

# MASTER'S PROGRAM HANDBOOK

Updated 6/07

*Welcome to the Graduate Program of the Department of Political Science at the University of Utah!*

*This Graduate Program Handbook is intended to help you better understand the requirements of the degree and to answer many of your questions about the graduate program. Please become familiar with the handbook, the requirements, deadlines, and important forms necessary to obtain your degree. If you have questions, please talk with the Director of Graduate Studies or your faculty advisor. We wish you a successful graduate experience in our department.*

## **Course requirements**

To earn a master's degree students are required to complete, with at least a B average (3.0), a minimum of 30 semester hours of approved graduate course work. To receive graduate credit courses must be taken at the 6000 level or higher. A minimum of 21 semester hours must be taken in political science. These courses include:

<u>Core Courses</u>	<u>Credit Hours</u>
POLS 6003, Approaches to the Study of Politics	3
POLS 6001, Quantitative Analysis	3
<u>Field Requirements</u>	
3 courses in the Major field	9
2 courses in the Minor field	6
<u>Elective Hours</u>	9
<b>Total Credit Hours:</b>	<b>30</b>

## **Academic Honesty**

Academic honesty is expected from all students in our graduate program. Standards of academic honesty apply to all work including course requirements, comprehensive examinations, and independent research. An act of academic misconduct is a violation of the university's regulations regarding student conduct. As such, an act of academic misconduct may result in a failing grade for an assignment or a failing grade for a course. An act of academic misconduct may result in a recommendation to university officials for additional disciplinary action including dismissal from the graduate program. The following definition is from the university's Code of Student Rights and Responsibilities (Policy 8-10, Rev 6, February 2006): "Academic misconduct' includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. . . . It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct." Definitions of these terms as well as information regarding your rights and responsibilities as a student are available in the university's policies and procedures manual

< <http://www.admin.utah.edu/ppmanual/8/8-10.html> >.

### **Core Courses**

Students should take POLS 6003 and 6001 in their first year in the graduate program. Students may have these courses waived if they have taken their equivalent at another institution. Waiver decisions are recommended by the student's supervisory committee and approved by the Director of Graduate Studies.

### **Field Requirements**

Courses are offered in the following five fields in political science: American Politics, Comparative Politics, International Relations, Political Theory, and Public Administration. Students must designate one of these fields as a major field, and a second as a minor field. Students should select courses in consultation with their supervisory committees. Some 6000-level courses meet with 5000-level courses. The 6000-level course will have a separate syllabus featuring assignments appropriate to graduate study.

### **American Politics**

As a major field, students should take two from among the following three courses:

POLS 6281, American Political Institutions;

POLS 6282, American Political Behavior;

POLS 6283, American Policy Processes; and,

one 6000-level American Politics course (e.g., 6025, American Political Thought; 6120, Judicial Process; 6170, Politics and the American Economy; 6321, Health Policy; 6322, Environmental Policy; 6430, Asian American Politics).

Minor field: Students choose at least one of the following courses: POLS 6281, 6282, 6283; and one from among the American Politics list of 6000-level courses.

### **Comparative Politics**

As a major field, students should take the following courses:

POLS 6400, Proseminar Comparative Politics;

either POLS 6405, Comparative Public Policy, or POLS 6740, Political Change;\* and

one from among the Comparative Politics list of 6000-level courses (e.g., 6410, New Democracies; 6420, European Union; 6425, Atlantic Rim Politics; 6440, Nationalism and Ethnic Conflict; 6450, Political Violence and Terrorism; 6840, Seminar: Middle East Politics).

Minor field: Students take POLS 6400 and either 6405 or 6740.

\* Students may also complete both POLS 6405 and 6740 to satisfy the major field requirement.

### **International Relations**

As a major field, students should take the following courses:

POLS 6850, Field Seminar in International Relations;

one from POLS 6630, Foundations of International Organization, POLS 6690, Foundations of International Security, or POLS 6710, Foundations of International Economic Relations; and,

one 6000-level International Relations course (e.g., 6460, International Relations of Africa; 6470, International Relations of the Middle East; 6480, International Relations of East Asia; 6490, International Relations of Latin America; 6610, International Law; 6660, American Foreign Policy; 6670, US National

Security Policy; 6720, Politics of North-South Economic Relations; 6750, Industries and State Power; 6800, Theories of International Relations).

Minor field: Students take POLS 6850 and one from POLS 6630, 6690, or 6710.

### **Political Theory**

As a major field, students should take the following courses:

POLS 6000, Foundations of Political Thought;  
POLS 6010, Political Thought from Machiavelli; and,  
one of the following: POLS 6008, Multiculturalism, Political Theory and Public Policy; 6015, Theories of Democracy; 6020, Liberalism; 6030, Proseminar in Political Theory; 6035, Contemporary Political Thought; 6045, Topics in Political Theory; 6140, Feminist Political Theory.

Minor field: Students take POLS 6000 and 6010.

### **Public Administration**

As a major field, students should take the following courses:

POLS 6300, Administrative Theory;  
POLS 6050, Proseminar: Survey of Public Administration; and,  
one of the following: POLS 6230, Administrative Law; 6320, Public Policy Theories and Applications; 6330, Practice of Public Management; 6340, Organizational Productivity and Change; 6360, Public Human Resource Management; 6380, Public Budgeting and Finance; 6870, Seminar: Public Administration and Ethics.

Minor field: Students take POLS 6300 and one of the following: 6230, 6320, 6330, 6340, 6360, 6380, 6870.

### **Elective and Thesis Hours**

In addition to completing the required core, major field, and minor field courses, students are required to complete a master's paper. This requirement can be satisfied either by completing a master's essay or a master's thesis (see section on research paper requirements below). The selection of courses for elective hours depends on which master's paper option is chosen.

Students who select the master's essay option may complete their minimum 30 hours by choosing three elective graduate courses from within political science or from relevant graduate courses outside of political science. For courses outside of political science, students should consult with their committee chair or provisional supervisor because these courses will need to be approved by the student's supervisory committee to be counted as part of the student's program of study.

Students who select the master's thesis option must complete POLS 6004, Research Design, and register for 6 semester hours of POLS 6970, Thesis Research: Master's (resident tuition is charged for POLS 6970 regardless of residency status). Thus, students selecting the master's thesis option will fill their nine "elective" hours meeting these two requirements (3 hours of research design plus 6 hours of thesis research).

### **Required Teaching Classes for Teaching Assistants**

Students who serve as teaching assistants are required to register for POLS 6201 and 6202, Teaching Political Science, when they first serve as teaching assistants. This course is a two-semester course that meets for one credit hour each semester. Students interested in pursuing a teaching career are strongly recommended to take this class. These credits do not count toward the 30 hours required for the degree.

### **Master of Arts (MA) and Master of Science (MS) Requirements**

**MA Language Requirement:** Candidates for the MA must demonstrate at least "standard proficiency" in a foreign language. According to Graduate School policies, "standard proficiency" assumes a reading comprehension level expected of a student who has completed one year of college foreign language instruction or the equivalent. A student may verify standard proficiency in one of the following ways:

1. Complete a second-semester language course, or the equivalent at another institution, with at least a B grade (3.0), or pass a third-semester language course, or the equivalent, with at least a C grade (2.0), and submit a grade report or transcript to the Department of Languages and Literature, 1400 LNCO, for verification. These courses must be taken not more than six years prior to the date of application for language verification. Language courses are a "prerequisite" for the MA, and hence do not count toward the 30 hours required for the degree.

2. Pass the College Level Examination Program (CLEP) with a score indicating standard proficiency. The test is available for French, German, and Spanish. Students who wish to take the CLEP must contact the University Testing Center and pay a fee at the time they register to take the test.

If English is not a student's native language, he or she should consult the Department of Languages and Literature for exemption from the MA language requirement.

**MS Methods Requirement:** MS students will be required by their supervisory committee to take additional course work in quantitative methods (POLS 6002 or its equivalent in another department). As this methods course requirement is considered a prerequisite for the degree, this course work does not count toward the 30 hours required for the degree.

### **Repeated Course Numbers**

Some course numbers may be taken up to three times for credit as the content of the courses will vary depending on the instructor. These courses include: POLS 6962, Topics in American Public Policy; 6965, Special Topics in Public Administration; and 6960, Special Topics.

### **Supervisory Committee**

Graduate School policy requires students to form their supervisory committees no later than the second semester of graduate work. Probation may be applied if the committee is not formed by that semester. A supervisory committee for a master's student consists of three regular faculty members, two of whom must be faculty in the University of Utah Political Science Department. The chair of the supervisory committee should be from the student's major field of study. Committee members may be drawn from any of the department's fields of study, or from an allied department. Students may choose to have a representative from their minor area on their committees, however, is not required. If a student wants to have a regular faculty member from another institution on their committee that professor must provide the department with a vita or short professional biography. Committee decisions are made by majority vote.

Students are responsible for forming their supervisory committees. They should ask prospective members to sign a departmental committee form and initial the Graduate School's "Request for Supervisory Committee" form. These forms are available from the department and Graduate School websites and should be returned to the Graduate Program Coordinator when completed. Students may change the membership of their committees, just as members may decide to leave committees. All such changes should be made in consultation with the concerned parties and with the Director of Graduate Studies. File the "Change of Supervisory Committee" form with the Graduate Program Coordinator.

Each student is primarily responsible for arranging a supervisory committee. Students should meet with their committees at least once a year, or more frequently if needed. Supervisory committees have the following responsibilities:

1. to help plan and approve a student's program of study. Committees can recommend transfer credits or waivers consistent with program requirements to the Graduate School and/or the Director of Graduate Studies.
2. to guide and evaluate a student's research and approve the topic of the master's paper.
3. to conduct the oral defense of the student's essay or thesis.

### **Independent Research Courses**

Students who wish to do focused reading and research under faculty supervision may register for POLS 6975, Independent Research: Master's. Forms for this purpose may be obtained from department website and should be returned to Graduate Program Coordinator. Students are permitted to count a maximum of 6 semester hours of independent research hours in their program of study. The number of credit hours per course will be determined in consultation with the course instructor. Regular grades are given for this course, and credits count toward the 30 semester hours required for the degree. Independent research courses are not to be used in place of existing graduate courses. In rare cases, independent research credits may be used to take an undergraduate course for graduate credit if the instructor agrees and adds sufficient work to make the course appropriate for graduate credit.

### **Transfer Credits**

The Graduate School permits up to 6 semester hours of graduate credit to be transferred from another accredited institution. Transfer credits cannot be accepted if they were used toward a degree at the previous institution. A student must have received at least a B in a course to be eligible for transfer credit. The student is responsible for providing sufficient information about the content of the course(s) for the supervisory committee to make an appropriate decision. The student must verify that Graduate Admissions has received an official transcript with the course(s) in question. Transfer credits applied to the degree must be listed along with University of Utah credits on the Application to Candidacy form.

### **Grades**

**Minimum GPA:** According to Graduate School policy, candidates for graduate degrees are required to maintain a 3.0 or higher grade point average in courses counted toward the degree. A grade below C- is not accepted for credit toward a graduate degree.

**Incompletes:** A grade of "Incomplete" (I) may be given when a student is unable to complete the work for a course within the semester in which the course is taken. When the work is completed and the instructor submits a "Change of Final Grade" form, the I will remain on the student's transcript and a letter grade will be inserted next to the I. Failure to complete the course within one calendar year will

automatically convert the I to a failing grade (E). A professor can still change a grade after a year, or the course may be retaken. If a professor changes an E to another letter grade after a year's time, both the professor's signature and the department chair's signature are required. A "T" (work-in-progress) grade is appropriately given in the master's program only for POLS 6970, Thesis Research: Master's. A T is used until the thesis is completed, when a letter grade is turned in for the entire project. A grade of T does not convert to an E grade. The T remains on the student's record until the instructor submits the Change of Grade form indicating the grade received. Instructors are discouraged from giving incomplete grades except in unusual circumstances (for further information about incomplete grades and eligibility for financial aid, see section on Teaching Assistant Policies below).

Credit/No Credit: Master's students may not take courses in political science on a credit/no credit basis except POLS 6980, Faculty Consultation, which is always credit/no credit. Students are discouraged from taking courses outside the department for credit/no credit and may do so only with the approval of their supervisory committee.

Retaking Courses: Students may retake courses in an attempt to raise their grades. At the point of entry of the first grade, a student's transcript will note that the course has been repeated. The new grade is shown in the semester in which the course is retaken. The student's GPA is recalculated to eliminate the effect of the first grade and recognize only the new grade.

### **Registration Requirements and Time Limits**

Master's students are considered full-time if they are registered for 9 or more credits in a semester.

Minimum Continuing Registration: Graduate School policy requires that all graduate students be registered continuously from the time of formal admission through completion of all requirements for the degree, except summers, unless granted an official leave of absence (see below). Minimum registration consists of at least three semester credit hours of course work or POLS 6980, Faculty Consultation. The hours are graded credit/no credit and so do not count toward the 30 credit hours required for the degree. The student's committee chair should be the supervisor for POLS 6980.

Students who are unable to maintain the continuous registration requirement should apply for a leave of absence. According to the Graduate School policy, students who do not maintain continuous registration and do not obtain a leave of absence will have their supervisory committee terminated and their records inactivated. To reactivate a file at a later time, a student must reapply for admission to the Graduate School.

Nonresident tuition is not imposed on students whose total registration includes only course numbers in the range 6970 to 6989 (Thesis Research, Faculty Consultation) in a given semester. If a student enrolls in courses that are outside the 6970-6989 range, they become subject to nonresident tuition charges.

Leave of Absence: Students who wish to discontinue their studies for one or more semesters must file a "Request for Leave of Absence" form. The form must be signed by the chair of the student's supervisory committee, the department chair, and then submitted to Graduate Records Office for approval from the dean of the Graduate School.

A student must apply for a leave of absence for a current semester before the last day of classes of that semester. If a leave is approved for a semester in which the student is registered, the student must

withdraw from those classes or grades of E will be reported. The leave of absence is void if the student registers for classes in a semester for which a leave was granted. At the end of the leave period, the student must register for at least three credit hours or make another request for a leave of absence. Time spent on an official leave of absence does not count toward the period allowed to complete the degree.

Time Limits: According to departmental policy, master's students are expected to complete the degree within two calendar years after admission to the program. Requests for extensions must be recommended by the student's supervisory committee and approved by the Director of Graduate Studies. The Graduate School requires all work for the master's degree to be completed within four consecutive calendar years. Only the Dean of the Graduate School may modify or waive this requirement.

### **Candidacy Form**

Students must file an "Application for Admission to Candidacy for the Master's Degree" form at least two months prior to the beginning of the semester in which they plan to graduate. On this form, the student must list those courses that will be applied to meet the requirements for a master's degree. Courses that are not counted toward the 30 hours required for the master's degree, such as Teaching Political Science, language courses, or the quantitative methods course used to fulfill the MS requirements, should not be listed on this form. This form is available from the Graduate School's website and should be returned to the Graduate Program Coordinator when completed.

### **Research Paper Requirement**

All students must successfully defend either an essay or thesis to fulfill the requirements for a master's degree. Before beginning an essay or thesis, a student should consult with their supervisory chair and committee. Students should arrange a meeting with their supervisory committees to seek formal approval of their topic. At this meeting, each committee member signs the "Master's Thesis/Essay Proposal Committee Approval" form available from the department website. Students are also encouraged to use this committee meeting to review their "Application to Candidacy for the Master's Degree" form. If a student's research involves the use of human subjects, the student will need to get approval from the University's Institutional Review Board prior to undertaking any research with human subjects.

There are two options for fulfilling the requirement of a master's research paper, the master's essay or the master's thesis.

Essay: The master's essay is a research paper that is approximately 30 pages in length. The essay is commonly a revised and expanded version of a seminar paper in a student's major field. Students may take three semester hours of POLS 6975, Independent Research: Master's, to receive credit for the work on their essays. Students who revise seminar papers usually do so without additional course credit. A bound copy of the final approved master's essay must be given to the Graduate Program Coordinator for departmental records.

Thesis: A master's thesis is a substantial piece of original research and is typically 50 to 80 pages in length. Students who elect to write a thesis must include 6 semester hours of POLS 6970, Thesis Research: Master's, as part of their application for candidacy forms. Thesis hours are counted toward the 30 semester hours required for the degree. Thesis students must also take POLS 6004, Research Design. Regulations governing the writing, format, and distribution of the thesis are specified in *A Handbook for Theses and Dissertations* available from the University's Thesis Office (302 Park Building) and students should obtain a copy before beginning their thesis.

Final Oral Defense: Graduate School policy requires that all master's candidates pass a final oral examination conducted by their supervisory committee. This exam covers only the essay or thesis topic and not unrelated course work. The completed essay or thesis should be given to all committee members well in advance of the date of the oral defense. Graduate School policy specifies that students should submit acceptable drafts to the committee chair at least three weeks in advance, and to the other committee members at least two weeks in advance of the oral defense date. If the defense is successful, the committee chair files the "Report of the Final Oral Examination" with the Graduate Program Coordinator. Students should expect to make additional revisions to their papers after the oral defense in order to put the paper into final approved form.

Students must be registered for at least three credit hours during the semester in which they defend, even if they defend during the summer. POLS 6980, Faculty Consultation, should be used for this purpose if no further courses or thesis credits are needed. Students do not need to be registered after a successful oral defense, even if minor revisions to the essay or thesis are necessary.

### **Application to PhD Program**

Students in the MA or MS program who want to pursue a PhD immediately after the completion of their master's degree may apply to the PhD program at the end of the semester in which they complete their master's requirements. For example, a student who completes the master's requirements during spring semester can apply for the PhD program at the end of that spring semester and, if accepted, begin course work for the PhD in the fall semester. This application procedure applies only to students completing the MA or MS degree who meet the continuing registration requirement. Students completing the MPA degree or students who do not meet the continuing registration requirement must follow the regular application procedures for admission to the Graduate School and the department.

Students who have completed a master's degree in political science at the University of Utah within the preceding three years may count the course work completed for their master's degree toward the fulfillment of the PhD requirements.

Master's students who want to apply to the PhD program should submit the following application materials to the Graduate Program Coordinator:

1. A letter of intent describing the reasons for pursuing a PhD and the likely academic focus in the PhD program.
2. A formal transcript showing all University of Utah graduate course work.
3. Three letters of recommendation, including a letter from the chair of the master's supervisory committee.
4. A copy of a paper representing the student's best academic work, such as the master's essay, major research paper, or other substantial academic paper.

The deadline for submitting application materials is one week after the end of the semester but no later than May 15. The Graduate Committee will make its admissions decisions approximately two weeks later.

**Please note:** Master's students applying for financial aid from the department, whether currently funded by the department or not, must meet the **regular application deadlines** for departmental financial aid. That is, master's students who intend to apply for admission to the PhD program at the end of spring

semester must apply for financial aid by **January 15** (if not currently funded) or **February 1** (if funded and seeking renewal).

Fast Track Option: Students currently enrolled in the master's program who do not need to complete a master's degree may apply for the fast track option at the end of their first year in the master's program. Students on the fast track enter the PhD program in their second year of graduate study, and are permitted to count their first year's course work toward the PhD requirements.

The application deadline for the fast track option is after the end of spring semester but no later than May 15. The Graduate Committee will make its admissions decisions approximately two weeks later. To be considered for the fast track, students must meet the following requirements:

1. Submission of a cover letter addressing the reasons for applying for the fast track option.
2. Request a letter of endorsement from the chair of the student's supervisory committee to the graduate committee.
3. Have completed a minimum of 12 semester hours of political science course work at the 6000 level.
4. Have completed POLS 6001 (or equivalent) and at least one 6000 level course in the student's major field of study.
5. Have a grade point average of approximately 3.7 or higher in political science course work at the 6000 level.
6. Submit to the graduate committee one research paper that furnishes evidence of the student's ability to undertake doctoral-level research.

Students should submit the necessary materials to Graduate Program Coordinator prior to the May 15 deadline. If the student is admitted to the PhD program, the student must be sure that the Change of Graduate Classification form is filed with the Graduate School by the Graduate Program Coordinator.

### **Financial Aid**

Departmental Assistance: Financial aid available from the department consists of a number of graduate assistantships and graduate fellowships. The teaching assistantships pay a stipend and a tuition waiver and normally involve assisting faculty members with large undergraduate classes or with their research. Departmental fellowships carry a stipend and a tuition waiver, but no teaching or research obligations.

These awards are made on the basis of academic merit, not financial need. Applications for assistance may be obtained from the Graduate Program Coordinator. Applications are due **January 15** for the following academic year. Master's students are eligible for up to four semesters (two years) of funding. Students who have been accepted into the MPA program are eligible for teaching or research assistantships.

On an irregular basis, other opportunities arise for remunerated work in the department. For example, the department may employ graders for a large class or individual faculty members occasionally hire students as research assistants. Federal financial aid recipients may be offered work-study positions. Interested students should contact the Director of Graduate Studies.

University and External Aid: Information about student loans is available from Financial Aid and Scholarships Office in 105 Student Services Building. Other financial aid for master's students is limited, but students writing a thesis may be eligible to apply for a Graduate Research Fellowship from the University. Students apply through the department, which must rank applicants. Applications are available at the Office of the Research Committee (120-E Park Building), and the deadline for submitting them to the department is usually around March 1. In addition, the Hinckley Institute annually awards one graduate scholarship for a man and one for a woman with a past and future commitment to service in government or politics (see the Hinckley Institute, 253 OSH, for more information).

### **Teaching Assistantship Policies**

Tuition Benefit: Students who are funded through the department may qualify for a tuition benefit by which their tuition costs are covered by the university. The tuition benefit program is administered by the Graduate School and students must comply with the Graduate School's regulations regarding the tuition benefit program in order to receive the benefit. Out of state (not international) graduate students who receive tuition support must apply for residency at the end of their first year of study, but their ability to establish residency will not affect their receipt of tuition. Students who enter their graduate programs with a baccalaureate degree (or its equivalent) are limited to two years (four semesters) of tuition benefit for the completion of the master's degree.

**The Tuition Benefit Program requires that students take a minimum of 9 hours and a maximum of 12 hours per semester.** POLS 6980, Faculty Consultation, can be used for this purpose if further course work or thesis hours are unnecessary. Undergraduate courses (5000 or below) required by the department for their graduate students count toward the registration requirement of 9 credit hours per semester but do not qualify for a tuition benefit. Students taking language courses must register using the graduate-level number (6000 or above). Tuition will be paid up to a maximum of 12 hours per semester. Departmental policy requires a written request to the Graduate Director before taking more than 12 hours. However, funded students pay for any credit hours above the maximum 12 hours. The Tuition Benefit Program covers tuition and mandatory fees. It does not cover special fees. Students who receive a tuition benefit must pay any charges assessed as special fees from their own resources.

If a graduate student who is receiving a tuition benefit fails to meet the requirements and restrictions of departmental or Graduate School policy, the tuition benefit will be revoked by the Graduate School and the student will be billed for tuition at the full relevant rate. It is the funded student's responsibility to insure that he or she is in compliance with departmental and Graduate School policies concerning registration, academic progress, professional conduct, and the like. For further information on the Tuition Benefit Program, see the Graduate School form, "Graduate Student Tuition Benefit Support Guidelines."

Assignment of Assistantship Duties: First year teaching assistants are required to attend the university's teaching assistant orientation and teaching workshop held by the Center for Teaching and Learning Excellence (CTLE). **International students who have been appointed to teaching assistantships are required to take the International Teaching Assistant (ITA) training workshop in addition to the university's orientation.** The Graduate School requires international students to obtain certification from the International Teaching Assistant (ITA) Program. This certification is accomplished through full participation and a favorable evaluation from the ITA Workshop which is held once a year in August. For information on the certification process, see ITA program webpage < <http://www.utah.edu/ita> >.

All teaching assistants are required to attend the department's annual orientation for graduate students, which is held the week before the start of fall semester classes. First year teaching assistants are required to take the two-semester course, Teaching Political Science I and II (POLS 6201 and 6202).

Before the beginning of each semester, the Director of Graduate Studies invites faculty requests for assistance with large classes or research projects. Assistants are asked for their own class schedules and for preferences in assignments. The director then assigns some students to be teaching assistants for particular classes and other students to assist faculty members with research. Assignments normally change every semester. At the end of each semester, supervising faculty members file a written evaluation of each assistant's work, which is given to the assistant and put in his or her file for use by the Graduate Committee.

Financial Aid Renewal: Students who want to be considered for an additional year of departmental funding need to complete the "Graduate Student Financial Aid Renewal Application" available from the Graduate Program Coordinator. As indicated on the application, students must include a cover letter, a copy of their grades, one letter of recommendation from their supervisory committee chair, and teaching evaluations with the renewal application form. **The application deadline for a renewal of financial aid is February 1.**

Policy on Incomplete Grades: Students are expected to finish the courses in the semester in which they are taken. The department maintains the following policy for responding to "Incompletes" in the awarding of assistantships and fellowships.

1. The Graduate Committee will consider grades of I or T when awarding aid.
2. No assistantship or fellowship will be awarded to a continuing student who during the year prior to applying for aid carried an I or T for more than one semester, except for work on a master's thesis or essay, unless extenuating circumstances are present.
3. A student holding an assistantship or fellowship will be suspended from the award for one semester if the student has an I or T more than a semester old. This policy applies to all course work except for work on a master's thesis or essay or unless extenuating circumstances are present.
4. Students may request that the Graduate Committee consider extenuating circumstances for incompletes such as prolonged illness, family emergency, failure of a faculty member to grade a student's work, or extraordinary research projects requiring an extended time frame. Students must provide relevant supporting documentation to the Graduate Committee with their written request. Students should inform the members of their supervisory committee of their circumstances, but the Graduate Committee will make the final decision on the student's eligibility for aid.

### **Probation and Termination**

Students may be placed on probation or be terminated from the program by the Director of Graduate Studies. Probation may occur if the student's cumulative GPA is below 3.0. Probation will be lifted if the student raises the cumulative GPA to above 3.0 by the following semester. Probation also may be used when a student does not make reasonable progress toward the degree as indicated by the accumulation of incompletes. Probation will be lifted if the student demonstrates reasonable progress as indicated by the

removal of incompletes by the beginning of the following semester. Probation also may be used when a student fails to form a supervisory committee by the beginning of the student's third semester. Probation will be lifted if the student forms the supervisory committee. At the discretion of the Director of Graduate Studies, in consultation with the Department Chair and the Graduate Studies Committee, termination from the graduate program may occur when the student remains on probation for two consecutive semesters.

### **Joint Degree Program Policy**

There are no formal joint degree programs recognized for master's students in political science. There are, however, several for students in the Master of Public Administration program. Since the Graduate School does not permit credit to be applied to more than one degree in the absence of a formal joint degree program, individually arranged joint degrees are not permitted. Concurrent enrollment in more than one degree is permitted, if all requirements for both programs are met.

### **Student Activities and Opportunities**

The principle means of communicating with graduate students about activities in the department and other academic opportunities are through e-mail, student mail boxes, the department website, and the bulletin boards located outside of OSH 252. Graduate students have mail boxes located in the department office. In order to facilitate regular communication, please check email and mailboxes on a regular basis.

Graduate Student Advisory Committee (GSAC): The graduate student advisory committee (GSAC) is the primary graduate student organization for the department. The GSAC has a formal role in evaluating the teaching and advising work of faculty members under review for retention, promotion, and tenure. In addition, one graduate student is a voting member of the Graduate Committee and another represents graduate students at faculty meetings. A graduate student representative is appointed to the recruitment committees for faculty positions and all graduate students are encouraged to attend the research presentations held as part of the faculty search process. The GSAC has also conducted a variety of activities during the year, including social events and professional development activities.

Graduate Certificate in Ethics and Public Affairs: This certificate program is an interdepartmental program administered through the Graduate School, the department of philosophy, and the department of political science. This program, consisting of four courses and a research paper, is meant to encourage ethical consideration of important domestic and international issues related to public and professional life. For additional information, see the Ethics and Public Affairs webpage: < <http://www.epa.utah.edu/> >.

Policy on Conference Travel Funds: Presenting your original research at an academic conference can be a useful learning experience and a valuable step in your academic career. The department seeks to encourage and support graduate students to present their research at scholarly conferences by providing some funds to reimburse the costs of travel. But, the department's resources are limited and we seek to use these resources in a manner that is most beneficial to graduate students and the department as a whole. As such, preference in the awarding of departmental travel funds will be given to graduate students who are well advanced in their academic program and who are presenting research related to their dissertations or other significant research projects. This policy does not limit who may attend or present at a conference, it applies only to providing departmental funding. For additional information on travel funds, please see the department webpage: < <http://www.poli-sci.utah.edu> >.

Best Graduate Paper Award: Every spring the department sponsors a contest for the best paper written by a graduate student in political science in the past year. The deadline for submitting papers is usually around the middle of March and will be announced by the Graduate Program Coordinator. The winner of the paper competition is announced at the annual departmental banquet and receives a \$200 award.

Todd Mitchell Memorial Teaching Award: This prize was established in recognition of Todd Mitchell's role as a superior teacher when he was a graduate student in the department of political science. The award is given to a one graduate student each year who, in the judgment of the Graduate Committee, has been an exemplary teacher in the department. Nominations for the award are normally due in mid-March. Faculty, undergraduate students, and graduate students (including self-nominations) are all encouraged to nominate graduate students who are superior teachers for this award. The award is announced and the \$200 award given at the annual department banquet.

Honorary Societies: Master's students in political science are potentially eligible for two honor societies. Pi Sigma Alpha and Phi Kappa Phi. Pi Sigma Alpha is the national political science honor society. Graduate students are eligible if they have 10 semester hours of graduate political science course work and a cumulative GPA of 3.0. Application forms are available in 252 OSH. Phi Kappa Phi is a general graduate honor society. Master's students are eligible if they have a 3.8 GPA at the time of graduation.

### **Administration of the Graduate Program**

Director of Graduate Studies: The department's Director of Graduate Studies is a regular, full-time faculty member who assumes this position for a term of approximately three years. The Director chairs the Graduate Committee and supervises its functions. The Graduate Director is available to assist students with problems, especially those related to supervisory committees, departmental requirements, or university requirements.

Graduate Committee: The Graduate Committee is composed of the Director of Graduate Studies, political science faculty members chosen by the department chair for two-year terms, and a graduate student selected by current graduate students for a one-year term. The Graduate Committee oversees the functioning of the graduate program and advises the faculty on issues of policy, curriculum, and degree requirements. The Graduate Committee conducts the admission process, awards departmental financial aid, reviews student progress, and selects the winner of the graduate paper contest and graduate teaching award. The graduate student member of the committee is a voting member of the committee for most decisions, except those decisions related to personnel matters such as financial aid.

Graduate Program Coordinator: The Graduate Program Coordinator works with the Director of Graduate Studies and the Graduate Committee in administering the graduate program. The Program Coordinator provides staff support for the committee. The Program Coordinator assembles admission files, communicates with the Graduate Admissions Office about applicants, handles the administration of the Tuition Benefit, and assists students with the completion of required paperwork.

### **Teaching and Research Interests of the Faculty**

**Nancy Winemiller Basinger, PhD (Georgia):** Public Administration, Nonprofit Organizations, Public Budgeting, Public Law and Interest Groups

**Robert C. Benedict**, PhD (Washington): American Politics, Public Policy

**Matthew Burbank**, PhD (North Carolina, Chapel Hill): American Politics, Electoral Politics, Research Methods

**Mark Button**, PhD (Rutgers): Political Theory, Liberalism, Democratic Theory, Religion and Politics

**Edward C. Epstein**, PhD (Illinois): Comparative Politics, Latin America, Western Europe, Comparative Public Policy

**John G. Francis**, PhD (Michigan): Comparative Politics, Western Europe, North America, Comparative Public Policy

**James J. Gosling**, PhD (Wisconsin, Madison): American Politics, Policy Theory, Public Policy, Political Economy, and Public Budgeting

**Richard T. Green**, PhD (Virginia Polytechnic): Public Administration, Human Resources, Ethics and Government

**Thad Hall**, PhD (Georgia): Public Administration, Public Policy

**Lauren Holland**, PhD (UC Santa Barbara): American Politics, Defense Policy, Native Americans

**Claudio A. Holzner**, PhD (Michigan): Comparative Politics, Political Development and Democratization, Latin American Politics

**Ronald Hrebenar**, PhD (Washington): American Government and Politics, Political Parties and Interest Groups, Japanese Politics

**Benjamin Judkins**, PhD (Columbia): International Relations, International Political Economy

**Ibrahim A. Karawan**, PhD (UCLA): International Relations and World Politics, Comparative Politics (Middle East)

**Howard P. Lehman**, PhD (Minnesota): International Relations, International Political Economy, Politics of Economic Development, African Politics

**Daniel Levin**, PhD (Wisconsin, Madison): Public Law, Judicial Politics, Administrative Law

**Steven Lobell**, PhD (UCLA): International Relations, Security Studies

**Adam Luedtke**, PhD (Washington): International Relations, International Institutions, European Politics, Immigration

**Daniel M. McCool**, PhD (Arizona): Public Administration, Public Policy Theory, Natural Resource Policy, Indian Policy

**Ella Myers**, PhD (Northwestern): Political Theory, Gender Studies, Contemporary Democratic Theory

**Susan M. Olson**, PhD (Syracuse): American Politics, Courts and Law

**J. Steven Ott**, PhD (Colorado): Public Administration, Organization Theory and Behavior, Administrative Theory, Public-Nonprofit Organization Relations

**W. David Patton**, PhD (Utah): Public Administration, Public Leadership, Human Resource Management, Public Policy, Administrative Theory

**Nicole Richardt**, PhD (Northwestern): Comparative Politics, Comparative Public Policy, European Politics, Gender and Politics

**Peregrine Schwartz-Shea**, PhD (Oregon): American Politics, Public Administration, Methodology, Gendered Organizations

**Richard Sherman**, PhD (Washington): International Relations, Quantitative Methods

**Lina Svedin**, PhD (Syracuse): Public Administration, Organization, Public Policy and Ethics

**Yanqi Tong**, PhD (Johns Hopkins): Comparative Politics, Asian Studies, Chinese Politics

**M. Hakan Yavuz**, PhD (Wisconsin, Madison): Comparative Politics, Middle East Politics, Turkish Studies

## Master's Program Check-List

NOTE: Required *departmental* forms are indicated in italics and paperwork required by the Graduate School is indicated by underlining. Departmental forms are available on the department's website and Graduate Schools forms are available from the university's Graduate School website. Once properly completed, all forms should be returned to the Graduate Program Coordinator.

\_\_\_\_\_ Select three faculty members for a supervisory committee by the end of the second semester of graduate work. Each faculty member should indicate his or her willingness to serve on the committee by signing the *Graduate Supervisory Committee form* (you will need one copy of the departmental form for each member of the committee). Also, each member of the committee should initial the Graduate School's Request for Supervisory Committee form.

\_\_\_\_\_ Meet with supervisory committee during your second semester to plan your program of study.

\_\_\_\_\_ Complete course work.

\_\_\_\_\_ Meet with supervisory committee to discuss master's essay topic. At that meeting the department's *Master's Essay/Thesis Proposal Committee Approval form* is signed by all committee members.

\_\_\_\_\_ File the Application for Admission to Candidacy for the Master's Degree two months before the start of the semester you plan graduate.

\_\_\_\_\_ Master of Arts graduate students file "Language Verification" form with the Department of Languages and Literature (not required for students seeking the MS degree).

\_\_\_\_\_ Work with the chair of your supervisory committee to write and revise your master's paper.

\_\_\_\_\_ Schedule the final oral defense of your master's paper with the members of your supervisory committee. Be sure to provide each faculty member a completed copy of your paper at least two weeks in advance of the date for the final defense.

\_\_\_\_\_ Revise master's paper as required by supervisory committee.

\_\_\_\_\_ File the Report of the Final Exam or Certification of Completion for Non-Thesis form if you complete a master's essay or the Report of the Final Oral Examination and Thesis if you complete a master's thesis.