

DOCTORAL 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 answer many of your questions about the graduate program. If you have any questions, please talk with the Director of Graduate Studies or your faculty advisor. We wish you a successful graduate experience in our department.

Program Requirements

Students in the PhD program must complete the following set of five minimum requirements in a satisfactory fashion. Students must have at least a B average (3.0) in all of their approved graduate course work. Students may use courses taken in their master's program to satisfy these class requirements provided that no more than three years has elapsed between the completion of the master's degree and the start of the PhD program. Students who complete a master's degree in our department must complete a minimum of six graduate courses beyond the master's degree.

1. Departmental core courses:

- POLS 6001, Quantitative Analysis (3 credit hours);
- POLS 6003, Approaches to the Study of Politics (3 credit hours);
- POLS 6004, Research Design (3 credit hours);
- POLS 6040, Theories of Political Inquiry (3 credit hours).

2. Major field courses: Students must complete the courses designated by the field to meet the requirements of a major field of study (15-18 credit hours depending on the field).

3. Minor field courses: Students must complete the courses designated by the field to fulfill the requirements of a minor field of study (12 credit hours).

4. Comprehensive examinations: Students must pass comprehensive examinations in their major and minor fields of study after the completion of their course work. Students must complete a minimum of nine political science graduate courses (27 semester hours) at the University of Utah prior to taking the comprehensive examinations. A comprehensive examination consists of both written and oral examinations and students must pass the written examinations in both their major and minor fields before proceeding to the oral examination conducted by the supervisory committee. Students are required to complete their comprehensive exams in one semester.

5. Dissertation requirement: Students must successfully defend a written dissertation proposal in an oral exam conducted by their supervisory committee within two regular semesters (one calendar year) of having passed their comprehensive examinations. Students must successfully defend their completed written dissertation in a public defense conducted by their supervisory committee within six regular semesters (three calendar years) of completing their comprehensive examinations (an extension of up to two regular semesters can be granted by the supervisory committee). Students must register for a minimum of 14 semester hours of dissertation credit.

NOTE: While all students must meet these minimum requirements, each student must have an individual program of study approved by their supervisory committee which may require additional course work in

the major or minor fields or in additional areas of study. The supervisory committee may also require additional course work to establish language proficiency or research skills.

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> >.

Departmental Core Courses

Students should take POLS 6003 and 6001 in their first year and take POLS 6004 and 6040 in their second or third year. Typically, POLS 6003, 6001, and 6004 will be offered every year, while POLS 6040 will be offered every other year. If equivalent courses have been completed at another institution, these core courses may be waived on the recommendation of a student's supervisory committee and with the approval of the Director of Graduate Studies.

Major and Minor Field Requirements

Students take courses and comprehensive exams in two of the following five fields in political science: American Government and Politics, Comparative Politics, International Politics, Political Theory, and Public Administration. Students choose one field as their major field, and another as a minor field. Students should select courses in consultation with their faculty advisors and 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 take the following five courses:

- POLS 6281, American Political Institutions;
- POLS 6282, American Political Behavior;
- POLS 6283, American Policy Processes;
- POLS 6002, Advanced Quantitative Analysis*;

and, One additional 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 take the following courses: POLS 6281, 6282, 6283, and one from among the American Politics list of 6000-level courses.

*Or an equivalent course approved by the student's supervisory committee. Equivalents would include courses from other departments covering advanced quantitative methods or qualitative analysis. A course taken at the ICPSR summer program at the University of Michigan would also qualify when taken as POLS 7975, "Independent Doctoral Research."

Comparative Politics

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

POLS 6400, Proseminar Comparative Politics;

POLS 6405, Comparative Public Policy;

POLS 6740, Political Change; and,

Two courses 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, 6405, 6740, and one from among the Comparative Politics 6000-level courses.

International Relations

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

POLS 6850, Field Seminar in International Relations;

POLS 6630, Foundations of International Organization;

POLS 6690, Foundations of International Security;

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, 6630, 6690, and 6710.

Political Theory

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

POLS 6000, Foundations of Political Thought;

POLS 6010, Political Thought from Machiavelli;

POLS 6025, American Political Thought; and,

Two courses from 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, 6010, 6025, and one other 6000-level political theory course.

Public Administration

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

POLS 6050, Proseminar: Survey of Public Administration;
POLS 7965, Seminar: Public Administration;
POLS 6002, Advanced Quantitative Analysis*; and,

Three courses from the following: POLS 6230, Administrative Law; 6300, Administrative Theory**; 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; 6390, Administration in Local Government; 6550, Nonprofit Sector and Organizations; 6870, Seminar: Public Administration and Ethics; 6965, Special Topics.

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Minor field: Students take POLS 6050, 7965, and two of the following: POLS 6230, 6289, 6300**, 6320, 6330, 6340, 6360, 6380, 6390, 6550, 6870, 6965.

* Or an equivalent course approved by the supervisory committee.

** These courses must be included, if not previously taken.

Elective Hours

Students may take elective graduate courses as part of their programs of study either within or outside of the field of political science. Elective courses may be used to broaden one's understanding of political science or related disciplines, supplement expertise in a region or policy area, or develop research skills. Elective courses should be selected in consultation with the student's supervisory committee.

Required Teaching Course for Teaching Assistants

Graduate students who serve as teaching assistants are required to take POLS 6201 and 6202, Teaching Political Science, during their first year as teaching assistants. Each class is one semester hour. Although required for teaching assistants, these courses are open to all graduate students. Students interested in pursuing a teaching career are encouraged to take these classes. These credits do not count as part of a PhD student's program of study.

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 end of the second semester of graduate work. Probation may be applied if the committee is not formed by that semester (see section on Probation and Termination below). PhD committees consist of five regular faculty members, at least three must be faculty in the University of Utah Political Science Department and at least one member of the committee must be from outside the department. The chair and at least one other member of the Political Science Department must represent the major field. The minor field must be represented by at least one member of the political science department. Exceptions to this pattern require the approval of the Director of Graduate Studies. If a student wants to have a regular faculty member from another institution on their committee that professor must provide the department with a curriculum vitae or short professional biography. Ordinarily the chair is the primary advisor of the doctoral dissertation. Committee decisions are by majority vote.

Each student is responsible for forming a supervisory committee. Students should ask prospective members to sign a departmental committee form and initial the Graduate School's "Request for Supervisory Committee" form. These forms are obtained from (and returned to) the Graduate Coordinator in the department office. 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. To change the membership of a supervisory committee, the student should file the "Request to Change Supervisory Committee Personnel" form with the department's Graduate Coordinator.

Students are advised to 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 determine when a student may take comprehensive exams;
3. to conduct the oral portion of a student's comprehensive exam;
4. to conduct the oral defense of the student's dissertation proposal;
5. to conduct the final oral examination of the student's dissertation.

Additional Language/Methods Requirements

Supervisory committees may require additional course work appropriate to a student's program of study. Such course work may involve foreign language or advanced training in research methods. Students whose dissertation research requires facility in a language other than English will be expected to demonstrate proficiency in that language. Supervisory committees will determine the degree of language proficiency required. Proficiency is normally verified by the Department of Languages and Literature, 1400 LNCO, through course work or examination. Language courses do not count as part of a student's program of study for the PhD degree.

Students whose dissertation research requires advanced skills in quantitative or qualitative methods will be expected to demonstrate proficiency in that method, normally through course work. Supervisory committees will determine when the needed degree of proficiency has been reached.

Independent Research Courses

Students who wish to do focused reading and research under faculty supervision may register for POLS 7975, Independent Doctoral Research. Forms for this purpose are available from the department website and should be returned to the Graduate Coordinator. Students are permitted to count a maximum of six semester hours of independent research 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. Independent research courses should not 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 earned 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 listing the course(s). Transfer credits applied to the degree must be included along with University of Utah credits on the "Program of Study" form. When Graduate Records receives the "Program of Study" form, they will check the student's record to verify that the course(s) appears on an official transcript and was not used toward another degree.

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 "Report of Credit/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 an E (fail). An instructor may still change a grade after a year, or the course may be retaken. If an instructor 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 on the Change of Final Grade form. A grade of T (work-in-progress) is appropriately given in the doctoral program only for POLS 7970, "Thesis Research: PhD." A grade of T is given until the dissertation is completed, when a letter grade is turned in for the entire project. A T grade will not automatically convert to an E but remains on the student's record until the instructor submits the appropriate Change of Final Grade form(s) indicating the grade received. Instructors are discouraged from giving grades of I unless unusual circumstances occur. For further information about the effect of an I and inappropriate T grades on eligibility for financial aid, see the section on Teaching Assistantship Policies below.

Credit/No Credit: PhD students may not take courses in political science on a credit/no credit basis except POLS 7980, Faculty Consultation. POLS 7980 is always credit/no credit and requires permission from the chair of the student's supervisory committee. Students are discouraged from taking courses outside the department for credit/no credit and may do so only with the approval of their supervisory committees.

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 will be shown in the semester in which the course is retaken. The student's GPA will be recalculated based upon the grade for the course that has been retaken.

Registration Requirements

Full-time status: Graduate students are considered full-time if they are registered for 9 or more credits in a semester. The Graduate School requires all PhD students to be registered for full-time course work for **two consecutive semesters** at some point during their graduate program. This requirement that PhD students spend at least one year in full-time graduate study is known as the "residency requirement," although it should not be confused with establishing Utah residency for tuition purposes. Courses taken during the summer session may be used to meet the residency requirement, if nine or more semester hours are taken. Once the residency requirement has been satisfied, students can be considered full-time

if they are registered for three credit hours of either POLS 7970, Thesis Research: PhD, or POLS 7980, Faculty Consultation.

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. Minimum registration consists of at least three semester credit hours of course work or, if no additional course or dissertation hours are needed, POLS 7980, Faculty Consultation. POLS 7980 credits do not count toward the degree. The process of registering for Faculty Consultation is similar to POLS 7975, except that the supervisory committee chair is listed as the instructor. Students who do not need additional course work or dissertation hours, and who are not using university facilities (including the library) or significant faculty time, should register for POLS 7990, Continuing Registration: PhD. Registration for this course does not qualify a student for student loans or deferment of student loan repayments. The Graduate School requires that students obtain an index number from the department to register for POLS 7990. Students are limited to taking no more than four semesters of Continuing Registration.

Students who are unable to maintain continuous registration should apply for a leave of absence. It is a Graduate School policy that students who do not maintain continuous registration and fail to obtain a leave of absence will have their supervisory committee terminated and their records inactivated. To reactivate a file, 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 7970 to 7989 (Thesis Research, Faculty Consultation) in a given semester. If courses outside the 7970-7989 range are taken simultaneously, nonresident tuition charges will apply.

Leave of Absence: Students who wish to discontinue their studies for one or more semesters must file a "Request for Leave of Absence" form with the Graduate School. The form must be approved by the chair of the student's supervisory committee (or provisional faculty supervisor) and the department chair before being forwarded to the Graduate Records Office for approval of the dean of the Graduate School

A student must apply for a leave of absence for a current semester by 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 maximum time allowed to complete a degree.

Program of Study Form

The Graduate School requires that all PhD students file a "Program of Study for the PhD Degree" at least two months preceding the semester of graduation. This form is available from the Graduate School website and lists the courses that will be applied to the degree. This form requires the signatures of all members of the student's supervisory committee as well as the director of graduate studies. The form should be completed by the student and approved by the members of the supervisory committee after the committee has met with the student to review the student's progress within the graduate program and to consider the necessary course work, language skills, research skills, or other requirements necessary for

the student to be prepared to take comprehensive examinations and undertake dissertation research. Once completed and approved by the members of the supervisory committee, this form should be submitted to the department's Graduate Program Coordinator.

Comprehensive Examinations

Comprehensive examinations are one of the most significant stages in a graduate student's career. The department administers them in order to determine whether a student is qualified to proceed to the dissertation phase of his or her program. The exams are designed to test whether a student has mastered a field of study. In other words, students are expected to be able to discuss critically the predominant concepts, theories, and arguments characterizing a field of study. Preparation for the comprehensive examinations will include the careful review of all course work, as well as extensive reading in the field's sources, as outlined in the field bibliography.

Students should also consult past examinations, available from the Graduate Coordinator, though these will by no means furnish a sufficient preparation by themselves. Students should also consult with the members of their supervisory committees and the field chair in their exam areas as they begin the preparations for their examinations to ensure that they understand the field committees' expectations.

PhD candidates take written examinations in two of the five fields offered by the Political Science Department. Following the successful completion of all their written exams, students must take an oral exam, administered by their supervisory committee, covering material within the scope of the written exams.

Eligibility and timing: Students must complete all required course work before they are eligible to take their comprehensive exams including any independent research courses. Completion is signified by the instructor reporting a grade for the course. It may be possible to take comprehensive examinations before satisfying the language proficiency requirement, provided the student's supervisory committee approves.

Students must complete the department's "Petition to Take Comprehensive Examinations" form (indicating approval by the supervisory committee) prior to the written exams. In addition, students must read and sign the "Comprehensive Examination Agreement" form, indicating that they will comply with the "closed book" testing policy. Both forms may be obtained from the department website and should be returned to the Graduate Program Coordinator.

Written and oral comprehensive exams must be taken within a single semester. Exams are administered on specified dates, at weekly intervals, during fall and spring semesters. Lot determines the order in which field exams are administered in the preceding semester, and this order is announced prior to the start of the semester. Students must be registered for at least three credit hours for the semester in which they take comprehensive exams.

Format and grading: Written examination questions are designed and graded by an examination committee, composed of at least three faculty drawn from the field committee. Examination committees will ordinarily consult with the student's supervisory committees when devising exam questions. In all fields, written examinations will be divided into two parts: (1) a "general/required" section featuring one or more broadly-framed questions to be answered by all students taking the exam, and (2) a "specialty/

choice" section in which students answer at least one from among at least two questions. All students within a particular field are given the same exams; exams vary each semester.

Written examinations are administered by the Graduate Coordinator (or some designee of the graduate director). The exams are closed book. Answers are graded anonymously, on a scale of High Pass, Pass, Low Pass, and Fail. To progress to the oral examination, students must receive at least a Low Pass on all examination questions from a majority of the examination committee members.

Day of the Exam Procedures: Students are required to arrive punctually in the main office at 8:00 a.m. to receive a disk and to be shown to the examination rooms. Students have until 5:00 p.m. to complete the exam on the designated test date. They manage their time at their own discretion, taking breaks as needed. This disk is returned to the exam administrator upon completion of the exam.

Confidentiality and Fairness: In order to ensure confidentiality, exam results are divulged to all students simultaneously, at the end of the entire written examination process. Members of field examination committees will not discuss a student's results until all examinations have been graded. Students may not discuss comprehensive exams with members of the examination committee during the semester in which the exams are taken until all the exams have been graded and students have been notified of the results.

Re-takes: Students failing the comprehensive exam are entitled to retake that exam only once. Re-takes must be scheduled within a year, or the student will be expelled from the graduate program. Two failures, of any section or combination of sections on the written exam will result in expulsion from the graduate program. For example, a student might fail a section of the written exam, pass the re-take, then fail the oral, and be expelled from the program.

Preparation: The Department of Political Science treats comprehensive exams with the utmost importance. They are designed to test students' comprehensive and specialized knowledge of a particular field. Success in one's course work is by no means a guarantee of success on the comprehensive exams. Students must prepare thoroughly by reviewing their course work, reading the pertinent scholarly works as indicated on the field reading lists, reviewing past exam questions, and consulting with members of the faculty.

Doctoral Dissertation

A dissertation is a significant piece of original scholarly research and serves as the culmination of a student's graduate study. Although sustained work on a dissertation project typically begins after successful completion of the comprehensive examinations, students are encouraged to begin developing a dissertation proposal prior to the completion of their course work.

Dissertation Credit Hours: The Graduate School requires that PhD students complete a minimum of 14 semester hours of POLS 7970, Thesis Research: PhD. Students may register for as few as one or as many as 14 in one semester, subject to other limitations. A grade of T, work in progress, is given for POLS 7970 until the dissertation is completed, when a letter grade is submitted for the entire project. Resident tuition rate is charged for POLS 7970, regardless of a student's residency status. Students may register for POLS 7970 before they take comprehensive exams, but not before they have established a supervisory committee and are ready to begin preliminary work on their dissertations.

Dissertation Proposal: All PhD students are expected to defend a written dissertation proposal within one year of the end of the semester in which they have passed their comprehensive exams. The written dissertation proposal should: (1) identify the research topic of the dissertation, (2) relate the student's research to the established scholarly literature, especially with respect to the theoretical approach or approaches to be used in the research; (3) explain the research method fully; and (4) consider the significance of the research topic within the discipline. Each student should work closely with the chair of his or her supervisory committee to prepare a written dissertation proposal. Once the written proposal has been approved by the committee chair, the student should provide a copy of the proposal to all members of the committee and schedule a committee meeting to discuss and defend the dissertation proposal. Students should provide committee members a copy of the complete written proposal at least two weeks in advance of the scheduled defense date. When the written proposal has been approved by the supervisory committee, the members of the committee sign the "Dissertation Proposal Approval" form. After the proposal defense, this form and a copy of the approved dissertation proposal should be submitted to the Graduate Coordinator for the student's file.

Preparation: A doctoral dissertation in political science embodies the results of careful and sustained scholarly research. It must provide evidence of originality and the ability to contribute knowledge to one's field of study. A dissertation must also demonstrate mastery of relevant scholarly literature and be presented in an acceptable style. Detailed policies and procedures concerning publication requirements, use of restricted data, and other matters pertaining to the preparation and acceptance of the dissertation are contained in *A Handbook for Theses and Dissertations*, published by the Graduate School. Students should obtain the latest copy of this handbook from the Thesis Office when planning their dissertations. Students whose research involves human subjects must follow the guidelines listed in the Handbook, and receive the approval of the Institutional Review Board prior to beginning research with human subjects.

Final Oral Examination: Graduate School policy requires that PhD candidates pass a public, oral examination of the completed dissertation conducted by the supervisory committee. The final oral examination is also called the dissertation defense. The supervisory committee chair, in consultation with the other members of the supervisory committee, will determine when the dissertation is ready to be defended. The final oral examination covers only the dissertation and not the field generally. Graduate School policy specifies that a PhD candidate should submit an acceptable draft of the dissertation to their committee chair at least three weeks in advance of the scheduled defense date and provide the other committee members copies at least two weeks in advance of the scheduled defense date. If the defense is successful, the committee files the "Report of the Final Oral Examination" with the Graduate Program Coordinator. All students should be prepared to do some minor revisions to the written dissertation after the oral defense.

Students must be registered for at least three credit hours during the semester in which they defend their dissertations, even if they defend during the summer. POLS 7980 "Faculty Consultation" should be taken for this purpose if a student has already taken 14 hours of POLS 7970. This course is graded "credit/no credit" and resident tuition is charged regardless of a student's Utah residency status. Students do not need to be registered after a successful oral defense, even if minor revisions to the dissertation are required.

Time Limits: Students must successfully defend a written dissertation proposal in an oral exam conducted by their supervisory committee. This defense must take place within two semesters (one calendar year) after the student has passed the comprehensive examinations. Students who do not defend a dissertation

proposal within two semesters of passing their comprehensive exams will be considered to be no longer making satisfactory progress toward their degree and thus may not be eligible to teach, to be nominated by the department for fellowships, or to receive travel funds from the department.

Students must successfully defend a written dissertation within six semesters (three calendar years) of having completed their comprehensive examinations. Students who are making progress toward the completion of their dissertation research, but who will not be finished in six semesters, may be granted an additional two semesters (for a total of eight semesters) to complete their dissertation by majority vote of their supervisory committee. Students who do not complete their dissertation within these time limits will be required to retake comprehensive exams in their major and minor fields to demonstrate current knowledge of their fields prior to being allowed to register for additional credit hours.

Financial Aid

Departmental assistance: Financial aid available from the department consists of a number of teaching 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. The graduate fellowships also carry a stipend and a tuition waiver, but no teaching obligations. All of these awards are made on the basis of academic merit, not financial need. **Applications are due January 15** to be funded for the following academic year; they may be obtained from the Graduate Program Coordinator. PhD students are eligible for up to 6 semesters (3 years) of funding.

On an irregular basis other opportunities arise for remunerated work in the department. For example, the department may employ graders for large classes and individual faculty members may hire students as research assistants. Federal financial aid recipients may be offered work-study positions. Interested students should contact the Graduate Coordinator. Advanced graduate students may be employed to teach courses. Students interested in teaching should contact the Director of Graduate Studies.

University and external aid: In addition to departmental aid, students may be eligible to apply for financial assistance from the university. Potential sources of funding include the Eccles Fellowship, the Tanner Humanities Center Fellowship, and Graduate Research Fellowship. Eccles Fellowships emphasize public policy research and are normally awarded to advanced students who are preparing to undertake their dissertation research. The deadline for the Eccles is usually February 1, with applications available from the Graduate School (302 Park Building). Humanities Center Fellowships are limited to students writing dissertations that raise issues and use scholarly methods associated with the humanities, broadly defined. The deadline is usually January 1, with applications available from the Humanities Center (201 Carlson Hall). Students apply for the Graduate Research Fellowship through the department, which ranks all departmental applicants in a given year. Students must have selected a dissertation topic before applying for this fellowship. Applications are available from the Office of the Research Committee (120-E Park Building). Students should work closely with the chair of their supervisory committees when preparing fellowship applications.

The Hinckley Institute of Politics annually awards one graduate scholarship to a man and one to a woman with a demonstrated commitment to politics or governmental service. Students may obtain applications and further information from the Hinckley Institute, 253 OSH.

The Director of Graduate Studies periodically receives information about national grants and fellowships. Students should inform the Director of their research interests and consult with their supervisory committee chairs about funding opportunities. On-line services such as IRIS can also be very helpful. Information about IRIS searches is available from the Office of Sponsored Projects. Information about student loans is available from the Financial Aid office in 105 Student Services Building.

Teaching Assistantship Policies

Tuition Benefit: Graduate students paid by the department to serve as teaching assistants or departmental fellows are generally eligible for the university's tuition benefit program. 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. The Graduate School limits the total number of semesters for which a student is eligible to receive the tuition benefit. For more information on regulations and eligibility limits, please see the "Graduate Student Tuition Benefit Support Guidelines" available at the Graduate School website.

By Graduate School policy, the tuition benefit requires a minimum of 9 hours and a maximum of 12 credit hours per semester. POLS 7980, Faculty Consultation, can be used for this purpose if further course work or dissertation hours (POLS 7970) are unnecessary. Undergraduate courses 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 course number (6000 level or above). Tuition will be paid up to a maximum of 12 hours per semester. Funded students pay for any credit hours above the maximum 12 hours. Departmental policy requires a written request to the Graduate Director before taking more than 12 hours. The Tuition Benefit Program covers tuition and mandatory fees but does not cover special fees. It is the student's responsibility to pay any special fees.

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, please see the Graduate School's "Graduate Student Tuition Benefit Support Guidelines."

Assignments of Assistantship Duties: First year teaching assistants are required to attend the university's teaching assistants 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 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 the ITA website: < <http://www.utah.edu/ita> >.

All teaching assistants are required to attend the department's annual orientation for graduate students, which is held in the week before the start of autumn classes. All first year teaching assistants are required to complete 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 Graduate Coordinator and placed in the student's 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." This form is obtained from the Graduate 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 deadline for a renewal of financial aid is February 1.**

Incomplete Grade Policy: 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.

Graduate Student Teaching

The department encourages advanced PhD students to teach undergraduate courses in their areas of expertise as part of their professional preparation for an academic career. To be employed as an independent course instructor by the department, however, requires evidence of an ability to serve as an effective instructor. Minimally, this evidence includes a strong knowledge of the course content, an understanding of pedagogy appropriate to undergraduate instruction, and skill in interpersonal

communication. Though teaching courses can be a valuable professional experience, it is also demanding and time consuming. It is therefore important that teaching not become a hindrance to continued progress toward completing the PhD. Thus, the department has developed the following guidelines for graduate students teaching their own courses.

Preparation: Ordinarily only PhD students who have completed their course work and passed their comprehensive examinations (ABD status) will be considered as instructors for political science courses. In exceptional cases, however, graduate students with completed master's degrees or other advanced degrees may be considered for teaching prior to achieving ABD status if they have experience relevant to the topic to be taught.

Courses: Graduate students serving as instructors for the department should anticipate teaching introductory undergraduate courses (1000 and 2000 level). With experience, graduate students may be considered as instructors for upper-division undergraduate courses (3000-5000 level). Graduate instructors will not be approved to teach 6000 level courses (the MPA Director makes independent judgments about courses taught for the MPA program). In some circumstances, graduate instructors may be responsible for teaching courses that fulfill university requirements (e.g., POLS 3001, Political Analysis, which fulfills the quantitative reasoning and quantitatively-intensive requirements; and POLS 3140, Gender and Politics, which fulfills the diversity requirement). When a graduate instructor is responsible for these courses, the instructor should coordinate closely with the Graduate Director, the Undergraduate Director, and relevant faculty to insure that the instructor's class meets the expectations associated with these university requirements.

Process: Graduate students applying to teach for the first time must submit a draft syllabus for the course they propose to teach to their supervisory chair, the relevant field committee chair, and the Graduate Director before the teaching schedule is put into final form. The graduate student's supervisory chair must approve the decision to serve as an instructor. The supervisory chair will consider the student's teaching competence and the student's progress toward completing the degree. Specifically, the supervisory chair should consider whether the dissertation proposal has been defended and whether there is progress toward completing the dissertation.

Review: An annual review of graduate students' teaching evaluations will be conducted by the Graduate Committee. Graduate instructors should provide copies of their course syllabi to the Graduate Program Coordinator for review. Any recommendations based on this review will be forwarded to the graduate instructors and their supervisory chairs.

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.

M.Phil. Degree Option

Students in the PhD program who have completed the course requirements and passed the comprehensive examinations but who are not in a position to complete a dissertation may apply for the Master of Philosophy (M.Phil.) degree in place of the PhD. According to the Graduate School's policy: "The Master of Philosophy degree requires the same qualifications for admission and scholarly achievement as the PhD degree but does not require a doctoral dissertation. There is no separate program for this degree. All regulations covering the PhD degree with respect to supervisory committees, language requirements, major and allied fields, and qualifying examinations also apply to the M.Phil. degree. Like the PhD, the M.Phil. is a terminal degree. A student is not considered a candidate for both degrees in the same department. Students awarded the M.Phil. degree who wish to pursue a doctorate in the same department must have their M.Phil. rescinded by formal action of the Graduate Council. This action must be initiated by a written recommendation from the department and a written request from the student."

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 more 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: PhD 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 or higher. Application forms are available in 252 OSH. Phi Kappa Phi is a general graduate honor society. PhD students are eligible if they have a 3.8 GPA or higher at the time of graduation. Eligible students who wish to be nominated should bring this to the attention of the Graduate Program Coordinator.

Professional Development: The department organizes occasional presentations or discussions to provide opportunities for professional development. Recent topics have included making effective presentations in classes and conferences, preparing for the job market, presenting a job talk, and applying for grants and fellowships. Graduate students are encouraged to attend these presentations when offered and to suggest topics for future discussions.

Job Placement Assistance: The Graduate Program Coordinator manages an applicant file for PhD students actively on the job market. Typically, this file consists of letters of recommendation from faculty, the applicant's curriculum vitae, and other relevant material. Please consult the Graduate Director well before job deadlines for advice on preparing a strong placement file. The applicant is responsible for insuring that materials for the file are submitted to the Graduate Coordinator in advance of application deadlines and for notifying the Graduate Coordinator of the materials to be mailed and the application deadlines. PhD students are encouraged to schedule a practice "job talk" in the department before a job interview.

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

PhD 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 five faculty members for a supervisory committee by the end of the second semester of graduate work, including at least one member from outside the department of political science. 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 to complete tentative course schedule.

_____ Complete course work.

_____ File *Petition to Take Comprehensive Examination form* one semester prior to taking comprehensive exams. Also, read and sign the *Comprehensive Examination Agreement form*.

_____ Oral defense of the written examinations. Obtain the Report of the Qualifying Examination for the PhD Degree and Recommendation for Admission to Candidacy form which will be completed at the conclusion of oral defense.

_____ If required, file "Language Verification" form with the Department of Languages and Literature. Check with supervisory committee to verify if it is required.

_____ Prepare dissertation proposal and obtain supervisory committee approval. File *Dissertation Proposal Approval form* after the oral defense of your written dissertation proposal.

_____ File the Program of Study form two months preceding semester of graduation.

_____ Submit completed dissertation to all members of the supervisory committee members and schedule the final oral examination. Obtain the Report of the Final Oral Examination form for completion at the conclusion of the final oral examination (dissertation defense).

_____ Revise dissertation as required by supervisory committee.

_____ Meet with supervisory committee to complete Supervisory Committee Approval form and the Final Reading Approval form. Refer to instruction sheet for proper preparation of these forms (obtain instructions from Graduate Coordinator). Submit THREE copies of the Supervisory Committee Approval form and THREE copies of the Final Reading Approval form each with original signatures to the Thesis Office for publication.