing Department website, so that you can conveniently reference it when needed. Please look for the link in the right hand panel under "Advising and Registration" on the PhD program page of the department's website. <https://marketing.wharton.upenn.edu/phd-program-advising-registration/>.

FIRST YEARS



Ruiqi Lin



Feiyi Wang *



WHARTON
Marketing
Department
Doctoral Students

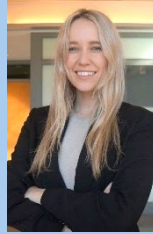
SECOND YEARS



Anna (Ran) Gao



Anya Schetkina



Ekaterina Goncharova *



Yubo Zhou *

THIRD YEARS



Rachele Ciulli



Jiani Xue



Hangchen Zhao

FOURTH YEARS



Shannon Duncan



Henrique
Laurino Dos Santos



Siyuan Yin



Yihao Yuan

FIFTH YEARS



Mingyung Kim



Andrew
Morningstar



Yu Zhao



Ada Aka*

* Joint Marketing and Psychology Degree Program students with offices in the Psychology department

MARKETING DEPARTMENT PHD STUDENT MANUAL

TABLE OF CONTENTS

University Websites and Resources

Wharton Doctoral Program Office	5
Wharton Behavioral Lab	5
University Quick Links	5

Department Information

<i>Suite and Department Operation</i>	5
Department Personnel	5
• Faculty	5
• Staff	5
• Doctoral Students	5
• Postdoctoral Researchers	5
Campus Mail and UPS, FedEx and DHL Shipping	6
Copy Machine and Supplies	6
Business Cards	6
Technology and Computing	6
Acceptable Use Policy	6
Technical Support	6
Personal Web Page Editing for PhD Students and Postdoctoral Researchers	7
Conference Room Usage and Keys	7
Payroll and Other Financial Matters	7
Flextime and Flexplace	8
Calendars	8
Colloquia/Seminars	8
Marketing Department Colloquia	8
Decisions Processes Colloquia	8
Other Colloquia Series	8
Travel and Entertainment Expense Processing	8
<i>Student Responsibilities</i>	10
Familiarity with Policies and Degree Requirements	10
Immunization and Student Health Insurance Compliance	10
Remaining in Good Standing	10
Teacher Development Program	11
Annual Student Progress Report	11
Completion of Forms	11
<i>Student Benefits</i>	12
Research Fellowships for PhD Students	12
Grant Opportunities	13
Family Grants for PhD Students with Families	13
Insurance Subsidies and Grants	13

Graduate Emergency Fund	13
Funding for Student Groups	13
Marketing Department Travel/Research Stipends	13
Doctoral Office Travel Awards	13
Center Grants	14
Other PhD Funding Sources	14
Consortia Attendance	15
AMA Doctoral Consortium	15
Other Doctoral Consortia	15
Faculty Mentors	15
Social Activity Budget	16
Job Market Resources	16
Assistance with Job Application Materials – Letters of Recommendation	16
Student Health Coverage	19

Doctoral Program Requirements

<i>Program Objectives</i>	20
<i>Degree Requirements for Marketing</i>	20
Candidacy Requirements	20
Coursework	21
<u>Major Field Course</u>	21
<u>Basic Course</u>	22
<u>Course in a Related Field</u>	22
Independent Study	22
Transfer Credits	23
Course Load Limit	23
Auditing Courses	23
Course Sequence	23
Candidacy Examination	24
First Year Paper	25
Second Year Paper	25
Dissertation	26
Applying for Dissertation Status	26
Dissertation Process	27

Master’s Degree in Marketing

Marketing Department Requirements	28
---	----

APPENDICES

Questions in On-line annual Student Progress Report
Independent Study Course Form and Faculty Section Numbers
Marketing Department Doctoral Student - Proctor Time Sheet
Requirements for the Joint Doctoral Degree in Marketing and Psychology

UNIVERSITY WEBSITES AND RESOURCES

WHARTON DOCTORAL PROGRAM OFFICE

The Wharton Doctoral Program Office is located on the ground floor of Steinberg Dietrich Hall near Joe's Café. The main telephone number is 215-898-4877 and their public website is: <https://doctoral.wharton.upenn.edu/>

They also maintain a website called “**Doctoral inside**” <http://doctoral-inside.wharton.upenn.edu/> for all current Wharton PhD students that contains a wealth of information. Save this to your favorites and consult it often. Updates about information important to Wharton Doctoral Students are posted here regularly. There is also a “Welcome Incoming Wharton Doctoral Program Students” page: <https://doctoral.wharton.upenn.edu/welcome-incoming-wharton-doctoral-programs-students/> helpful for new students even before they arrive on campus.

Staff Contacts:

- Maggie (Marjorie) Saia
msaia@wharton.upenn.edu (215) 898-4878
- Gidget M. Murray (Associate Director)
gmurray@wharton.upenn.edu (215) 898-2619

Wharton Doctoral Programs Office
University of Pennsylvania
Suite 430 Steinberg Hall-Dietrich Hall
3620 Locust Walk
Philadelphia, PA 19104-6302

Office Location:

WHARTON BEHAVIORAL LAB

The [Wharton Behavioral Laboratory](#) (WBL) provides a variety of services that support data collection for behavioral research on business-related topics. The primary goal is to enhance the research productivity of Wharton faculty by minimizing the operational costs, both time and money, of conducting research. The primary services provided are maintaining and updating facilities, participant pools, and staffing for a state-of-the-art experimental research laboratory that will be a shared asset for all faculty and students doing behavioral research. It should contribute to Wharton's reputation for excellence in academic research and enhance our ability to attract and retain the very best scholars.

Please visit the WBL's Website: <https://wbl.wharton.upenn.edu/> and go to <https://bhlab.wharton.upenn.edu/> to set up an account, and login once you have an account. If you have questions, you can contact the bhlab staff at <https://bhlab.wharton.upenn.edu/Home/Contact>.

All users must have Institutional Review Board approval to run studies at the Behavioral Lab. (IRB submissions page <https://irb.upenn.edu/>)

UNIVERSITY QUICK LINKS

Some commonly used websites:

Doctoral Inside <https://doctoral-inside.wharton.upenn.edu/>

Path@Penn <https://courses.upenn.edu/>

Path@Penn Support <https://srfs.upenn.edu/path-at-penn>

Grad Center at Penn <https://gsc.upenn.edu/>

A unit of the Office of the Vice Provost for Education, the Graduate Student Center is a central hub for resources, activities, support, and advocacy for all graduate and professional students at Penn.

Incoming Student Site <https://doctoral.wharton.upenn.edu/welcome-incoming-wharton-doctoral-programs-students/>

Wharton Inside <http://inside.wharton.upenn.edu/>

For links to various Wharton pages, tools, and directories use this page as a starting point. If you plan to teach a course while here, the Faculty Tools link will be very helpful.

Campus Express <https://prod.campusexpress.upenn.edu/>

Penn Portal https://portal.apps.upenn.edu/penn_portal/portal.php
A university gateway site, which you can customize. Provides links to services available throughout the University

My Wharton <https://mywharton.wharton.upenn.edu/>

Academic Rules for PhD Programs <https://catalog.upenn.edu/pennbook/academic-rules-phd/>

DEPARTMENT INFORMATION

SUITE AND DEPARTMENT OPERATION

DEPARTMENT PERSONNEL

Office contact information and e-mails are posted on the department's webpage

<https://marketing.wharton.upenn.edu/contact-us/>.

- FACULTY

A complete list of the Marketing faculty appointed for all or part of the current academic year (which runs from July 1 to June 30) is posted on the department's website: <https://marketing.wharton.upenn.edu/faculty/faculty-list/>.

- STAFF

A complete list of the Marketing department staff and research center staff is posted on the department's website: <https://marketing.wharton.upenn.edu/contactus/staff/>.

The staff positions that you will most likely interact with the most are the Business Manager (Dan Lynam benefits, HR questions), the Fiscal Coordinator assigned to you (Julie Lav or Dee Lingham-Johnson - payroll, travel reimbursements), the PhD Administrative Coordinator (Karen Ressler - course registration, job market letters, program questions), the Administrative Coordinators who support the colloquia series (Heather Lindfors and Beth McCarthy - appointments with speakers), and the administrative assistant at the front desk in suite lobby area (Rose Le - office maintenance issues, UPS, clerical help). Staff turnover occurs periodically, so the names above may change. Be sure to check the website

- DOCTORAL STUDENTS

Each student assigned administratively to the Marketing Department, has their own webpage on the department's website, which allows students to post not only their contact information, but research interests, papers, publications and awards. <https://marketing.wharton.upenn.edu/contact-us/phdstudentscontact/> Please note that the students in the joint program with the Psychology program *who are assigned administratively* to the Psychology department will have a web page provided by Psychology Department.

- POSTDOCTORAL RESEARCHERS

Contact information and links to the home pages of the Post-doctoral researchers associated with the Marketing Department can be found at <https://marketing.wharton.upenn.edu/postdoctoral-fellows/>.

CAMPUS MAIL AND UPS, FEDEX AND DHL SHIPPING

Mail is dropped off at and picked up from the building's mailroom once or twice each day. Outside mail as well as internal correspondence is placed in the student's mail slots located in the hallway near the cubicles on the south side of the Marketing Suite. Posted letters to be mailed can be left in the white mail bin on a cart which is usually kept just outside JMHH 713 (the "copy room"). Please see the Department's Administrative Assistant at the front desk if you have any questions about the mail or to make special arrangements for packages. You can also get additional information about Penn mail services at www.upenn.edu/mail/. The department uses eship@Penn.

COPY MACHINE AND SUPPLIES

There are several printers throughout the suite that your computer can be mapped to. The large color printer/photocopy/scanner machines are located in JMHH 713. (Called "Pluto" and "Hope"). Other printers (called Pusan and Seoul) are located near the PhD Cubicles. Students will be given a copy code to use for printing from their computers, which is the same code that should be used when making copies in the copy room. Large printing jobs, such as papers for job market packets or class handouts, if you are teaching a class, can be sent out to Campus Copy so as to not overtax the machines. If you need help in ordering copies or with custom jobs such as banners or posters, contact the administrative assistant at the front desk. General office supplies for use in the office are also stored in the copy room, in the cabinet and drawers to the left as you enter the room.

BUSINESS CARDS

Wharton doctoral students are permitted to purchase academic program business cards only through an approved vendor that uses University approved templates. At present the only authorized printer for Wharton stationery is Maximum Graphics. See <https://printing.wharton.upenn.edu/>. The correct card layout, as well as signature format for correspondence can be found at <https://standards.wharton.upenn.edu/student-correspondence-academic-cards/>.

TECHNOLOGY AND COMPUTING

ACCEPTABLE USE POLICY

It is the responsibility of Doctoral Students to make themselves aware of the University's Acceptable Use Policy regarding University owned hardware and software, which is located at the following link: <https://catalog.upenn.edu/pennbook/policy-acceptable-use-electronic-resources/>

TECHNICAL SUPPORT

Any requests for support from the Wharton IT staff needs to be submitted in an e-mail to: mktg-itstaff@wharton.upenn.edu. All requests are entered into a tracking system from this address. Individual e-mails to IT staff members are discouraged for this initial request, since it won't get in the tracking system, and may not be answered promptly if the staff member is out of the office or on vacation.

Office hours for the computing staff are generally the same as for the department at large, which are Monday Through Friday from 9:00 am to 5:00 pm. The goal of the IT Staff is to provide time for support of larger teaching and research projects while maintaining a superior level of individual service to faculty and staff members. During office hours, staff will be available for any and all computing issues, but emergency service will receive top priority.

Other helpful computer support information can be found on the Wharton Student Computing website: <https://computing.wharton.upenn.edu/>.

PERSONAL WEB PAGE EDITING FOR PHD STUDENTS AND POSTDOCTORAL RESEARCHERS

PhD students and Postdoctoral researchers, administratively assigned to the Marketing Department, are provided with their own homepages on the department's website, which are similar in appearance to the faculty homepages. Links to individual student pages can be found on the Current Doctoral Student Page: <https://marketing.wharton.upenn.edu/contact-us/phdstudentscontact/> and the Postdoctoral Researchers page: <https://marketing.wharton.upenn.edu/postdoctoral-fellows/>. Students and Postdocs can edit their own pages online going to <https://faculty.wharton.upenn.edu/cms-login> and logging in with your Penn Key.

There is a page on the Wharton Marketing Communications (Marcomm) website that explains how to edit the various parts of your webpage. <https://marcomm.wharton.upenn.edu/wharton-faculty-platform/wharton-faculty-platform-getting-started/>. The PhD Administrative Coordinator will post a basic profile for new students as they arrive on campus once they have a Penn ID and are added to the Wharton system. Students should review and revise this initial information and should also periodically update information or add publications and awards as needed. This is especially important for students who are on the job market, since potential employers will most likely visit the website. To gauge what to post or the style of the information posted, it is helpful to check one of the more senior student's pages.

CONFERENCE ROOM USAGE AND KEYS

Students wishing to use the department seminar and conference rooms, JMHH 757 (aka small) and JMHH 741 (aka large), such as for making practice presentations, can check with the administrative assistant at the front desk to make a reservation to use a room. PhD Courses and Speaker seminars take priority over all other requests to use these rooms. To see if a conference room is already booked visit <https://whartonmarketing.skedda.com/booking>. Once you have made a reservation, you will be able to see your time blocked out online.

Students are issued a key to their office cubicle, to use during their time with the department. All keys to shared department rooms, as well as a master key, are kept with the administrative assistant. If a conference room is locked, or you forget your cubicle key please, see the administrative assistant to help you.

PAYROLL AND OTHER FINANCIAL MATTERS

Doctoral students receive their checks on the last working day of the month. Direct Deposit is the preferred method of distribution. Students may view their deposit/payroll information at https://portal.apps.upenn.edu/penn_portal/u@penn.php. A Penn Key is needed to access the site. (Check with the department's Business Manager if you have any Penn Key questions.)

If you perform extra short term work as a **grader or exam proctor**, please make sure that you turn in a **time sheet**, signed by the faculty member, with the specific course information and hours worked by the end of the month when you performed the work. The faculty member must also supply a letter (it can be in an e-mail) to you describing the type of work you are performing, and the dates involved. If you are working as a **Teaching Assistant**, you do not have to hand in a time sheet, but the requirements that the faculty member you are working for provides a letter describing your work responsibilities is the same. If the nature of the work changes (such as grading for a different course in a different semester) then a new letter will be needed.

Your financial support letter provides additional information/guidelines on these matters. If you receive bills from the registrar which reflect a balance, please see the department's Fiscal Coordinator immediately.

FLEXTIME AND FLEXPLACE

The University of Pennsylvania under certain circumstances offers Flextime and Flexplace to its staff. (Flextime is defined as flexibility in start and end of the workday, and Flexplace allows an employee to work from his/her home during a portion of the workweek.) Please be aware that individual staff schedules may vary throughout the year. Staff-related inquiries should be directed to Daniel Lynam, Business Manager, dlynam@wharton.upenn.edu.

CALENDARS

There are links to key university related calendars posted on the department's website <https://marketing.wharton.upenn.edu/events/calendars/>. The registrar's office posts academic calendars three years out. The Wharton MBA calendar (that include the start and end dates of the quarter long MBA "mini courses") are published annually. Note that the MBA mini session dates are NOT the same as the undergrad and PhD half semester courses, as the MBA term length is shorter than the UPenn academic calendar.

COLLOQUIA/SEMINARS

All Marketing doctoral students, except those on the job market, are required to attend, and be active participants in the colloquia/seminars offered by the department.

MARKETING DEPARTMENT COLLOQUIA

The Department colloquia series which runs throughout the year and includes job talks in the fall. You will receive schedules and notices for each series and are required to attend. They are generally held on Thursdays but may be held on a different day to accommodate a guest speaker's schedule. A link to the Colloquia schedule is on the Department's website: <https://marketing.wharton.upenn.edu/events/>

DECISIONS PROCESSES COLLOQUIA

The Decision Processes Colloquia series is coordinated by the Marketing and Operations and Information and Decisions (OIDD) faculty. These are typically scheduled on Monday from 12-1:30 pm and lunch is provided. A link to the DP Colloquia schedule is on the Department's website: <https://marketing.wharton.upenn.edu/events/>

OTHER COLLOQUIA SERIES

Announcements about other departments' seminars or colloquia are sometimes posted on the department bulletin board in the coffee room. You may also wish to subscribe to the Research Seminar Bulletin to receive email notices about other seminars you may want to attend.

To subscribe, you will need to sign on with your PennKey to Wharton Inside. <https://inside.wharton.upenn.edu/> Click on the link to "Manage Your Mailing Lists". Choose the *Find a Wharton List* link on the page. Search for the "wharton-research-seminars" mailing list. Click the Subscribe link.

TRAVEL AND ENTERTAINMENT EXPENSE PROCESSING

It is an IRS requirement that the University retain, for a designated period of time, all documentation supporting requests for reimbursement relating to travel and entertainment. Individuals traveling and or entertaining on official University business are required to submit original itemized receipts showing proof of payment for all travel and/or entertainment related expenses.

For your information, the complete travel and entertainment policy is available at <http://cms.business-services.upenn.edu/penntavel/policies.html>

The link to Penn Travel Services website is: <http://cms.business-services.upenn.edu/penntavel/index.php>

Reimbursement Process

Students should seek pre-approval from their advisor and/or PhD faculty coordinator before incurring travel and related expenses. Please refer to the section “Student Benefits” for guidelines on acceptable use of annual travel/research stipends.

The university uses an online, travel and expense management system (Concur TEM) for all faculty, staff, and student reimbursements. Your assigned financial coordinator will assist in setting you up in the system. Access for ongoing use is possible with your Wharton username and PennKey by visiting: <http://cms.business-services.upenn.edu/penntavel/expense-report.html>.

First-time users are encouraged to review the various training materials and documentation provided on the website. It is also suggested that you add “@concurolutions.com” to your Safe Senders list, so notifications from the system are not accidentally sent to your junk mail.

Basic procedure:

The doctoral student submits original, itemized receipts showing proof of payment, along with any additional required documentation, to their assigned Fiscal Coordinator.

Please specify where the reimbursement/travel will be charged. Example: Research budgets, outside funding, faculty research budgets, etc.

Receipts are reviewed, and your expense report will be entered into Concur by the Fiscal Coordinator, who will communicate with you through the online system to obtain your signature on the report. Ultimately, the department Business Manager will obtain additional approval signatures as needed before processing for payment.

Please note the Concur system allows for individual loading of expenses and receipts by the employee. You may want to choose this option for initiating your expense report. Once approved by all parties, payment is generated automatically by the university.

Email all inquiries regarding reimbursements, tuition, tech, and general fees to a fiscal coordinator. Response time is generally 24-48 hours.

For specific information on the following topics, please view the Travel Procedures document posted on: <http://cms.business-services.upenn.edu/penntavel/policies/travel-policies.html>.

- Acceptable receipts
- Procedures for providing receipts in a Foreign Currency
- How to properly attach receipts
- Procedure for Partial Reimbursement (if an expense is being paid by more than one university or entity)
- Procedures for Missing or Lost Receipts

STUDENT RESPONSIBILITIES

FAMILIARITY WITH POLICIES AND DEGREE REQUIREMENTS

Students are expected to take the initiative to become familiar with the Department, [Wharton Doctoral Program Office](#) and [University](#) and policies and procedures that apply to them, as well as program requirements and deadlines. University staff expend a great deal of effort posting and updating information online, and sending out new program details via email as it becomes available. Students should bookmark key websites for reference and read their Wharton email regularly, and make sure they attend any in-person orientations when offered. There is a list of useful links on the [Incoming Wharton Doctoral Students](#) page as well in this manual.

When you have a question, it may be tempting to just ask another student, or staff or faculty, rather than taking the time to look it up yourself. Keep in mind that these folks are often spread thin doing other tasks. While they are certainly available for advice and support, make an effort to check the website or manual first for routine matters. For example, you should not be asking your faculty advisor for readily available information - like when the course add deadline is – when it posted several places on the Penn and Wharton websites and you receive an email reminder from the Doctoral Program office about it.

Keep in mind that when you seek information from others rather than going to the source documents/website, you run the risk of it being inaccurate. Information can and does change from year to year and what may have applied to students who entered the program a few years ago, could now be obsolete.

IMMUNIZATION AND STUDENT HEALTH INSURANCE COMPLIANCE

The University of Pennsylvania requires students to meet certain health requirements, including carrying adequate health insurance coverage and immunization against diseases. Failure to meet the requirements will result in denial of student registration privileges. Immunization and insurance information can be completed by students using online forms. Use this link to find out more information regarding the specific requirements and who is subject to them. <https://wellness.upenn.edu/psipinsurance>

REMAINING IN GOOD STANDING

Criteria essential to being considered in good standing include:

- Participation in the Department Colloquia
- Maintaining a B+ average and making satisfactory progress in their studies. A typical course load is four courses per semester.
- Third Year Funding: Timely Completion of First Year and Second year papers
- Third and Fourth Year Funding: At the end of the third **and subsequent years** each student needs to have a faculty member summarize the student's progress and prospects with the doctoral committee. It's up to the student whether to ask his/her advisor or someone else, and work with that faculty member to make a strong case on his/her behalf. To facilitate this, the student will complete the status reports required by the Doctoral Program Office. Based on these reports, the PhD Committee (or a funding sub-committee) will determine whether or not the student is "in good standing" and thus, whether or not the student's funding will be continued for the following year. At the minimum, the committee wants to ensure that each student is in "good standing" in order to receive continued funding; at the same time, we want to raise the bar and assess whether the student has a realistic chance of getting a job at a top school.
- Fifth Year Funding: In order to obtain fifth year funding, our students must be in good standing and have defended their dissertation proposal prior to May 15 of their fourth year. In addition, the process described

in the bullet point above will be required. Our intention will be to provide fifth year funding for all students who meet these criteria.

TEACHER DEVELOPMENT PROGRAM

The following information has been taken from the Doctoral Program's Policies and Procedures. Please consult their manual posted on the <http://doctoral-inside.wharton.upenn.edu/> website for any updates to this policy.

All PhD candidates in the Marketing Wharton Doctoral Programs are required to participate in the four-module Teacher Development Program (TDP).

TDP is a four-module workshop and has the focus to enable doctoral students to improve their presentation skills, with the intent of improving academic job placement. In particular, most students will use TDP to help improve their academic job talks when going on the job market.

Doctoral candidates are encouraged to participate in the four-module workshop in their third year or later, but in some cases departments may wish for second year students to take it. Occasionally, waivers for the four-module workshop may be granted by a given department's doctoral coordinator under the following conditions:

- Significant prior college-level teaching experience (does not include current TA experience)
- Recognized teaching awards
- College-level education courses
- Verification of completing the TA training held through the [Center for Teaching and Learning](#) (you will still need to complete one-time session on effective lecturing)

These waivers will be granted by individual departments. The department waiver, if given, must be registered in writing with the Wharton Doctoral Office.

ANNUAL STUDENT PROGRESS REPORT

Each year, toward the end of the spring semester, the Doctoral Program Office will ask every student to complete a **Student Progress Report** online. The student provides answers to a series of questions, a current CV, and links to papers. The PhD Coordinator will access the materials submitted by the student and provide a review to the student through the online system by June 30th.

COMPLETION OF FORMS

The Doctoral Program Office has a series of forms that need to be completed at various points during the program. Some of the forms need to be completed online using Penn Graduate Forms. It is the student's responsibility to be aware of these forms and submit them at the appropriate time.

The documents listed below are all hyperlinked on the Doctoral Program office website. <https://doctoral-inside.wharton.upenn.edu/forms/>. They are listed here as a convenience so you can quickly identify the titles of the forms. When it comes time for you to submit any of these forms, you should refer to the Doctoral Inside website to be sure you are using the latest version of the form.

Miscellaneous forms (as applicable)

- Request for Leave of Absence
- Request for Return from Leave of Absence
- Independent Study Course Approval Form (MKTG 9990 __ __)
- Maternity/Paternity Extended Funding Request Form

- Students on the Job Market Form
- August Graduates Approval Form for May Commencement Participation

Dissertation Committee Forms

- Dissertation Committee Formation (Penn Graduate Forms)
- Request for Change of Committee Members (PDF)
- Rules for Dissertation Committee Member Roles

Proposal Defense Forms

- Proposal Notification
- Defense Announcement Sample
- Proposal Defense Certification (PDF)

Final Defense Forms

- Defense Announcement Sample
- Example Title Page
- Example Title Page TWO Supervisors
- Final Defense Notification (PDF)

Master's Degree forms

(can be found on <https://doctoral-inside.wharton.upenn.edu/masters-degree-requirements/>)

- Certification of Research Paper Acceptable for Master

Students should completely fill out the forms and obtain necessary signatures *prior* to submitting them to the Wharton Doctoral Program Office for action or the Vice Dean's signature. Take note of the due date stated on some of the forms, as many must be submitted several weeks in advance.

The Marketing Department has one form exclusive to the department that you may need. It is included in the Appendices of this manual:

- Marketing Department Doctoral Student/Procter Time Sheet.

STUDENT BENEFITS

RESEARCH FELLOWSHIPS FOR PHD STUDENTS

Entering PhD students are awarded Research fellowships which include:

- An academic year stipend (fellowship). Subject to academic performance, this fellowship will be available for five years.
- Payment of University of Pennsylvania tuition and fees.
- Annual health coverage through the University of Pennsylvania group plan
- An annual budget (for five years) to be used for travel and research.

This is a five year award with its continuation beyond the first year contingent upon the student remaining in good standing in the program. The Department's PhD Committee (or a funding sub-committee) will meet each year to determine whether or not a student is "in good standing" and thus, whether or not the student's funding will be continued for the following year. Please see the Student Responsibilities section of this manual for the specific criteria that must be met to remain in good standing.

This financial offer does not require any research assistant or teaching assistant responsibilities. We anticipate that you will begin research projects with the faculty here as soon as you arrive, based upon your shared interests with our standing faculty. Teaching opportunities will be made available to you toward the end of your program (for

additional compensation), and compensation will be competitive with the market at the time. All paid teaching and research opportunities that become available to you must be approved prior to commitment by the department doctoral chairperson, your dissertation advisor, and the department business administrator.

GRANT OPPORTUNITIES

FAMILY GRANTS FOR PHD STUDENTS WITH FAMILIES

[Family Grants](#) are available to help to offset the cost of childcare and other expenses for PhD students with children.

INSURANCE SUBSIDIES AND GRANTS

- [Health Insurance Grant](#) helps to offset the cost of health insurance for PhD students who are no longer funded by their departments.
- [Dental Insurance Reimbursement](#) subsidizes of the cost of [Penn Dental insurance](#) for all PhD students.

GRADUATE EMERGENCY FUND

The Graduate Emergency Fund provides grants to assist currently enrolled graduate and professional students with urgent financial needs and unanticipated, one-time expenses. See <https://gsc.upenn.edu/grad-emergency-grant>

FUNDING FOR STUDENT GROUPS

See links to a variety of resources at <https://gsc.upenn.edu/resources/graduate-student-groups#groupresources>

MARKETING DEPARTMENT TRAVEL/RESEARCH STIPENDS

The Marketing Department encourages PhD students to present at major academic conferences. Therefore, all students receive an annual travel/research allowance of \$1,000. This does not carry over into subsequent years and, therefore, should be managed prudently. In addition, students might periodically apply for, and may be awarded, travel/research grants from other centers or programs within Wharton.

Students must receive pre-approval from their individual faculty advisor and the department's PhD coordinator for all conference travel paid for with university funds.

All travel arrangements must be made in accordance with the University of Pennsylvania travel policy. The department will pay for coach air fare, conference registration, hotel, and other University-allowable expenses. Please follow the guidelines in the section on Travel/Entertainment Expense Reimbursement when submitting your requests for payment.

DOCTORAL OFFICE TRAVEL AWARDS

Please visit: <http://doctoral-inside.wharton.upenn.edu/travel-grant-funding/> for any updates to the information shown below:

We are pleased to be able offer the George James Term Fund for the Wharton Doctoral Program to assist Wharton Ph.D. students for travel and research. The Wharton Doctoral Programs distributes individual travel awards to defray the cost of *qualified* travel expenses for graduate students *presenting their research at academic conferences and meetings.*

This funding applies to TRAVEL only (e.g. Registration fees, transportation and lodging) and may not be used for purchase of related books or materials or meals. Proposals for the presentation of student's own research at conferences will be given priority.

**First Year students are not eligible for Doctoral Office Travel funding.*

**Students may not submit more than one Travel Award request per year. (July 1 - June 30)*

Grants will be awarded with amounts up to a MAXIMUM of \$500 for Domestic or \$750 International travel per trip. Preference is given to students who have not received prior travel awards. Students will be limited a total of 2 travel awards over the course of their studies due to the increased volume of travel award applications. If you have received 2 travel awards from the Doctoral Programs Office in the past, you will no longer be eligible to apply for a travel award.

George James Travel Award Application Requirements:

- 1) Application for Wharton Doctoral Office Travel funding. (Students should submit a brief proposal prior to the term in which they are planning to travel.)
 - 2) An email will be sent to the faculty person from whom you are requesting your travel award recommendation. An application will not be considered complete without the faculty recommendation.
- Deadlines (Deadline dates are firm):

Conference Travel	Apply By	Decisions Made
January 1-March 31	December 10	December 15
April 1-June 30	March 15	March 22
July 1-September 30	June 15	June 22
October 1-December 31	September 15	September 22

Applications received after the deadline date will not be reviewed. Students will be notified no earlier than the decision dates listed above. If you are awarded a travel award, please submit receipts for reimbursement **after** you return from your conference. All Penn students and faculty are required to use the Penn travel registry to register international travel conducted for Penn business or academics: <https://global.upenn.edu/travel-guidance/register-your-trip>.

CENTER GRANTS

Wharton School research centers may offer grants from time to time. Doctoral students are encouraged to apply for these grants to apply towards their research and conference travel funding. These grants have specific terms and conditions which must be adhered to in order to be funded. Links to the various Research Centers can be found at <https://www.wharton.upenn.edu/research-centers/>.

OTHER PHD FUNDING SOURCES

The Wharton Doctoral Program Office maintains a webpage that lists a variety of PhD student funding sources. Please check the links that are provided on this website <https://doctoral-inside.wharton.upenn.edu/funding/> for information.

CONSORTIA ATTENDANCE

AMA DOCTORAL CONSORTIUM

Eligibility: Any Penn PhD student who (a) has completed all PhD requirements except for the dissertation proposal and defense, and (b) is nominated by their dissertation (co-)advisor, who must be on the standing faculty in marketing. There have been occasions in the past when we have chosen not to send any student to the AMA Doctoral Consortium; we may make a similar choice at any point in the future.

OTHER DOCTORAL CONSORTIA

Occasionally we are invited to send students to other doctoral consortia. When we choose to send a student, we will follow the same general criteria as for AMA, making adjustments for any specific criteria specified by the consortium sponsor (i.e., for students doing work in a particular area or for students at a particular stage of study).

Marketing Department Criteria for Selecting Doctoral Consortia Representatives

The PhD committee considers a variety of criteria when selecting a PhD student to attend a doctoral consortium. Some of the most common are listed below. Individual faculty members place different weights on these various criteria and will reach different conclusions based upon the same materials. However, it is important for students to understand what these factors are, and that the decision is a multi-dimensional one.

- 1) Past and Potential Research Productivity: Both the number and quality of publications, working paper manuscripts, and ongoing projects. Faculty will also assess the student's role as thought leader in each of these research projects. To what extent does the student have intellectual "ownership" of the research?
- 2) Performance in Departmental Coursework and Contributions to Weekly Seminars/Colloquia: Does the student contribute to discussions in a way that moves the topics forward and contributes to the intellectual depth of the seminar or classroom discussion? Do creative and deep insights emerge from their questions?
- 3) Department Citizenship: Does the student help to build the department's PhD community? Is the student an active participant in departmental activities? Has he or she taken on a leadership role in building the community and contributing to the doctoral community?
- 4) Honors and Awards: Has the student been recognized with honors and awards? What was the nature of the award and how competitive and prestigious was the award? Was the award based on research, teaching or citizenship?
- 5) How will the Student Benefit from Attending the Consortium? For example, is the student on the job market in the academic year after the Consortium?

To assess these various criteria, we consider the following materials:

- The student's vita
- The student's Annual Summary of Activity
- The student's graduate coursework and grades
- A written statement from the student's advisor

FACULTY MENTORS

Each first year student will be assigned two faculty mentors by the PhD faculty coordinator. These mentors are there to answer questions you may have and to help you foster connections with the faculty at large as you enter the program. Please schedule meetings with your mentors and meet with them regularly, especially during your first year. You may or may not decide ultimately to work on a research project with these mentors.

SOCIAL ACTIVITY BUDGET

The Marketing Department doctoral student group is allocated a modest budget each semester from the Paul Green Foundation to fund social activities intended to promote camaraderie among the students. Students select a social director from their group who will plan and coordinate fun gatherings or outings such as movies nights, bowling, luncheons, etc. The students can decide whether or not to include significant others in these activities. One stipulation is that the events are for students only – no faculty should be included.

JOB MARKET RESOURCES

Students who will be applying for University positions when they graduate should seek job market advice from the **faculty PhD coordinator** and their **dissertation advisors**. **Fellow students** who have recently been on the Job Market can also be a resource.

Helpful resources be found on the **Penn Career Services** department webpage “Career Services for Doctoral Students & Postdocs”: <https://careerservices.upenn.edu/channels/phds-postdocs/>. They have a section that provides guidelines for preparing application materials for a faculty job search, a [guidebook](https://careerservices.upenn.edu/application-materials-for-the-faculty-job-search/) and videos on the process at <https://careerservices.upenn.edu/application-materials-for-the-faculty-job-search/>. The types of materials requested can vary, but in general most request a CV, a cover letter, a job market paper, additional papers, and letters of recommendation. Sometimes students are asked for a specific document such as a teaching philosophy, research statement or diversity statement.

The **Wharton Doctoral Program Office** posts information about students who are on the job market on their public website at: <https://doctoral.wharton.upenn.edu/students-job-market/>. To request that you be added to this website, you need to complete the “Students on the Job Market Form” which can be accessed via the link on: <https://doctoral-inside.wharton.upenn.edu/forms/>

The Program Office also provide links to a variety of resources, including Career Services, on the Doctoral Inside website at: <https://doctoral-inside.wharton.upenn.edu/student-resources-2/>. You should take the time to explore these recommended websites.

Typically, your faculty advisor(s) will send an email message to their colleagues at other schools to encourage them to interview you at AMA. They may want to attach a copy of your CV or job market paper, so make sure you discuss this with them so that you have materials ready.

ASSISTANCE WITH JOB APPLICATION MATERIALS – LETTERS OF RECOMMENDATION

Department staff are available to provide some assistance to Marketing Department students on the job market with sending *confidential* letters of recommendation, depending on the way the letter needs to be submitted. Usually, the faculty recommender will be uploading or emailing their letter directly to the school, and staff assistance won't be needed. Below are the most common ways letters of recommendation need to be submitted, and what faculty or staff will need to do depending on what is requested by the institution.

A note about formatting faculty letters of recommendation: If you are asking faculty members to submit letters of recommendation you should remind them that they should first convert the letter to a “pdf” format before uploading it or emailing it. Rather than printing the letter on letterhead and then scanning it to convert it to a .pdf, most faculty find it easier to use electronic letterhead with their signatures and printing it with adobe to convert it to a .pdf. (It also looks clearer using the print to .pdf approach). Please let Karen, know who you will be asking to write letters of recommendation so that she can ask them if they need assistance with creating electronic letterhead.

Online Applications: Many institutions post faculty positions on their websites and require the submission of application materials on-line. Students can typically upload all required materials themselves, with the exception of the faculty letters of recommendation. As they may be considered confidential, most institutions provide a means for you to ask faculty to upload their letters of recommendation to the application website directly. Typically, you will provide an email address for your recommender within the online application, and the institution sends them an email with instructions on how to upload their letter. *Staff will not be assisting faculty with uploading letters to on-line application sites*, as the email needs to go directly to the recommender, and there may be information requested of the recommender through the site (such as how long they have known the applicant, or what professional organizations they belong to) that staff will not be able to answer.

Applications that need materials to be emailed. Some schools that do not use an online application, request that an applicant have application materials emailed to a specific address. Again, students should be able to email all materials, including “non-confidential” letters of recommendation. If your recommender wishes to have their letter remain confidential, you will need to ask them to email it to the specified address. It would be helpful to provide them with the name (person or committee) of the recipient, the email address, the application deadline, and any identification information you may have been given (like an application number) so that it gets to the right file. If you can, try to send one list, rather than multiple requests, so it will be less of a chore for them, or they can more easily assign it to a personal assistant.

Applications that need materials to be emailed “en masse”. In some instances, schools may ask that all the materials, including the letter(s) of recommendation, be sent in one email, rather than piecemeal. In this case, if any of your letters are confidential, you obviously can’t send this email on your own since you won’t have the letter. In this instance, you can ask Karen to assist you.

You will need to ask your recommenders to send her their letter. You will also need to provide her with your other materials, and the names and emails of the recipients. As there are typically multiple students on the job market at the same time, these *materials need to be provided a full week (seven days) before you need for them to be sent*. So keep this in mind if you are trying to meet an application deadline. Requests to “send this today” may not be able to be accommodated as Karen may be working on another student’s materials or have other deadlines to meet for her various other job responsibilities.

If you have just a **few applications** that need to be sent this way, the easiest way to handle this is to write an email for each school and send it to Karen. This email should be ready to go, containing an appropriate message to the recipient and have *all necessary documents already attached*. She can then attach the recommendation letters to your forwarded email and send it on - deleting your notes to her first of course. The email you send to Karen should include

- The subject line of the email that you want her to send (first line in the email body)
- The email address of the recipient (second line of the email body)
- All job market materials attached and formatted as .pdfs.
- A note to Karen about what you need her to do (i.e. please sent this by June 15 and attach the recommendation letters for Professor Smith and Professor Jones)
- What you want the email to say.

An example of what to send to Karen. She will delete the first three lines when the email gets forwarded.

Job Application Material for John Doe #12345

jobs@xyz.edu

Hi Karen, Can you please attach Professor Smith's recommendation letter to this and send it by June 15?

Dear Search Committee,

Enclosed are the requested application materials for John Doe (application number #12345) who is applying for the position of Assistant Professor at XYZ University

- 1. John's CV*
- 2. John's job market paper entitled, "Best Paper Ever"*
- 3. A letter of recommendation from Professor Smith*
- 4. A letter of recommendation from Professor Jones*
- 5. John's Research Statement*

If you need any additional information to complete his application file, please contact John at jdoe@wharton.upenn.edu or 215-xxx-xxxx.

Sincerely,

Karen Ressler

Administrative Coordinator

Wharton Marketing Department

This is the best way to make sure the correct materials are sent to the correct place. With so many letters needing to be sent when there are multiple students on the job market, asking her to sort this for you can lead to confusion. Sending an email for each request for each school will help you both keep track of what was sent. (As each message is sent, Karen will send you a message confirming that it went out successfully, and forward you any replies.)

So please do not send a request that says, for example, "Send material A, B and C, and Jones's letter to ABC University, and materials A, B, E and F and both Jones and Smith's letter to XYZ University, and resend what I asked you to send to JKL College, but replace Document D with this new one I just revised, etc."

If you have **more than ten applications** that need to be sent by email, it may be easier to ask Karen to send them in a bulk mail merge. This way multiple letters can be sent at once, and you won't have to create and forward a bunch of individual emails. The drawback to using the mail merge, is that all the attachments and subject lines have to be identical. So, if you have one application that requires unique materials, you should not include it in a bulk mail request and send Karen a complete email to forward instead.

If you want Karen to send the materials as part of a mail merge, please provide the following:

- *All the materials you want attached in .pdf format*
- *The date that the materials need to be sent in order to meet application deadlines*
- *What you want to appear in the Subject Line (i.e. Job Application Material for Doctoral Candidate John Doe)*
- *An Excel Spreadsheet containing who the message is to, and the email where it will be sent. You may want to add extra columns to the sheet for your own reference, but at a minimum it needs a name and email*

OPTIONAL COLUMNS

REQUIRED COLUMNS

Number	School	Deadline	Notes	Salutation	Email
1	Harvard	15 June		Professor Jones	jones@hbs.edu
2	New York University	15 June		Dr. Smith	smith@stern.nyu.edu
3	Oregon	15 June		Marketing Search Committee	LCBjobs@uoregon.edu

When the e-mail merge program runs, a log that shows whether or not the e-mails were successfully sent is created. (Those that fail are usually due to typos in the email address.) If an e-mail does not go through successfully, the student will be sent a copy of the log, so that they can determine the correct e-mail address and give the corrected information to the administrative coordinator to resend

STUDENT HEALTH COVERAGE

The Student Health Service of the University of Pennsylvania's website link is: <http://www.vpul.upenn.edu/shs/>

All admitted doctoral student's fellowships cover health insurance. For information about the **Penn Student Insurance Plan**, please go to <http://www.vpul.upenn.edu/shs/psipinsurance.php> . If you have any questions about the terms of your fellowship please see the department's Business Manager. The Doctoral Program office page for incoming students <http://doctoral.wharton.upenn.edu/welcome-incoming-wharton-doctoral-programs-students/> has links and information as well.

The link for insurance enrollment can be found at <http://www.vpul.upenn.edu/shs/inreq.php>. You will also need to know your Penn Key in order to enroll. Please note that you will not be able to enroll in the insurance program before July 1; you will receive an error message if you try before then. If you are interested in obtaining summer coverage before beginning your first year, check with the department's Business Manager for the current policy on payment for early coverage.

There are some grants available for students to help defray the cost of health and dental insurance. Visit <https://gsc.upenn.edu/resources/graduate-funding-and-finances/insurance-subsidies-and-grants> for information and deadlines.

DOCTORAL PROGRAM REQUIREMENTS

The Department requirements are posted on the website. <https://marketing.wharton.upenn.edu/phd-program-in-marketing/> and are contained in the Doctoral Program office's Policies and Procedures Manual which is posted at <https://doctoral-inside.wharton.upenn.edu/policies-procedures/>. Program requirements are also contained in the University Catalog at <https://sfs.upenn.edu/registration-catalog-calendar>. The faculty PhD Coordinator must report any changes to the program to the Doctoral Program office (so that they can make adjustments to their Policy Manual), as well as to the Department's Course Coordinator so the department website, etc. can be updated. Even though the information in this section is on-line, it is provided here for easy reference.

PROGRAM OBJECTIVES

The program's specific objectives are:

- To provide an interdisciplinary environment for the generation of creative ideas in marketing;
- To provide sufficient analytic skills for evaluation (and implementation) of these ideas, i.e., critical insight;
- To provide training in the communication of these ideas to others; and
- To encourage a type of cumulative contribution to the marketing field by a process of learning how to learn, i.e., the strategy of scholarly inquiry.

These objectives are implemented by means of a varied program of seminars, joint research projects, and colloquia.

DEGREE REQUIREMENTS FOR MARKETING

The Wharton Doctoral Programs consist of two distinct phases: pre-candidacy and candidacy.

In general, during the pre-candidacy phase the student completes

- the required course-work,
- preliminary examinations,
- any requirements imposed by the student's specific Department or Program such as additional qualifying examinations and research papers.

Upon satisfying all of these requirements, the student applies in writing to their Department PhD Faculty Coordinator for admission to candidacy. The Coordinator will review the student's record and make a recommendation to the Vice Dean. Upon approval by the Vice Dean, the student is admitted to candidacy.

The candidacy phase comprises

- preparation and defense of the dissertation proposal,
- doctoral dissertation
- final defense of the dissertation

CANDIDACY REQUIREMENTS

The following are the specific requirements for the Marketing Department. Before admission to candidacy, the student is required to

1. Complete the required 15 credit units of graduate level courses as described in detail in the **Coursework** section below.
2. Take and pass the Marketing **Qualifying Examination** offered at the end of the first year.
3. Complete a faculty-supervised **First Year research paper** due approximately August 25, before the start of the second year.

4. Complete a faculty-supervised **Second Year research paper** due by approximately August 25, before the start of the third year.
5. Complete all forms required by the University. Link to forms: <https://doctoral-inside.wharton.upenn.edu/forms/>

COURSEWORK

The requirements for the **Joint Doctoral Degree in Marketing and Psychology** are listed in the Appendices.

- The **Doctoral Program in Marketing** is based on the completion of the dissertation as well as a minimum of fifteen graduate level course units.
- Of the 15 course units (cu), a maximum of four can consist of transfer courses for graduate work at other universities with the approval of the Department's PhD Faculty Coordinator.
- In addition, only two of the fifteen courses can be independent study courses.
- Courses are taken from the following categories:

MAJOR FIELD COURSE (5 cu)

The Marketing Department requires that the students take five credit units (cu) of PhD seminars. Students can select the Quantitative Track or the Consumer Behavior Track when choosing which marketing seminars to take, according to their research interests. If a required Marketing Seminar is not offered, students may submit a request to the Marketing Department's Doctoral Committee for a course substitution.

The required seminars are:

Consumer Behavior Tract: 3 CREDIT UNITS as follows:

- MKTG 950 (0.5 cu) **AND** MKTG 951 (0.5 cu)
- MKTG 952 (0.5 cu) **AND** MKTG 953 (0.5 cu)
- MKTG 954 (0.5 cu)
- MKTG 956 (0.5 cu)

OR

Quantitative Tract: 3 CREDIT UNITS as follows:

- MKTG 954 (0.5 cu) **AND** MKTG 955 (0.5 cu)
- MKTG 956 (0.5 cu) **AND** MKTG 957 (0.5 cu)
- MKTG 950 (0.5 cu)
- MKTG 952 (0.5 cu)

AND

Seminars required for all students: 2 CREDIT UNITS

- MKTG 940 (0.5 cu)
- MKTG 941 (0.5 cu)
- MKTG 942 (0.5 cu)
- MKTG 943 (0.5 cu)

Course Descriptions can be found on the University Catalog website: <https://catalog.upenn.edu/>

Course schedules can be found at Path@Penn <https://courses.upenn.edu/> as well as on the Marketing Department website:

<https://marketing.wharton.upenn.edu/phd-program-in-marketing/phd-course-schedules/>

Students from outside the department wishing to take any of these "MKTG" courses need permission from the instructor before they can register for them. (Please visit the Program Advising and Registration page on the department website <https://marketing.wharton.upenn.edu/phd-program->

[advising-registration/](#) for specifics.) After receiving approval from the course instructor, students need to login to Path@Penn and request permission in the registration system. The [Department's Course Coordinator](#) will then approve the permit in the registrar's system, which will then allow them to register for the course.

The department's Course Coordinator automatically approves permission requests from the department's students – no need to ask for permission from the course instructor. Students within the department can go directly to Path@Penn and request permission. For tips on how to use Path@Penn visit <https://srfs.upenn.edu/path-at-penn>.

BASIC COURSE (3 or 4 cu) - Students need to complete three or four credit units of a statistics and economics course sequence.

- **Statistics:** The specific courses permitted to satisfy the statistics basic course requirements are determined by the Wharton Doctoral Program Office
 1. STATISTICS 5000 and 5010 (or PSYCHOLOGY 6110 and 6120)
 2. STATISTICS 5150 and 5160
 3. STATISTICS 5200 and 5210
 4. STATISTICS 9700 and 9710
 5. ECONOMICS 7300 and 7310
 6. SOCIOLOGY 5351 and STATISTICS 5010

Descriptions for each course may be found in the University Course Catalog <https://catalog.upenn.edu/courses/> and on the Registrar's website: <https://srfs.upenn.edu/registrar>.

Exceptions to these sequences, or the ability to “mix and match” courses from these sequences, is allowed - however, must receive written approval from the current doctoral coordinator of the statistics department program.

The specific courses permitted to satisfy the statistics requirements are determined by the Wharton Doctoral Program Office. Please consult the [Wharton Doctoral Programs Policies and Procedures](#) for any updates to this list.

- **Economics:** The economics requirement can be met by taking one of the following three sequences:
 - ECON 7100 and ECON 7110 (Microeconomic Theory I & II) **OR**
 - ECON 6100 (Microeconomic Theory) and ECON 6110 (Game Theory and Applications) **OR**
 - BEPP 9500 (Managerial Economics)

COURSE IN A RELATED FIELD (6 or 7 cu) – Students must complete two to three credit units in related fields. A partial list of possible related fields includes: Communications Research, Decision Processes, Econometrics, Economics, Information Systems, Operations Research, Psychology, Sociology, and Statistics.

INDEPENDENT STUDY

Students wishing to take an Independent Study course in the department (MKTG 9990) must complete an **Independent Study Course Approval Form**, obtain the course instructors signature, and submit a copy of the form to the [Department Course Coordinator](#) so that the course can be entered into the registrar's system. The original of the form must be submitted by the student, to the Wharton Doctoral Programs Office in SHDH. The form can be downloaded from the Doctoral Inside website at <https://doctoral-inside.wharton.upenn.edu/forms/>. See the Appendix of this manual for a list of course section numbers – each faculty member has their own unique section numbers for Independent Study courses.

TRANSFER CREDITS

To transfer credits from another University, a student needs to access the [XCAT](#) (External Credit Approval Tool) and submit a request during their first year at Wharton. The request will be reviewed in the system by the Department's PhD Coordinator (faculty). The transfer becomes effective at the end of the first year of doctoral study. All transferred credits will be entered as course number **MKTG 9930**, "Marketing Transfer Credit".

Please consult the Wharton Doctoral Office website for additional information about transfer credits: <https://doctoral-inside.wharton.upenn.edu/transfer-credit/> Note that the website states that eight course units are transferrable. However, the Marketing Department only allows *four courses* to be transferred

COURSE LOAD LIMIT

The **maximum course load per term is four course units** per term for doctoral students. A doctoral student may register for *more than four course units* only with permission of the Vice Dean of the Doctoral Programs. Students wishing to take more than four course units should consult with the faculty PhD Coordinator. The Faculty Coordinator will need to email the Vice Dean to get permission for a student to take more than 4.0 CU. Once permission is granted the staff in the Doctoral Program office need to adjust the student's max load in Path@Penn before they will be able to register for more than 4.0 CU.

Registration for three or more course units in a semester is considered full-time student status. Registration for .5 to 2.5 course units is considered half-time status. Degree candidates are considered to be full-time enrolled students.

AUDITING COURSES

Please see <https://doctoral-inside.wharton.upenn.edu/auditing/> for any updates to the following policy.

A student who desires to attend a course without performing the work of the course must first secure the consent of the instructor. He or she must register in order for the audited course to appear on the transcript; no credit will be received for the audited course. A teaching fellow registered for three course units may register as auditor for one additional course with **permission of the graduate group chair**.

*A student may request that the Doctoral Office change his or her status in a course to auditor, provided that the request is endorsed by the PhD Coordinator in their department and the instructor giving the course and is **submitted to the graduate office no later than the end of the second week of the term.***

Wharton PhD Students are permitted to AUDIT one course only per term.

COURSE SEQUENCE

All Doctoral Program seminars are offered in the same terms (spring or fall) and quarter as shown in the table below. **Part B seminars are offered every other year, while all the others are offered every year.** Courses in the yellow shaded blocks are required of all Marketing Program students. All students must also take all of the Part A seminars. Students only need to take some of the Part B seminars depending upon if they choose the **Behavioral** or **Quantitative** track.

Fall Q1	Fall Q2	Spring Q3	Spring Q4
MKTG9420	MKTG9430	MKTG9400	MKTG9410
MKTG9500 (Part A)	MKTG9510 (Part B) Odd years only	MKTG9520 (Part A)	MKTG9530 (Part B) Odd years only
		MKTG9540 (Part A)	MKTG9550 (Part B) Even years only
		MKTG9560 (Part A)	MKTG9570 (Part B) Odd years only

Below is a sample schedule. Each student's schedule will vary, depending upon which electives and basic courses they choose. The sample schedule below illustrates when students should take the Marketing seminars.

Part B seminars alternate every other year, so this sequence will vary depending upon the year a student enters the program.

For fall 2023 (odd year): MKTG9510 will be offered

For spring 2024 (even year): MKTG 9550 will be offered; MKTG 9530 and MKTG 9570 will not be offered.

Years 1 and 2 - SAMPLE SCHEDULE	
<ul style="list-style-type: none"> Coursework Examination Research Papers Research Activities Completion of Other Requirements by Field 	<p>YEAR 1 - Quantitative Track</p> <ul style="list-style-type: none"> Fall: MKTG 9420; MKTG9430; MKTG 9500; ECON 7100; STAT 9700 Spring: MKTG 9400; MKTG 9410; MKTG 9502; MKTG 9540; MKTG 9550 (Part B – even year); MKTG 9560; ECON 7110 Summer: Marketing Preliminary Exam, First Year research paper due <p>YEAR 2 - Quantitative Track</p> <ul style="list-style-type: none"> Fall: Electives; Research Paper Spring: MKTG9570 (Part B – odd year); STAT 9710; Electives; Research Summer: Second Year Research Paper due <p>YEAR 1 - Consumer Behavior Track</p> <ul style="list-style-type: none"> Fall: MKTG 9420; MKTG9430; MKTG 9500; MKTG 9510 (Part B – odd year); STAT 5000 Spring: MKTG 9400; MKTG 9410; MKTG 952;0 MKTG 9540; MKTG 9560; STAT 5010 Summer: Marketing Preliminary Exam, First Year research paper due <p>YEAR 2 - Consumer Behavior Track</p> <ul style="list-style-type: none"> Fall: BEPP 9500; Electives, Research Paper Spring: MKTG 9530 (Part B – odd year); Electives; Research Summer: Second Year Research Paper due
Year 3	
<ul style="list-style-type: none"> Directed Reading & Research Admission to Candidacy Formulation of Research Topic 	Dissertation proposal defense MKTG 9950
Year 4	
<ul style="list-style-type: none"> Continued Research Oral Examination Dissertation 	Final dissertation defense MKTG 9950

CANDIDACY EXAMINATION

A Candidacy Examination on the major subject area is required before the student can be admitted for candidacy. In the Marketing Department's program, this qualifying exam is offered at the end of the first year (usually in early June). It may be oral, written, or both, at the discretion of the graduate group. Typically the exam in our department is a written exam, primarily completed on a computer, and covers the material from the Marketing Department seminar series students take during their first year. According to the University's academic rules, feedback must be provided to the student within one month, although the results of the examination are usually provided to students sooner. Satisfactory completion of the

Candidacy Examination requirement is recorded in the student's academic record by the Doctoral Office once they are notified by the Department's Coordinator (Faculty PhD Advisor).

FIRST YEAR PAPER

Each student is required to complete a first-year paper. The purpose of the paper is for each student to get first-hand experience in the research process by:

- identifying an interesting and important problem
- reviewing and synthesizing previous research in the area
- conducting original primary research on the topic which could take the form of:
 - an experiment to test some hypotheses
 - derivation of an analytic model which generates testable propositions
 - development of a model and testing of it on an existing dataset
- writing a +/-30 page paper summarizing the research in a journal format.

Students should begin thinking about this project no later than the end of their second semester in the program and should begin working with a faculty member whose role is to provide guidance and counsel along the way. The paper can use as its starting point work previously completed for another class, but must demonstrate substantial incremental work and improvement. For additional information, students should talk to the Marketing doctoral program coordinator and/or other faculty members.

Additional Details:

Deadline: The paper is due approximately August 25th, at the beginning of the 2nd year. (The actual date is determined on a yearly basis). If the paper is not received by the deadline, all funding will be suspended until (a) the paper is turned in, (b) the paper has been evaluated by the designated reviewers, and (c) the doctoral committee meets and makes a determination as to whether the student's funding should be reinstated. The expectation is that all papers will be turned in on time; if, however, a student anticipates that meeting the deadline is impossible, he/she should inform the doctoral program advisor well in advance of the deadline.

Before submitting the final paper, it needs to be sent to the communications/writing service in the Doctoral Program office for feedback. Student should submit it at least two weeks prior to the deadline, to give ample time for the staff to review it. Students may submit their papers earlier in the writing process to get feedback if desired.

Format: The final paper should double-spaced and formatted according to the guidelines of the journal to which you might plan to submit it (Journal of Consumer Research, Journal of Marketing Research, Marketing Science, etc.). You can find information about the style guidelines for each journal on its website and can obtain additional information about this from your advisors.

Review Process: The paper will be evaluated by two reviewers in a manner consistent with normal academic journals. The student is welcome to suggest appropriate reviewers. Each student will receive feedback on his/her paper. Once the feedback has been received, students are required to respond to that feedback. This response should include how the student will revise the paper in order to address the comments and criticism. Ideally, all students will ultimately publish their first year papers. Comments to the reviewers can serve as a useful roadmap for these revisions. Comments to the reviewers will be due 2 weeks after students have received the reviews.

SECOND YEAR PAPER

Each student is also required to complete a second-year paper. This paper can be a revision of the first year paper, as long as it shows substantial improvement and change. However, in most cases this will most likely be a completely new piece of research, rather than a revision of the first year paper. Like the first year paper, the purpose of the paper is for each student to get first-hand experience in the research process by:

- identifying an interesting and important problem
- reviewing and synthesizing previous research in the area
- conducting original primary research on the topic which could take the form of:
 - an experiment to test some hypotheses
 - derivation of an analytic model which generates testable propositions
 - development of a model and testing of it on an existing dataset
- writing a +/-30 page paper summarizing the research in a journal format.

Students should begin thinking about this project no later than the end of their third semester in the program and should begin working with a faculty member whose role is to provide guidance and counsel along the way. The paper can use as its starting point work previously completed for another class, but must demonstrate substantial incremental work and improvement. For additional information, students should talk to the Marketing doctoral program coordinator and/or other faculty members.

Additional Details:

Deadline: The paper is due approximately August 25th, before the start of the 3rd year. If the paper is not received by the deadline, all funding will be suspended until (a) the paper is turned in, (b) the paper has been evaluated by the designated reviewers, and (c) the doctoral committee meets and makes a determination as to whether the student's funding should be reinstated. The expectation is that all papers will be turned in on time; if, however, a student anticipates that meeting the deadline is impossible, he/she should inform the doctoral program advisor well in advance of the dealing.

Before submitting the final paper, it needs to be sent to the communications/writing service in the Doctoral Program office for feedback. Student should submit it at least two weeks prior to the deadline, to give ample time for the staff to review it. Students may submit their papers earlier in the writing process to get feedback if desired.

Format: The final paper should double-spaced and formatted according to the guidelines of the journal to which you might plan to submit it (Journal of Consumer Research, Journal of Marketing Research, Marketing Science, etc.). You can find information about the style guidelines for each journal on its website and can obtain additional information about this from your advisors.

Review Process: The paper will be evaluated by two reviewers in a manner consistent with normal academic journals. The student is welcome to suggest appropriate reviewers. Each student will receive feedback on his/her paper. Once the feedback has been received, students are required to respond to that feedback. This response should include how the student will revise the paper in order to address the comments and criticism. Ideally, all students will ultimately publish their first year papers. Comments to the reviewers can serve as a useful roadmap for these revisions. Comments to the reviewers will be due 2 weeks after students have received the reviews.

DISSERTATION

APPLYING FOR DISSERTATION STATUS

Upon satisfying all of the requirements listed above (coursework, exam, papers, and on-going department participation in colloquia) most students move on to dissertation status. Keep in mind that once on dissertation status, students are no longer able to take a full load of classes for credit. Not all third years immediately apply to go onto the dissertation phase, and opt to take an additional semester of course work while working on their research.

Once the student decides to go onto dissertation status, they should check with the PhD Faculty Coordinator to make sure all the pre-candidacy requirements have been met. (A student may move onto dissertation status with one or two required courses to take while on dissertation upon the approval of their PhD Faculty Coordinator only. Students are eligible to enroll in 1 CU per semester while on dissertation status.)

Whenever the PhD Faculty Coordinator approves a new student going on to dissertation status, he or she must notify the Wharton Doctoral Programs Office, as well as informing the department's [Course Coordinator](#) (to set up a dissertation section of MKTG 995 in SRS).

Since the same course registration deadline applies to MKTG 9950 as it does for other courses (about two weeks after the semester starts) **students should get approval to go on dissertation status, by the end of the semester (fall, spring or summer) before they plan to enroll in MKTG 9950.**

DISSERTATION PROCESS

The formal dissertation process takes place in two phases. In the first phase, the student prepares a proposal indicating the nature of planned dissertation research and its intended contributions. In the second phase, after the proposal has been approved, the dissertation research unfolds under the careful guidance of the student's dissertation advisor.

The sequence of events, forms and requirements associated with the dissertation are detailed on the Doctoral Inside webpage <https://doctoral-inside.wharton.upenn.edu/academic-journey/>. Information is also contained in Section 6 of the Wharton Doctoral Policies and Procedures Manual. Students should familiarize themselves with this section. This manual can be accessed through the link on <https://doctoral-inside.wharton.upenn.edu/policies-procedures/>.

MASTER'S DEGREE IN MARKETING

Students who want to apply for a Master's Degree as an "alternate" degree and continue on for the Ph.D. should consult the Doctoral Inside webpage: <https://doctoral-inside.wharton.upenn.edu/masters-degree-requirements/> for information and link to the necessary form.

- Certification of Research Paper Acceptable for Master

MARKETING DEPARTMENT REQUIREMENTS

Students can only apply for a Master's degree if they have:

- Taken and passed the Marketing Department's Qualifying Examination
- Completed the following courses (4 CU total):
 - MKTG 9400/9410 (1 CU) – Measurement and Data Analysis in Marketing
 - MKTG 9420/9430 (1 CU) – Research Methods in Marketing
 - MKTG 9500 (.5 CU) – Judgment and Decision Making Perspectives on Consumer Behavior – Part A
 - MKTG 9520 (.5 CU) – Information Processing Perspectives on Consumer Behavior – Part A
 - MKTG 9540 (.5 CU) – Economic/OR Models of Marketing – Part A
 - MKTG 9560 (.5 CU) – Empirical Models in Marketing – Part A
- Completed one of the following course sets (1 CU total):
 - MKTG 9510 (.5 CU) – Judgment and Decision Making Perspectives on Consumer Behavior – Part B
 - MKTG 9530 (.5 CU) – Information Processing Perspectives on Consumer Behavior – Part B

OR

 - MKTG 9550 (.5 CU) – Economic/OR Models of Marketing – Part B
 - MKTG 9570 (.5 CU) – Empirical Models in Marketing – Part B
- Completed additional elective courses (3 CU total)
- Completed the University's major research paper requirement as stated on <https://catalog.upenn.edu/pennbook/academic-rules-research-masters/>
 - Completing a course of research character or engage in supervised research, as the graduate group shall direct, which, in either case, shall be of at least one term in duration and shall include the preparation of at least one comprehensive scholarly or scientific paper.

A research paper based on joint work with other researchers is allowed, provided that, in such cases, a unique and separate document is presented by each degree candidate. The candidate must include a concise account of his or her contribution to the whole work. Authorship of a master's thesis or research paper by more than one degree candidate is not allowed.

20xx-20xx ANNUAL REVIEW

Student Name:

Department:

Year in program beginning Fall 20xx:

Doctoral Coordinator Name:

(Feedback provided by Faculty Doctoral Coordinator)

Areas for Student Development:

Goals for Next Academic Year:

Any additional comments, questions or feedback for student:

Please feel free to upload any related documents or to upload the Annual Review:

STUDENT PROGRESS REPORT

(Questions asked of students)

Additional Coursework - List any courses in the past year that you have audited, attended at another institution, or would not otherwise appear on your transcript

Requirements - Please select the requirements you have completed over the last year.

(Choose from menu such as: First-Year Paper, Second-Year Paper, Passed Preliminary/Qualifying Exam, or Dissertation Proposal Defense)

Department-Specific Requirements (if applicable)

Will you be graduating within the next academic year?

In which year do you expect to be on the job market?

Please list your job placement, if known at this time

Please provide the titles, publication and co-author information for papers or works published, accepted (including forthcoming), under review, under revision and/or resubmitted, in progress and unpublished working papers

Please upload the most recent copies of working papers and publications

Describe new research in progress that is not yet in paper form. You may include co-authors, planned research, data collection already in progress, etc.

Please use this space for feedback or questions for your PhD Coordinator regarding research

List presentations to external (outside of Wharton) audiences (please indicate when, where and audience).

List presentations to internal (Wharton) audiences (please indicate when, where and audience)

List any conference, colloquiums, or other research-related or teaching-related events that you have attended (internal or external) in the last year

Provide information on any awards or other recognition you have received since last year's report. List awards, honors, fellowships, and other relevant recognition.

Please provide information on TA/RA involvement from the last year including course name, approximate hours per week spent on each course, and any other teaching-related responsibilities, etc.

Please use this space for feedback or questions for your PhD Coordinator regarding TA/RA. You may also use this space to describe teaching accomplishment since last year.

You may upload any teaching evaluations you have received from courses for your PhD Coordinator to review.

Leadership and Service - Please list any leadership or service positions inside/outside of the University: committees or boards, student groups, centers or program, mentorship or any other leadership or administrative position.

Please list your goals for the next academic year.

Please use this space for any questions or areas of concern or clarification you would like your PhD Coordinator to review

Please list your program advisor(s) if other than your Doctoral Coordinator

Please list dissertation advisor(s) and committee members (if applicable)

Please upload your current CV

Marketing Department
Doctoral Student/ Proctor Grader
Time Sheet

Name: _____

Penn ID: _____

Name of Professor/Supervisor: _____

Course # MKTG - _____

Department Policy:

Graders are permitted for course sections which have over 40 students. Your time should not exceed two hours of grading per enrolled student per semester. Hours worked by student graders may be turned in only twice during the semester, once after the mid-term examination and once after the final examination. If you are grading projects, then you will be required to submit your hours after all projects are completed. The form requires the faculty member for whom you are working to document the number of students enrolled in each class; the Department will not pay you without the signature of the faculty member.

Payment Requested:

NUMBER ENROLLED in section _____ x _____ HOURS PER STUDENT
(not to exceed two hours/semester per student)

Grader's Signature: _____

Signature of Professor/Supervisor: _____

Date: _____

Student graders may submit time sheets only twice per semester, after mid-term and final exams are completed.

Reminder: Faculty need to provide you with an "Offer letter" stating terms of your responsibilities – and include such as salary, hours. The offer letter and this time sheet should be turned in to your Financial Coordinator

JOINT DOCTORAL DEGREE IN MARKETING AND PSYCHOLOGY

The Joint Doctoral Degree in Marketing and Psychology is a program offered between the Marketing Department in Wharton and the Psychology Department in the School of Arts and Sciences. The aim of the program is to build on shared research interests between the two groups, improve students' learning, and expand career opportunities after graduation.

This degree provides a unique opportunity for students to gain rigorous training across two departments and have a competitive advantage on the job market. For consumer researchers, psychology is one of the foundational disciplines that comprise the field of marketing. For psychologists, the marketplace is filled with questions and insights about human cognition and behavior. Thus, for students with a background in either discipline, the joint degree is a way to systematically become an expert in the intersection of these fields.

Program Application

- 1) Apply and be accepted to a primary "home" department (Psychology or Marketing)
- 2) Apply to the secondary program (i.e. the program not providing financial support). For students applying to the Wharton School as their secondary program, students should email the Program Director their vita, a letter of interest, their transcripts, the "Plan for Individualized Joint or Dual Degree" form (that can be obtained from Gidget Murray, gmurray@wharton.upenn.edu.) If you are accepted, the program director will write a letter of support and inform the two programs.

Note: Once students have talked with the program director, they should proceed in completing the "Plan for Individualized Joint or Dual Degree" and obtain signatures. Once the form is completed and signed at the Wharton School, return the form to the Psychology Department for signature by the Graduate Advisor and request for the form to be returned to SAS Graduate Division for processing

- 3) A student who wishes to pursue the joint degree will have more requirements than a student in either department, but greater flexibility in the timing of courses and exams to manage those requirements.

Funding, office space, and teaching requirements will be based on the policies of the home department.

Program Requirements

Course Work: Marketing Home Department = 15 CU; Psychology Home Department Students = 20 CU.

4 CU (credit units) of Marketing courses (see the [Course Catalog](#) for titles/details)

- MKTG 9400 (0.5 CU) and MKTG 9410 (0.5 CU) – Measurement and Data Analysis in Marketing – Part A and Part B
- MKTG 9420 (0.5 CU) and MKTG 9430 (0.5 CU) – Research Methods in Marketing – Part A and Part B
- MKTG 9500 (0.5 CU) – Judgment and Decision Making Perspectives on Consumer Behavior – Part A
- MKTG 9520 (0.5 CU) – Information Processing Perspectives on Consumer Behavior – Part A
- MKTG 9540 (0.5 CU) – Economic/OR Models of Marketing – Part A
- MKTG 9560 (0.5 CU) – Empirical Models in Marketing – Part A

3 CU of Supervised Research in Psychology (PSYC 6990) – taken in 2 consecutive semesters (1 CU in one semester and 2 in the other).

1.5 CU of Psychology Proseminars (PSYC 6000) – distributed equally from Mind, Brain, and Individual/Group areas

2 CU of Statistics – 1 must be PSYC 6110

Economics Course Sequence – Students are required to take one of the following three Economics sequences:

- ECON 7010 (1.0 CU) and ECON 7030 (1.0 CU) – Microeconomic Theory I & II OR
- ECON 6100 (1.0 CU) – Microeconomic Theory and ECON 6110 (1.0 CU) – Game Theory and Applications OR
- BEPP 9500 (1.0 CU) – Managerial Economics

7.5 CU Electives or Independent Studies (PSYC 9990) for Psychology Students only Marketing Qualifying Exam

2.5 CUs Electives – for Marketing Students only

Additional Requirements:

- **Marketing Qualifying Exam** – taken in the year when most marketing courses are taken – typically Year 1 or Year 2
- **Psychology Qualifying Exam** consisting of two research papers and an oral defense
- **Psychology 6990 Research Paper** – to be completed during the period that a student takes the three PSYC 6990 courses.
- **2 Research Papers for the Marketing****
- **Teaching Assistant responsibilities** in accordance with departmental requirements
- **Dissertation** There needs to be two dissertation committee members from each department, and the Advisor should be from the Home Department. As a Joint Degree student approaches dissertation status, please be sure to review all dissertation formatting policies between both programs. **MKTG 9950** or **PSYC 9950**

*** NOTE: The two Marketing research papers can also be used to fulfill the PSYC 6990 requirement and 1 of the Psychology Qualifying exam papers.*

For more information, please contact the following Marketing Department faculty: [Barbara Mellers](#)