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## **I. PURPOSE OF THE HANDBOOK**

This handbook is designed to provide the graduate student in Political Science with guidance in developing and carrying out an advanced program of study. In it are summaries of the requirements, procedures, and policies for the various fields of study and degree programs offered by the Department. There is also a section related to Department services and procedures for Graduate Students. In addition, rules related to graduate study, and adopted by the Graduate Studies Committee, are included. The formal mandate of the Graduate Studies Committee is defined in Section 2 of the *Graduate School Handbook* which reads:

Each academic unit authorized to offer a graduate degree has a Graduate Studies Committee. The Graduate Studies Committee oversees and administers the graduate programs offered by the academic unit and is the liaison between the Graduate School and the Graduate Faculty members in the academic unit.

### **IMPORTANT**

In carrying out its program, the Department of Political Science operates under the rules, regulations, and policies of the Graduate School and the University. Students are advised to familiarize themselves with the relevant portions of the Graduate School Handbook and University bulletins, as many University and Graduate School requirements are not repeated in this handbook. As changes occur this handbook will be updated.

## **II. ADMISSION**

### **A. APPLICATION**

Admission to graduate study in Political Science is granted by the Graduate School through the Admissions Office. Forms and instructions for application are available from the Admissions Office and from the office of the Graduate School. Students already admitted to the Graduate School and registered in other departments who desire to transfer into the Department of Political Science must submit petitions for change of department to the Department of Political Science Graduate Studies Committee. Petition forms may be obtained in the office of the Graduate School.

The admission function of the Political Science Department is to review the application materials of the applicant and to make a recommendation to the Graduate School. The Department will also assist in the processing of the application.

An applicant whose educational objective is the doctoral degree should apply **directly** for admission to the Ph.D. program. All applicants to the graduate program (both M.A. and Ph.D. applicants) are required to submit scores for the aptitude portion of the Graduate Record Examination. Applicants will not normally be considered for admission unless they score a minimum of 600 on each component (verbal and quantitative) of the exam. In addition, all foreign students without degrees from American institutions are required to submit TOEFL scores as evidence of their English language proficiency. Foreign applicants will not normally be considered for admission unless they score a minimum of 600 (paper-based) or 250 (computer-based) on the TOEFL examination. Foreign applicants are also required by the University to submit statements of financial support sources. See also The Graduate School Handbook (herein referred to as GSH), section 4.

Normally, students enrolled in the graduate program are expected to continuously enroll in course work until the completion of their degrees. Students who have not been enrolled for more than 6 consecutive quarters (excluding Summers) must gain approval from the Admissions Committee to re-enroll in course work. At its discretion, the Committee can request new GRE scores, letters of recommendation, statements of purpose, and other credentials which may be necessary to evaluate the student's request to return to the graduate program.

### **B. DEPARTMENTAL RECOMMENDATIONS**

The recommendation for admission or denial of admission that is made to the Graduate School by the Department of Political Science is based upon a review of undergraduate and graduate grade-point averages, scores on the Graduate Record Examination, letters of recommendation, and the statement of academic goals and interests by the Department's Admissions and Financial Aid Committee. Applicants are encouraged to contact the Department regarding any aspects of their records that should be noted in consideration of their applications.

### ***C. DATE OF APPLICATION***

Applicants to the graduate program are accepted for enrollment in the following Autumn Quarter. Students desiring financial aid must have completed applications to the Department no later than January 1 of the year they wish to begin. The deadline for unfunded admission is February 1.

### ***D. TRANSFER OF CREDITS***

For students entering with a Master's degree, up to 45 quarter hours of transfer credit may be granted toward the Ph.D. degree. M.A. candidates normally are permitted no more than 10 hours of transfer credit. Each decision to grant transfer credit is made by the Graduate Studies Committee on an individual basis. Acceptance of transfer credit has no necessary implication for development of an acceptable program of study. It is the student's responsibility to initiate the request for transfer credit with the Director of Graduate Studies. Normally credits are transferred only when the Graduate Studies Committee judges the previous work to be appropriate to a proposed program of study. See also GSH, section 3.

### ***E. GRADUATE NON-DEGREE STATUS***

Students in this status are those not working toward an advanced degree. Such students will be registered "Graduate Non-degree" in the Graduate School for the purpose of taking course work upon verification of a baccalaureate from an accredited institution and with the approval of the Graduate School. Permission to enroll in a graduate level course must be obtained from the instructor. Should such a student later be admitted to a graduate degree program, no more than 10 hours of graduate credit accumulated while in the non-degree status may be transferred for degree credit. Such possible transfer credit in Political Science is determined by the Department's Graduate Studies Committee and is limited to work taken during the immediate preceding period. Graduate non-degree status is not intended as a "proving ground" for persons who wish to pursue a graduate degree. See also GSH, section 1.

### ***F. REGISTRATION PROCEDURES***

The Director of Graduate Studies, together with the assigned faculty advisor, serve as the academic advisor to each doctoral student until approval of his or her General Examination Committee, at which time the chairperson of said committee becomes the student's advisor. All Ph.D. students must consult with their advisors and work out approved quarterly schedules prior to registration deadlines as announced in University bulletins. Students must register prior to the registration deadlines as announced in the University Bulletin. Failure to do so could result in the cancellation of classes, due to low enrollments, or the inability to enroll in a desired course **and** a substantial University fine for late registration, which must be paid by the student. Students are strongly encouraged to discuss possible programs with field coordinators and other faculty. New

Master's students should see their faculty mentor for registration counseling. See also the GSH, section 5.

### III. THE MASTER'S DEGREE PROGRAM

#### A. INTRODUCTION

The Political Science Department Master's program provides courses of study tailored to meet the different needs of individuals with a variety of career goals and interests. Incoming Master's students are expected to meet with their assigned faculty advisors to obtain approval of their first-quarter schedule and advice about the choice of two faculty members to serve on their MA committee, one of whom should be designated as chair. Before registering for the second quarter of graduate study, the student must consult with his or her committee members to work out a plan of study, which includes a brief description of the student's objectives and a listing of all courses to be taken in fulfillment of University and Graduate School requirements for the Master's degree. The second-quarter schedule will not be approved until a copy of this plan has been filed with the Director of Graduate Studies.

Enrollees in this program are not expected to continue their studies beyond the attainment of the M.A. If they decide to do so, application must be made to the Department's Admissions Committee, where their application will be considered using criteria appropriate to the Ph.D. program.

#### B. REQUIREMENTS FOR THE M.A.

Although the Political Science Department is primarily a PhD granting program at the graduate level, it does admit a few students annually who wish to obtain a Master's degree. The Master's Degree in Political Science requires a minimum of three quarters in residence and fifty credit hours of graduate work (of which at least thirty-five must be graded credit hours). **Upon approval of his or her committee chair, the student may substitute up to five ungraded credits of Political Science 793 given for a 500 level course that does not have a graduate-level counterpart.** At least 50% of the courses included in the M.A. Program of Study must be Political Science courses. Programs of Study for students enrolled in dual degree programs must include at least 35 credit hours of course work which is unique to the Political Science M.A. degree, and which cannot be used for dual credit. The Master's student may choose between two plans. Requirements for the **thesis** and **non-thesis** options follow:

**Thesis:** Presentation of a thesis (the preparation of which may entitle the student to receive credit through Political Science 999), and an oral examination on the subject matter of the thesis and on the student's field of study. (A written examination on the field of study may be required at the discretion of the examining committee.)

**Non-Thesis:** A comprehensive written examination of at least four hours duration.

### **Master's Examination**

The Master's Examination is a test of the student's knowledge of his or her chosen field of study. It is the final validation of performance for that degree. The Master's Examination is taken after submitting the Application to Graduate form during the quarter in which the student plans to graduate. A student must be registered for at least three credit hours during the quarter that the examination is taken. The Master's Examination is administered under the auspices of the Graduate Studies Committee. The responsibility for the examination rests with the student's Master's Examination Committee.

The Master's Examination for a student pursuing the **thesis** option must include an oral portion and may include a written portion. The Master's Examination need not be confined to the thesis topic.

The Master's Examination for a student pursuing the **non-thesis** option must include a written portion, of no less than four hours and no more than eight hours, and may include an oral portion.

If the Master's Examination under the **non-thesis** option includes an oral portion, the exam will be administered by the members of the Master's Examination Committee. Department policy does not normally permit other students or faculty to attend.

### **C. M.A. FOR Ph.D. CANDIDATES**

A student enrolled as a doctoral candidate may obtain an M.A. either on the way to the doctorate or in the event the student decides to withdraw from graduate study without completing the doctorate. Students who opt for the M.A. before passing the Doctoral General Examination must obtain the approval of the Director of Graduate Studies. Such students may use either the **thesis** or **non-thesis** option. Students who have passed the Doctoral General Examination may obtain the M.A. using the General Examination in place of the examination requirements of the **non-thesis** option. Students following the latter procedure are not required to consult with the Director of Graduate Studies, but they must also submit an Application to Graduate form to the Graduate School (GSH) at the beginning of the quarter during which they take their Doctoral General Examination.

## **IV. THE PH.D. PROGRAM**

### **A. INTRODUCTION**

The Ph.D. program in Political Science is designed to prepare students for a wide variety of careers in college and university teaching, research, and public service. While emphasizing the scientific study of politics and political institutions and behavior, the Department recognizes and incorporates a range of contemporary approaches to the acquisition of knowledge about politics. In this spirit, the Ph.D. program attempts to combine a broadly based orientation to the discipline, which enables students to make intelligent choices of those lines of inquiry most suitable to

careers and intellectual concerns. For most students, specialization will involve selection of a major from among the three fields of American Politics, Comparative Politics, and International Politics, and a minor from one of the above fields or the fields of Political Theory and Methodology, Political Psychology, or Political Economy. More individualized programs emphasizing either breadth or depth may be developed.

## ***B. PH.D. REQUIREMENTS***

In order to ensure that all students share a common understanding of the major approaches and intellectual concerns of contemporary political science and that they achieve a minimum level of competence in the use of statistics in the discipline, all Ph.D. students are required to complete the core programs outlined below:

### **1. Methods Requirement**

All Ph.D. students in political science must complete the equivalent of 3 courses (15 credit hours) in “research methods,” including one course in research design, one in statistics, and one in advanced methods. These courses are normally taken in the first year. Most students take 684, 685, and 686 to fulfill these requirements, but substitutions and petitions to the Department Methods Committee are possible as explained below.

Research design (PS 684 or equivalent): All students must achieve competence in research design topics. Students who have already had a research design course should consult with the 684 instructor to ascertain that their prior course work was indeed equivalent; if so, students need not take an additional course in research design.

Introductory statistics (PS 685 or equivalent): All students must achieve competence in introductory statistics through regression analysis. Students who are already competent in introductory statistics can skip 685 by moving directly to 686, or by taking the 685 exams, or petitioning the Department Methods Committee.

Advanced methods (PS 686 or another advanced methods course): Students, in consultation with their faculty adviser, can petition the Department Methods Committee to substitute other methods courses (including an advanced statistical methods course and nonstatistical methods such as qualitative methods, content analysis, and computational modeling).

### **2. Breadth Requirement**

All PhD students must declare a major and minor field of study. They must also satisfy a breadth requirement by taking ten credit hours of course work in political science outside their major and minor fields. Students may select the courses for the breadth requirement as they wish but

must complete the requirement before the quarter in which they take General Exams. Courses that provide particularly broad and useful introductions to fields of study are: for American politics PS 700 and PS 709, for Comparative politics PS 725 and PS 776, for International Politics PS 745 and 746, for Political Theory PS 790, and for Formal Theory PS 788. When Political Psychology is neither a minor nor a focus in the major field the Summer Institute in Political Psychology(SIPP) can count for five hours of the breadth requirement.

### **C. THE PROGRAM OF STUDY AND GENERAL EXAMINATION COMMITTEE**

By the end of the 5th quarter of enrollment, the Ph.D. student must have submitted a list of specific courses proposed as a Program of Study, as well as a proposed General Examination Committee. This Committee must include representation of faculty from more than one primary field and may include faculty from outside political science. This is then reviewed by the appropriate major and minor fields with the proposed General Examination Committee Chair providing feedback to the student as to: (1) whether the proposal is of sufficient breadth and depth; (This portion of the review will include an assessment by the student's major field as to whether the combination of the major and minor programs is appropriately broad); (2) whether potential problems exist that would be likely to prevent final POS approval; and (3) what other courses and skills may be appropriate for the program.

In addition to reviewing the proposed Program of Study, the fields will evaluate the overall performance of the student and his or her capability of satisfactorily completing the Ph.D. program. The fields will make their recommendations to the GSC as to whether a student's proposed General Examination Committee should be approved, whether such a decision should be deferred, or whether the student should complete a terminal M.A. degree. The faculty members of the GSC will then review the student's overall program and consider the fields' recommendation, especially that of the major field. A letter will be sent by the Director of Graduate Studies to the student informing him or her of the outcome of the GSC's decision regarding the proposed Program of Study and continuation in the Ph.D. program. The student is then required to meet with his or her faculty advisor to obtain more feedback on his or her evaluation and the GSC's decision.

A General Examination Committee consists of at least four OSU graduate faculty members with appropriate graduate faculty status who are willing to serve drawn from the student's **major** and **minor** fields. At least **two** members of the Committee, including the chair, must be from the student's major field. Extra members can be drawn from beyond the student's major and minor fields. The chair must have graduate faculty category P status in the Political Science Department. (*For graduate faculty categories see faculty list, See also GSH, Part V, P. 154.*) Forms for the Program of Study are available in the Office of Graduate Studies. The proposed General Examination Committee Chair will assist the student in this process.

Most students choose a major and minor program from among the fields of study described in section V. Alternatively, Programs of Study more tailored to individual needs and designed by the student in consultation with appropriate faculty members may be developed. Regardless of what major and minor fields the student chooses, **courses may not be double counted on the POS.**

A minor program consisting wholly of courses taken in another department or departments is also possible. In such cases, the student should ask a faculty member from the relevant

department to sit on his or her committee and to approve the proposed minor program. An outside minor program will normally consist of a minimum of **five** 5-hour courses or the equivalent. Final approval of all special programs will be made by the GSC.

A student wishing to revise an already-approved POS and/or General Examination Committee should receive written authorization for this change from the chair of the committee and the representative from the minor field, as well as the Director of Graduate Studies.

#### ***D. THE GENERAL EXAMINATION***

In the words of the Graduate School Handbook, "The General Examination is a test of the student's knowledge of the field and allied areas of study, of the capacity to undertake independent research, and of the ability to think and express ideas clearly." Since the student is responsible for entire fields of study, the examination is not limited to material that has been covered in the student's courses. Any question dealing with a field of study, or research in that field, is appropriate.

##### **1. Arranging the General Exam**

The General Examination is given after the student has completed the course work set forth in the Program of Study. The Program of Study will be reviewed by the Graduate Studies Office before the general examination.

The General Examination is divided into written and oral portions. Both parts normally are taken in one quarter -- writtens starting the fourth FULL week of each quarter and orals as soon as possible thereafter. Other arrangements, such as spreading the two parts of the written examination over two quarters, are possible (e.g. the major portion of the exam might be administered one quarter and the minor portion another quarter), but such arrangements must be made with both the Director of Graduate Studies and the Chair of the General Examination Committee well before the onset of the examination process. General Examinations are not given in the summer.

The procedure for taking the General Examination is as follows: First, the student should discuss the timing of the examination with all members of the General Examination Committee. Second, the student should attend the meeting convened by the Director of Graduate Studies during the quarter before he or she plans to take the exams. The Director of Graduate Studies will, at this time, explain the various options concerning format and scheduling of the examination available to the student. Third, the student should formally schedule the exam during this meeting.

##### **2. The Written Exam**

The written portion of the General Examination is given in three days (and ONLY three days, with a day being considered eight hours). The major portion of the written examination is to last two days and the minor portion of the examination one day. The days, hours, and place of administration are announced by the Graduate Studies Office at the beginning of each quarter in

which General Examinations are to be given. By turning in their exam, students affirm that it was their work, written entirely during the scheduled times for their writtens.

Under compelling circumstances and with the approval of the Chair of the General Examination Committee and the Director of Graduate Studies, arrangements may be made for the written portion of the General Examination to be administered outside of Columbus. Should this occur, the written portion of the Examination must be taken during the regularly scheduled time.

### **3. Computer Use in General Examinations**

Students taking General Examinations have the option of using computer word processing in lieu of handwriting or typing their answers.

It is solely the students' responsibility to find or provide for themselves a computer for this purpose. The Department does not have the resources to provide PCs for General Examination use. The student may obtain a PC in one of two ways:

1. Bring a computer from outside the Department (i.e. the students' own or one borrowed) into the Department during their exam period.
2. Arrange with a faculty member for the use of his/her PC in his/her office during the exam period. The Department would "encourage" faculty to comply with such requests when it is convenient for the faculty member to do so.

It is solely the students' responsibility to produce a complete set of General Examination answers within the time allotted for each exam. Computer disk failure, problems with word processing software, and other technical problems that might interfere with the student completing the exam are risks borne solely by the student when he/she opts to use computers for exams. Frequent backups are encouraged. Inability to produce a complete set of answers due to computer failure may be treated by the Department as failure of the exam.

### **4. The Oral Exam**

The oral examination, which covers both the major and minor portions of the student's program, is conducted by the student's General Examination Committee plus a representative from the Graduate School. Departmental policy does not normally permit other students or faculty to attend.

It is the responsibility of the student being examined to obtain from the Graduate School the name of the Graduate School representative and to deliver the appropriate materials to the designated representative at least one week before the exam. In the case of General Examinations, the student should give copies of both the questions and the answers to the representative as soon as possible after the written part of the exam is completed. Copies of general exams for the committee members, the Graduate School representative, and the student may be made at the Department's expense. The oral examination lasts approximately two hours, and may include both more intensive questioning concerning material covered in the written portion and questions concerning materials not covered during the written portion but on which the student is expected to be knowledgeable. Upon completion of the oral portion, the student is encouraged to meet privately

with the members of the General Examination Committee to discuss the strengths and weaknesses of his/her performance.

## **5. The Essay Requirement**

(See Sections V. A and V. B for discussion of the essay requirement for American and Comparative majors.)

## **6. Failure of the General Examination**

A student who fails the General Examination may, upon recommendation of the General Examination Committee, be given a second examination at the regularly scheduled time, but normally at a date no sooner than two quarters after the quarter in which the initial examination was taken.

## **7. Reexamination After Five Years**

If students do not complete their dissertation within five years of taking the General Examination, they must take a supplemental General Examination before proceeding with the dissertation. The written portion of the supplemental General Examination shall cover at least the two areas of study most germane to the student's current interests. A **two-day** major exam, which may include the essay option, is required. The decision on the minor rests with the student's committee. All requests for supplemental General Examinations should be submitted to the Graduate Studies Committee for approval.

## ***E. THE DOCTORAL DISSERTATION***

As soon as a student has passed the General Examination, he or she should obtain from the Graduate Studies Office the packet of information entitled "Steps to Follow in Preparing a Political Science Dissertation at OSU."

The purpose of the doctoral dissertation in political science is to provide the student with an opportunity to (1) investigate a problem in greater detail than has been possible at any previous point in his/her graduate career, (2) demonstrate his/her ability to perform original research, and (3) transmit the written findings and conclusions to others. Originality is defined broadly to allow the student considerable scope in the nature of his/her contribution to scholarship. Dissertation projects may be designed to criticize or reformulate problems that have concerned students of politics for centuries, to replicate or extend previous research, to formulate an original theoretical statement, or to conduct an empirical investigation of significant questions.

## 1. Beginning the Dissertation and the Prospectus

Students should begin meeting with prospective dissertation committee members **no later than one month** after passing their General Examination to explore potential dissertation topics. In defining normal progress in this way, the exploratory nature of initial dissertation work is emphasized. While they are making up their minds, students may change topics or alter the membership of their dissertation committees. Similarly, the prospectus (see below) should be regarded as a working draft subject to alteration on the advice of committee members rather than as a hurdle to be surmounted.

*By the beginning of the second quarter following the passing of the General Examination, students should have decided on a tentative dissertation topic and on the composition of a prospective Dissertation Committee. This information should be recorded on the appropriate form and placed on file with the Graduate Studies Coordinator.* The Dissertation Committee consists of at least three faculty members whose professional skills and interests can contribute to the student's intended dissertation topic. The Dissertation Committee is composed of the advisor who must be a category P Graduate Faculty member, and at least two other Graduate Faculty members who must be either category M or P (one of whom must be a member of the Political Science faculty). Additional Graduate Faculty also may serve on the Dissertation Committee. The advisor serves as chair of the Dissertation Committee. Selection of an appropriate committee should be discussed by the student and his or her advisor and is subject to the rules of the Graduate Studies Committee.

*By the end of the second quarter following the passing of the General Examination, the student is expected to have prepared, in consultation with his or her Dissertation Committee, a written dissertation prospectus to be presented at a colloquium with all Dissertation Committee members. Failure to do so shall be regarded as evidence of unsatisfactory progress toward degree.*

The exact format of the prospectus and its contents should be worked out with the committee. The purpose of the colloquium is to provide an intellectual exchange between the candidate and his/her committee before a significant amount of research has been undertaken. This seeks to avoid the situation that sometimes arises in graduate research when the student and the committee fail to communicate with one another and, as a result, expectations are widely divergent at the time a written draft of the dissertation is presented. It is the Department's hope that the colloquium will establish a pattern of communication between the candidate and the members of the Dissertation Committee.

It should be emphasized that the colloquium is **not** a formal "hurdle" in the sense that a student either passes or fails. It is quite appropriate for either the candidate and/or the committee to conclude that major revision or an altogether new topic should be explored following a colloquium.

## **2. The Dissertation Defense**

The dissertation is defended in an oral examination. The Final Oral Examination Committee is composed of the category M and P members from the student's dissertation committee, plus the Graduate School Representative. In preparing for the oral defense of a dissertation, the student is required to furnish a copy of the final draft to the Graduate School representative at least one week before the examination. It is the responsibility of the student being examined to obtain from the Graduate School the name of the Graduate School representative. Other category M or P Graduate Faculty members may be added to the Committee, subject to the rules of the Graduate Studies Committee. The advisor serves as chair of this committee. Responsibility for conducting and evaluating the Final Oral Examination rests with the student's Final Oral Examination Committee. A unanimously affirmative vote of the Final Examination Committee is required for successful completion. The examination is open to members of the Department faculty but only the members of the Final Oral Examination committee are to be present for the discussion of the student's performance and the decision about the outcome. See also GSH, section 9.

## **3. Attendance of Former or Absent Faculty at Examinations**

Former faculty members may be brought back to take part in the graduate student's examinations under three conditions, and subject to the approval of the GSC.

- a. The student has completed a substantial amount of work with the faculty member prior to the faculty member's departure.
  - i. In the case of a student taking course work, "a substantial amount" means that the student shall have completed at least half of his or her course work in the subfield with the faculty member prior to the faculty member's departure. (If the need for the former faculty member to return is not clear, the decision shall rest with the chairperson of the student's committee.)
  - ii. If the student is at the dissertation stage, "a substantial amount" means that at least one chapter shall have been written and approved prior to the former faculty member's departure.
- b. No more than two years shall have elapsed since the faculty member's departure.
- c. The former faculty member is willing to take part in the student's examination.

## **V. FIELDS OF STUDY IN POLITICAL SCIENCE**

Students' programs of study will be carefully examined for both the breadth of the program and the representation of faculty from more than one field on the examination committee (as noted in

section IV C). The graduate curriculum is divided into three fields from which the student may choose a major and a minor, and an additional three fields from which a student may choose a minor.

## **A. AMERICAN POLITICS**

American Politics is divided into eight subfields:

Voting Behavior and Political Participation  
Public Opinion (including Political Psychology)  
Parties and Interest Groups  
Legislative Politics  
Executive and Bureaucratic Politics  
Judicial Politics  
State and Urban Politics  
Race, Gender, and Ethnicity

### **1. The Major and Minor Programs**

A student who majors in American politics must choose two subfields in which to specialize. Minors in American politics must also choose two subfields. Ordinarily, these subfields will be selected from the above list; with the approval of the faculty in American politics, students may include other subfields in their programs.

Students can consult with members of their General Examination Committee to determine an appropriate set of courses for each subfield. For majors in American politics, the expectation is at least three courses in each subfield. For minors in American politics, the expectation is at least three courses in one subfield and two in the other. All majors are required to take ten hours of 800-level research course work in American politics, and this generally will include research courses in both of their subfields.

All majors and minors in American politics are required to take 709, Seminar in American Politics. For majors, this course provides part of the preparation for the portion of the general examination that covers American politics as a field. Additional preparation will come from 700-level courses outside the student's two subfields. In general, majors should take four of these courses.

Students who are putting together programs in American politics should consult with faculty about the sets of courses within each subfield that they are proposing. The field coordinator can provide forms and general guidance for the program.

### **2. The General Examination**

For American politics majors, the part of the General Examination Committee for the major ordinarily will include three members, two from the subfield in which the student expects to write a dissertation and one from their other subfield. American politics minors will have one or two committee members from the field to cover their two subfields.

For American politics majors, the part of the General Examination Committee for the major ordinarily will include three members, two from the subfield in which the student expects to write a dissertation and one from their other subfield. American politics minors will have one or two committee members from the field to cover their two subfields.

The Ph.D. general examination in American politics will have three parts. In the first part, candidates answer broad theoretical and empirical questions on the field of American politics as a whole. In the second part, candidates are asked questions about the various subfields of American politics as listed above to demonstrate their breadth in American politics as well as their expertise in their chosen subfields. As the third component of the General Examination, candidates will have completed an essay – a trial run on a dissertation prospectus that both reviews the literature on the topic and proposes a research design – that must be handed in when the student begins taking the general examination. The general examination in American politics will be written collectively by faculty.

## **B. COMPARATIVE POLITICS**

Comparative Politics is divided into four types of courses:

### **1. Foundations**

- \*\*725 Basic Theories in the Study of Comparative Politics
- \*726 Methods and Approaches in Comparative Politics
- 776 Comparative Political Institutions

### **2. Research Seminar**

- \*826 Research in Comparative Politics

### **3. Country and Regional Courses**

- 530 (as 793) Politics of Post-Communist Societies in Eastern Europe
- 627 Government and Politics of Western Europe (country or regional focus varies)
- 635 Government and Politics of Japan
- 636 Southeast Asia
- 730 Seminar in Soviet and Post-Soviet Politics
- 731 Problems in Post-Soviet Politics
- 734 Readings on Chinese Politics
- 740 Problems in Latin American Politics

#### **4. Thematic Courses**

- 717 Comparative Legislative Behavior
- 727 Problems in Western European Politics
- 741 Politics of the Developing World
- 735 Comparative Political Economy
- 743 Peasant Politics
- 744 Democratic Transitions
- 777 Comparative Political Behavior
- 778 Comparative Political Parties and Interest Groups
- 894 Political Elites and Leadership

\* Required for Majors

\*\* Required for Majors and Minors

### **1. The Major and Minor Programs**

A total of at least 50 credit hours is expected of students offering comparative politics as their major field of study. Three courses are required of majors: 725, Basic Theories in the Study of Comparative Politics; 726, Methods and Approaches in Comparative Politics; and 826, Research in Comparative Politics. 725 introduces students to the range of current theoretical concerns in comparative politics, 726 to the range of current research methods. 726 also requires them to formulate a research problem. In 826 students further develop their research capabilities by designing and executing a research project of their choice. For most students, a dissertation proposal should be the ultimate goal of the 726-826 sequence. 725 will normally be taken in the first year, 726 in the second year, and 826 in the third year. Students are encouraged to repeat 826 in their fourth year, after their General Examination.

Students may also want to take a third foundations course, 776, which surveys the literature on comparative governmental and political institutions.

The remaining 35 hours of a student's program will be divided between the thematic and country/regional courses. The country/regional courses taken should cover two geographical areas. The above lists include the thematic and country/regional courses that are expected to be available over the course of a student's program of study. In any given year, however, courses offered will vary with the availability of faculty and faculty teaching and research interests.

The mix of thematic and country/regional courses is intended to provide a balance between theoretical and country- or region-specific knowledge, both of which are necessary for a comparative politics specialist. The two areas requirement is designed to produce more broadly-based comparativists able to compare cross-regionally. Modifications to these requirements may be made to suit the needs of individual students, with the approval of the Comparative Politics Field Coordinator and the General Examination Committee.

Competency in a foreign language or languages is expected of students planning to specialize in countries or regions where knowledge of a language other than English is necessary for research.

A student who offers Comparative Politics as his or her minor field of study must take at least 25 credit hours in addition to the required 725. Minors should take at least two thematic courses and two country/regional courses from the same list as majors. They may also take 726, 776, and/or 826. The mix of courses is intended to provide a balance between theoretical and country/regional knowledge, both of which are necessary for a comparative politics minor. Modifications to these requirements may be made to suit the needs of individual students, with the approval of the Comparative Politics Field Coordinator and the student's General Examination Committee.

## **2. The General Examination**

The General Examination for both majors and minors is designed to test students' general knowledge of comparative politics and their ability to synthesize and integrate what they have learned in courses. Students are expected to be familiar with the principal comparative theories, methods, and their applications, and to have formed reasoned judgments of their own. For majors, examination questions will be collected and coordinated by the chair of the student's committee; for minors by the comparative politics member of the committee in consultation with the committee chair. Beginning with those students entering into graduate study in Autumn 2001, all Comparative Politics majors will be required to write an essay - a draft of a dissertation prospectus that both reviews the literature on the proposed topic and presents an initial research design—that will count for one-quarter of the two-day major exam. Students enrolled in the program prior to Autumn 2001 are encouraged to write this essay in lieu of one quarter of the major exam.

## **C. INTERNATIONAL POLITICS**

The International Politics graduate program is designed to give students some flexibility in pursuing their academic goals, while insuring that all students are exposed to a basic core of ideas and academic issues.

### **1. The Major and Minor Programs**

All Ph.D. majors must take the following courses: PS 745 Theories of International Politics I; PS 746 Theories of International Politics II; PS 747 Research Approaches in International Politics; PS 846 Research in International Politics. The first three of these courses will normally be taken in a student's first year in the Ph.D. program, while 846 is a year long seminar, designed to produce a research paper of publishable quality, that will normally be taken in the spring quarter of a student's second year, and the autumn and winter quarters of a student's third year.

Each student must also specialize in two subfields. Except in rare circumstances (petition required), students will choose the two subfields from among the following four:

Foreign Policy  
International Organization

International Political Economy  
International Security

Majors must take **a total of forty credit hours of course work** in international politics in addition to the four required courses. These can include courses outside the department - as approved by a student's Ph.D. General Examination Committee and the International Politics field. A maximum of ten of the 40 credit hours may be in independent study (793) courses.

Minors must take PS 745, PS 746, and one three-course subfield.

## **2. The General Examination**

The Ph.D. General Examination in International Politics will have two parts. One is an eight hour, closed book examination on the International Relations core. This examination will include questions on International Relations Theory and on International Relations Research and Inquiry. All students taking this examination in a given quarter will be given the same examination. A student will also take a four hour examination in **each** of the two subfields the student has chosen. Students may substitute an essay option for one of these two subfield examinations by following the procedures discussed elsewhere in this handbook.

A student's Ph.D. General Examination Committee must include at least one faculty member from each of the two subfields the student has chosen.

### ***D. POLITICAL ECONOMY MINOR***

The field of political economy explores two overlapping areas of inquiry. First it examines the interactions between the polity and the economy, seeking to understand how the economy influences political processes as well as the ways in which actors may use the political process to influence market outcomes. Second, positive political economy uses the tools of neo-classical economics to explain how political and economic institutions produce social outcomes by constraining, reflecting and shaping the behavior of self-interested individuals.

#### **The Minor Program**

To minor in political economy a student must take two required courses and four electives for a total of 30 hours. At least three of the electives must be in fields outside of the student's major.

To ensure that students' programs of study are sufficiently broad, the courses selected for the Political Economy minor, should, to the extent possible, come from fields other than the students' major field of study.

The **required courses** are 780 The Field of Political Economy; and 788 Positive Political Economy/Mathematical Theories of Politics.

Beyond the required courses, students are expected to design their own program in consultation with the field coordinator. Most electives will be taught by faculty within the major fields, American politics, comparative politics, and international politics. Examples of courses that would count as electives for the minor are: 653 Modern World Economy; 741 Politics of the Developing World; 753 Theories of International Political Economy; 735 Comparative Political Economy; 766 Political Applications of Game Theory; 867 Research in Mathematical Political Science. In addition, students may take up to two electives in the Departments of Economics and Agricultural Economics (or other departments where relevant).

### **1. The General Examination**

To demonstrate proficiency, students are required to pass a General Examination. Students must demonstrate knowledge of the basic concepts and insights of the field (e.g., collective action problem; Coase theorem; Arrow's possibility theorem) and how these are used to explain empirical problems of politics.

## ***E. POLITICAL PSYCHOLOGY MINOR***

Political psychology explores the role of psychological processes in the unfolding of political behavior, and the impact of political events on psychological processes. The political psychology minor program provides students with an understanding of how psychological theoretical frameworks can inform political scientists' understanding of political events, and with expertise in conducting research to further understanding of the nexus between psychological and political phenomena.

Political psychology courses fall into two broad categories: those emphasizing citizen political thought and behavior, and those emphasizing elite behavior and international politics. Students in the minor program should take a broad array of courses that sample from each category. In addition, students are encouraged to gain expertise in methodological techniques that are used in political psychology. Finally, students are strongly encouraged to seek out courses relevant to their substantive and methodological interests in other academic departments, such as Psychology, Sociology, and Economics. These courses should be selected in consultation with a member of the political psychology faculty.

The requirements for a minor in political psychology are the two core courses and four electives, for a total of 30 hours. The central courses in the Political Science Department curriculum are (although other courses can be used to satisfy the minor):

### **Core Courses**

892A: Introduction to Political Psychology

892B: Research Practicum in Political Psychology

(Note: These requirements are satisfied by enrollment in the Summer Institute in Political Psychology)

## **Elective Courses**

### **Citizen Politics Focus**

- 703: Public Opinion
- 713: Political Communication
- 803: Research in Public Opinion

### **Elites and International Politics Focus**

- 750: Research on Cognition in International Politics
- 756: Foreign Policy Design
- 761: Psychological Approaches to International Relations

### **Methods Courses**

- 750: Research on Cognition in International Politics
- 805: Experimental Research in Political Psychology.

## **1. The General Examination**

Students with a political psychology minor are required to pass a General Examination demonstrating their knowledge of the concepts and theories relating psychological and political phenomena. To overview course selection and the structuring of the minor exam, students should select one member of the political psychology group to be on his or her General Examination Committee.

## ***F. METHODOLOGY AND FORMAL THEORY***

The field in Political Theory and Methodology links concern for significant theories of politics with methodologies for testing those theories

- a. Formal Political Theory. The use of formal languages in political theories. Normal courses: 680 (taken early in the student's graduate program), 787, 867.
- b. Statistical Models for Data Analysis. The statistical procedures for testing the explanatory power of theories. Normal courses: 786, 787, 867.
- c. Research Design. The considerations involved in properly designing research studies. Normal courses: 789, 805, a course in questionnaire construction, a course in qualitative methods, and/or Statistics 651.
- d. Topics in Theory and Methodology. An exam area may be constructed around such topics as Econometrics, Survey Research, and others. Students considering a Topics subfield will be

expected to work closely with a faculty advisor in constructing an appropriate sequence of two or three courses.

### **1. The Second Major and Minor Programs**

Political Theory and Methodology normally is a minor program, but with added emphasis, it can be offered as a second major. The field cannot be taken as the sole major.

In the minor program, two subfields must be offered for General Examination. Adequate preparation for examination will normally take at least 30 hours of graduate course work, including approved courses in other departments.

As a second major, three subfields must be offered for General Examination. Adequate preparation for examination will normally take at least 45 hours of graduate course work, including approved courses in other departments.

### **2. The General Examination**

There are some overall questions on statistical methods plus questions from the student's subfields on the General Exams.

## ***VI. GRADUATE INTERDISCIPLINARY SPECIALIZATION***

The Department of Political Science is one of several departments participating in the Graduate Interdisciplinary Specialization (GIS) in Survey Research. Students with an interest in survey research may complete the GIS while obtaining their master's or Ph.D. degree from the Political Science Department.

The GIS in Survey Research enables students to increase their knowledge of this growing area, to gain practical experiences in survey research, and to make themselves more attractive to potential employers in this field. Successful completion of the GIS is noted on students' transcripts.

The requirements include one course each on regression analysis (such as 686), research design (e.g., 684), survey applications (including 703), sampling (in the Statistics or Biostatistics Department), AND questionnaire design (702) PLUS the survey research practicum course (789). Contact Prof. Elizabeth Stasny in the Center for Survey Research in 3045 Derby for full details.

## **VII. FINANCIAL AID**

## **A. POLICY FOR MAKING FINANCIAL AID AWARDS**

The Department offers a number of graduate associateships to incoming and present graduate students. In addition, graduate students entering the Department are eligible for consideration for University Fellowships. Advanced graduate students at the dissertation stage are eligible for consideration for Presidential Fellowships offered by the Graduate School.

In an effort to meet concerns regarding stability and continuity in funding, as well as departmental concerns about recruitment of excellent students, student progress, and performance in the program, the Department will make financial aid offers based on the following policy:

1. All financial awards discussed below are contingent upon budgetary resources. Continuation of all awards is premised on “satisfactory progress” toward completion of degree requirements as well as evaluations of past performance as a graduate associate. Satisfactory progress is assessed each year by the Department’s Admissions and Financial Aid Committee and is based on the following criteria: grades from courses, course evaluations, evaluations of research and teaching associateships, recommendations of faculty, progress on POS completion, performance on General Examinations, completion of dissertation prospectus, and timely progress on the dissertation. Students are considered to be making satisfactory progress if they are rated in the upper three-fourths of all students undergoing financial aid evaluation. Students falling in the bottom quarter of the financial aid evaluation receive consideration for funding **only** after the commitments outlined below have been honored for all students making satisfactory progress. Also note that in evaluating applicants for financial aid the Committee considers skills relevant to Department needs. Thus, for example, inasmuch as GAs may be involved in classroom teaching and will always be working in an interactive setting, English language skills for students whose native language is not English, as demonstrated by the TOEFL, are a relevant consideration in committee deliberations.
2. The Department offers GA appointments to selected incoming students for an initial two-year period **if they are making satisfactory progress**. During this time, students receive tuition and fee waivers for two academic years (including summer quarters) and stipends for two regular 9 month academic years (Autumn, Winter, and Spring Quarters). GA’s are eligible to seek renewal of their awards until they have received a total of 5 years of support as outlined above.
3. Generally, students are eligible to receive support from the Department for a total of 5 academic years (defined as Autumn, Winter, and Spring quarters). The 5-year limit does not include support offered to students in the form of Summer Quarter opportunities. All support from OSU sources will be included in the calculation of the 5-year limit. Financial support from sources external to the University will not count towards the Department’s 5-year limit if the student is the primary initiator and direct recipient of the grant. Examples of forms of support that do not count against the 5 year limit include NSF Research and Training Grants, off-campus adjunct teaching, and external fellowship support such as Ford, Fulbright, NSF, and FLAS Fellowships. Examples of forms of support that do count against the 5-year limit include University and CIC Fellowships, support from faculty grants, and employment on campus in locales such as the Graduate School, University College, and the Mershon Center. If a student to whom the Department has offered funding receives and accepts an award that does not

count towards the departmental limit, their departmental award can be deferred as long as they continue to make satisfactory progress.

A sixth year of Department funding may be considered for those students who have undertaken a research skills enhancement program consisting of at least five courses (taken during Autumn, Winter, and Spring quarters) not counting towards completion of POS requirements. Examples of such courses include those developing foreign language fluency or the acquisition of advanced methodological skills. Approval of this program is gained through the submission of the student's Program of Study (see no. 8 on the POS). If a student has an approved POS before undertaking a research skills enhancement program, a revision of POS form may be used.

4. University and Graduate School Fellowship holders can expect to receive Departmental support for additional years in the doctoral program if they are making satisfactory progress. All Fellows are eligible to seek renewal of their GA awards until they have received a total of 5 years of support as outlined above.

## ***B. PROCEDURES FOR INITIAL APPOINTMENTS***

The Admissions Committee convenes during Winter Quarter to consider new student applications for appointment and funding. The Financial Aid Committee convenes during Spring Quarter for current student applications for funding. These committees are charged with making final recommendations to the Department Chairperson, who has the sole responsibility for allocating departmental resources. See the Graduate School Bulletin for details on criteria for University-funded Fellowships.

The Department funds graduate students from its "Specials" budget. That budget is composed of two kinds of money: a permanent component and "soft" money that is much less predictable, coming from internal and external sources any time in the fiscal year. These sources are combined in each year's Specials allocation from the College.

Each Spring the Chairperson awards financial assistance from the Specials allocation the Department has received for the following year. Remaining ranked students who are not picked up by this money are placed on an alternate list, and as the Department obtains additional Specials dollars, or if initial recipients of funding turn down offers, the Chairperson makes additional awards. At periodic intervals between annual Spring rankings of continuing students for funding purposes, the committee may re-rank students as additional information about their performance in our program becomes available.

## ***C. COURSE ENROLLMENT REQUIREMENTS FOR FUNDED STUDENTS***

A full-time course load for funded students in our program is defined as 15 hours of course credit. These may include non-graduate and/or non-POS course credits relating to the acquisition of essential research skills (e.g., foreign language fluency or methodological tools), if approved by

the student's General Examination Committee or first year advisor. The GSC takes note that some students may have an unusually heavy burden in a specific quarter (brought on, for example, by a new independent teaching assignment, which could justify a reduced course load for that quarter. Instances may also arise, such as when a student's POS includes work in another department whose courses are valued below 5 credit hours, where the normal 15 hour requirement can be waived. Students seeking such waiver should do so through a petition to GSC (no later than the quarter before the quarter for which they are seeking the waiver) in which they state why they should not be expected to meet the 15 hour enrollment requirement. This policy is necessary to insure that students make normal progress towards the completion of their degree programs while also insuring that limited departmental resources are utilized efficiently and equitably in the funding of graduate students.

Students with Summer tuition waivers should enroll for no fewer than 10 hours.

During the quarter(s) in which students are taking and/or preparing for General Examinations they should enroll for 15 hours of 793 course work in Generals preparation.

Funded students who are ABD's should enroll for 15 hours of 999 credit/quarter (including Summer quarter).

#### ***D. MINORITY ASSISTANCE***

The Department has a strong commitment to minority students and works through the Minority Affairs Committee and the Admissions and Financial Aid Committee to provide opportunities for them. Special fellowships for minority students are provided by the American Political Science Association (1527 New Hampshire Ave. N.W., Washington, D.C. 20036) and such private sources as the Ford Foundation. Students should write to them directly for further information. The Ohio State University through the Graduate School also provides various minority fellowships.

#### ***E. COMPENSATION***

The rate of compensation for Graduate Associates is determined for categories of students, not for individual students, based on years in the program and passage of the General Examination. In addition, any student assigned to teach an independent section of a class receives her/his rate in the salary structure plus a "teaching bonus" for the quarter in which the teaching is done.

#### ***F. PROFESSIONAL TRAVEL SUPPORT***

To the extent that money is available, the Chairperson will authorize reimbursement of up to \$150 of eligible expenses for presentation of a paper at one professional conference per year for a maximum of three trips during their time at the University. "Professional meetings" are those meetings which are primarily for political scientists or at which political scientists are a major set of participants. Panel chairs and discussants ordinarily should not expect to receive

reimbursements. Reimbursements are limited to three professional conferences during the student's time at OSU.

Also, graduate students who are in a strong competitive position in the academic job market and want to attend a professional meeting for placement purposes are eligible for departmental travel funds. There is a limit on one trip of this kind for each student during his or her career at Ohio State. "Strong competitive position" means students who are, at minimum, nearing completion of their dissertations.

**Advance approval for travel funding is required by the University.** A pre-travel form (which is located in the AForm@ drawer in the main office lobby) to apply for travel approval is required. If the form is not submitted to Patt McLaughlin before travelling, your reimbursement may be delayed or denied.

For Post-Travel reimbursement, a second form is required (also in the forms drawer). We will also need:

1. ORIGINAL receipts for hotel, taxi, airline, etc.  
(Receipts for food are not necessary because the University pays a per-meal amount)
2. Dates and times of travel
3. Reason for travel

See Patt McLaughlin if you need per diem for a city or other travel related information. Another good source of information as well as all per diem amounts can be found on the web at: [www.busops.ohio-state.edu/travel](http://www.busops.ohio-state.edu/travel)

## **VIII. ASSIGNMENT OF GRADUATE TEACHING ASSOCIATES**

### **A. ASSIGNMENT OF GAS TO SUPPORT FACULTY RESEARCH AND TEACHING**

In assigning GAs to faculty, efforts will be made to match student and faculty research and teaching interests. Faculty members utilize their GAs for teaching and research purposes (as well as Department and University service purposes); in many instances, students will perform a variety of tasks. In making these assignments, meeting teaching and department-wide needs have top priority.

A half-time GA position entails a maximum of 240 hours over an eleven-week period per quarter. GAs responsibilities begin on the first day of each quarter and end on the day that final grades are due. GAs are expected to be available for all workdays in this period. Absences from campus for a limited time can be arranged, but they require a commitment to make up the work and prior approval of the supervising faculty member and the Chair. Although a maximum of 20 hours per week would represent an ideally uniform distribution of work hours, obviously the workload will not be uniform throughout this period. Hence, faculty should attempt to indicate ahead of time, where possible, when the work demands on the student are likely to be especially heavy. Likewise, students should keep faculty informed about when their academic responsibilities are likely to be particularly heavy.

Faculty members will discuss job responsibilities with their GAs at the beginning of each quarter and are expected to provide regular feedback to the GA on his/her performance throughout the quarter. Faculty are expected to file reports about student job performance in student records.

The responsibilities of a GA are those appropriate to the job assignment. Although an exhaustive list cannot be presented here, GAs should recognize that the activities of teaching and research take on many forms. For example, GAs used primarily in a teaching-related capacity may have responsibility for grading, giving occasional lectures, copying and placing materials on library reserve, locating course materials, conducting discussion sections, helping proctor exams, and the like.

## ***B. ASSIGNMENT OF GAs TO INDEPENDENT COURSES***

Graduate Associates who have passed the General Examination are usually assigned to teach independent courses.

### **General Assignment Policy**

Several considerations guide the assignments.

1. Graduate students must have passed their General Exams before they teach their own courses, except under the most extraordinary circumstances. Asking graduate students to teach earlier in their careers often compromises their progress in the program and conflicts with their course schedules, so it will be done only in rare cases.
2. The Department attempts to offer every post-generals students at least one teaching experience; budgetary constraints make it difficult, however, to assign unfunded students to teaching unless outside money can be found to pay their stipends.
3. It is assumed, except under extraordinary and documented circumstances, that any student who has passed his or her major field examination is eligible to teach at least one of the courses in that field. Only where their English-language skills may not be sufficient for teaching are we inclined not to make such an assignment once; state law and University policy requires that all TAs satisfy an English proficiency requirement.
4. Each year field coordinators are asked to recommend students in their fields for independent teaching. The field coordinators consult field faculty in producing their recommendations. All graduate students are considered, both funded and unfunded (including those past their fifth year of funding), who have passed generals or are likely to have passed generals sometime during the year. The resulting list of TAs is used to make teaching assignments with priority given to already-funded students.
5. In making course assignments, the field coordinators' recommendations are then meshed with graduate student requests for the courses they want to teach, which are requested at least annually in making course assignments.

6. The Department of Political Science has a responsibility to provide its undergraduate students with high-quality instruction. In assigning TAs to courses after they have taught for the first time, student teaching evaluations and other evidence of teaching ability are taken into account. There have been cases, although they are infrequent, when a TA's performance has been so unsatisfactory that he/she is not asked to teach again.
7. TAs are assigned to the courses that are available. It often happens that there are more TAs who can teach a particular course than are needed, so it frequently is the case that student and field preferences can not be fully satisfied.
8. In making assignments, the Department tries not to give TAs more than one different preparation in a year and two different preparations over a two-year period -- unless they explicitly request it. Sometimes needs dictate exceptions to this norm; in this case, the student always is given the option to decline.
9. Senior TAs are expected to teach; the Department is quite unsympathetic to requests from them to serve as RAs or to faculty requests for them as RAs.

In making assignments to available courses, there is always the possibility, given teaching schedule needs, that TAs may have to be assigned to courses they did not request or for which they were not recommended. Time permitting (sometimes the decision has to be made almost immediately) the field coordinator is consulted about this assignment.

### **Assigning Unfunded Students**

Funded graduate students always are scheduled first. Unfunded students (almost always those who are beyond the fifth year in funding) are assigned only to teach courses for which no funded GTAs are available or those added to the schedule at the last minute to handle excess student demand. Supplementary funding for the latter courses is sought from the "closed course funds" distributed by the College or Office of Academic Affairs (OAA). Post-generals students who have received five years of funding from the Department should keep the Department Chair informed of their availability for teaching so that they can be asked to teach a course if an opportunity opens up.

### **Summer Teaching**

Summer teaching assignments are made with the following considerations in mind:

1. Some graduate students are paid beyond their academic year stipend to teach in the summer.
2. The University now allows departments to earn "income" on summer enrollments. Under this policy, a substantial portion of the money the University takes in through tuition for summer students is returned to the departments as long as their enrollments do not decline in the following year. From this money, the department has to pay its costs. One critical implication

of this is that the Department will schedule those courses it thinks will draw enrollments beyond the cost threshold of about 25-30 students. Another is that if the enrollment is considerably less than this, the course will be dropped rather than subsidized.

3. Each post-generals student who has earned departmental funding throughout the academic year generally is offered at least one opportunity to teach in the summer -- unless his/her teaching has been poor. Because of teaching needs and the courses they can teach, some students will have a second opportunity.

## IX. THE SUMMER PROGRAM

Faculty members in the Political Science Department work on 9-month contracts. These 9 months do not usually include the summer. This means that any professional activities performed by most faculty in the summer are undertaken entirely at their own discretion. Faculty members have no formal responsibilities for participation in the graduate program in their off-quarter; the decision to participate in such activities as supervising individual studies, advising in the preparation of dissertations, and so forth, is entirely at the discretion of the individual faculty member.

Students who find it financially possible are encouraged to pursue their professional training in the summer through many available avenues, some of which include:

1. Such course work as may be available in the Department. Each Summer OSU offers the Summer Institute in Political Psychology through which 10 credit hours can be earned.
2. Individual study or individual research for 793 or 999 credit where relevant faculty members are either under contract or willing to serve. (See Section IX, INDEPENDENT STUDY POLICY)
3. The development of language skills through intensive training here or at other institutions.
4. The development of special analysis skills through participation in such programs as the ICPSR summer teaching program in Ann Arbor, Michigan, or in courses offered by other departments at Ohio State.
5. The development of teaching skills through participation in such activities as the International Studies Education Consortium, through a paid Graduate Teaching Associateship in the Department, or participation in sponsored teaching workshops under auspices of the College of Education.
6. Course work in other departments to pursue a cognate minor.
7. The development of practical experience in the research process through either voluntary or paid participation in faculty research projects.
8. Participation in the CIC Traveling Scholar Program. See also Graduate School Handbook. Students who have held 50% appointments for the previous three consecutive quarters are eligible for tuition and fee remission during Summer Quarter. If they are employed using non-departmental funds during the Summer, either they or their employer are responsible for paying tuition and fees for Summer Quarter enrollment. Whenever possible, students are encouraged to take advantage of this opportunity. (Students may hold partial GA appointments during the 4th quarter and still be entitled to the 4th quarter fee authorization.)

## **X. INDEPENDENT STUDY POLICY**

Faculty will not offer independent study courses (793's) in areas that are served by specific, scheduled courses. In particular, 793's will not be given in the summer for courses scheduled during the regular school year. A reason for this policy is to maintain enrollments in regularly scheduled graduate courses, thereby enabling the Department to maximize graduate level offerings.

This policy does not mean that 793's will be unavailable to students. There are circumstances under which 793's are quite appropriate, including the lack of specific courses that meet students' needs and the existence of special scheduling problems relevant to General Exams. The decision to offer a 793 rests solely with the faculty member and should reflect his or her own competence and the programmatic commitment of the Department.

### **Independent Study Courses**

Prerequisites include Grad standing or permission of the instructor. The appropriate numbers of independent study courses, by field, are as follows:

- 793.01 Individual Studies: American Politics G 01-05 credit hours
- 793.02 Individual Studies: Comparative Politics G 01-05 credit hours
- 793.03 Individual Studies: International Politics G 01-05 credit hours
- 793.04 Individual Studies: Political Theory G 01-05 credit hours

For individual studies in political science, a student's work is evaluated by papers and/or special examinations.

### **Guidelines for 793's**

1. Prior to enrollment in a 793, a written agreement must be signed by both faculty member and student that specifies the subject of the course, assigned readings and requirements. All written agreements for proposed 793's must be submitted to the GSC. Forms for 793's may be obtained in the Graduate Studies Office, 2147 Derby Hall.
2. No student will normally be permitted to substitute a 793 for a regularly offered course.
3. A 793 will be approved if it is appropriate to a student's program of study: a student may enroll in a 793 in order to expand his or her knowledge of a particular body of literature that is not covered in as much depth or breadth as the student's committee believes necessary or desirable to fulfill the objective of the program of study.
4. A student may enroll in a 793 as a means of taking a 500 level course (e.g. East European Politics 530) for which there is no 600 level or above course equivalent.

4. A 793 will be approved for purposes of review for General (or Master's) Examinations. Since students are required to take a certain number of credit hours in the quarter in which exams are taken and insofar as students are required to have completed all POS courses in the quarter prior to the taking of exams, students may be permitted to enroll in 793's for purposes of review for exams.

## **XI. PLACEMENT**

The Department of Political Science offers advice and assistance to its graduate students in obtaining positions usually associated with advanced degrees. While the Department will make all reasonable efforts at placement, success cannot, of course, be guaranteed.

Students are eligible for departmental placement once their dissertation prospectus has been approved officially and the dissertation committee chair agrees that the student is ready to apply for academic jobs. Forms for such certification are available in the Graduate Studies Office. Students are urged to discuss their placement requests with their dissertation advisor prior to submitting the requests to the Placement Coordinator.

Each placement file that is sent will contain: (a) the Placement Coordinator's individualized cover sheet for that student (containing a brief description of the student and some general information), (b) a current curriculum vitae, (c) all letters of recommendation provided by faculty (from OSU or elsewhere), (d) a current transcript, and (e) a waiver of access. Students are responsible for providing the c.v. and transcript on a timely basis to the placement office and for requesting that faculty submit letters of recommendation to the Placement Coordinator. They are also responsible for sending, at their own expense, a letter of interest and any other material required for a particular job application (such as requested sample syllabi, writing samples, and teaching evaluations).

The Department will send credentials for up to forty jobs per year. If students go over this limit they will be asked to pay the postage; the Department will cover the copying costs. Students are eligible for departmental placement for three years or until they have secured a non-temporary professional position, whichever comes first. After their eligibility has expired, they are encouraged to make use of the APSA Placement Service. Exceptions to this policy may be granted through petition to the Graduate Studies Committee.

The Department does not hire its own Ph.Ds for tenure-track faculty positions.

## **XII. DEPARTMENTAL RULES FOR DENIAL OF REGISTRATION**

The minimal acceptable standard of academic performance is a 3.00 grade-point average for all graduate work in Political Science. Upon approval of a Program of Study, the minimal acceptable standard becomes a 3.00 grade-point average for all courses included in the approved POS.

Any student who has accumulated 15 or more credit hours of graduate work in Political Science in this Department and whose grade point average for that work is less than 3.00 is immediately placed on academic probation by the Graduate School and informed in writing. Students on academic probation must raise their grade-point average in Political Science (or in the POS) to a minimum of a 3.00 by the time the next 15 credit hours of course work are completed.

Any student who has been placed on academic probation and who fails, after completing 15 more credit hours, to obtain a minimum of 3.00 grade-point average for all graduate work in Political Science (or in the POS) is automatically denied further registration in any degree program in Political Science. However, the Graduate Studies Committee will consider student petitions. Normally, petitions will be granted only if substantial progress toward a 3.00 is demonstrated in the period of academic probation, and the GSC finds persuasive reasons to believe that the 3.00 level will be reached by the end of 15 additional credit hours in Political Science (or in the POS). Under no conditions shall further extensions be granted. See also the Graduate School Handbook, academic standards.

A Ph.D. candidate who has received an “unsatisfactory” grade from the chair of his or her dissertation committee shall receive a written warning from the Director of Graduate Studies concerning potential probation and prevention of further enrollment in the program. If in the next quarter of enrollment the student receives a second “unsatisfactory” grade the student will be notified by the DGS that he or she is being placed on probation. If, according to the student’s dissertation committee chair, satisfactory progress toward completion of degree is not made in the next quarter in which the student is enrolled and a third “unsatisfactory” grade is assigned, the DGS will petition the Graduate School to disallow further enrolment by the student in the program

## **XIII. PRL: POLITICAL RESEARCH LABORATORY**

PRL is an instructional and research support facility of the Political Science Department that plays a central role in the research curriculum at Ohio State. Its facilities are available to all students in the Department. PRL services include staff responsible for (1) advising and training of students in the use of archived data sets (especially those from ICPSR), (2) consulting in the use of quantitative research methods social science software packages (e.g., SPSS), and (3) maintenance of the Department’s computer network and computing infrastructure. In support of these services, PRL provides equipment such as micro-computers and printers. The PRL also operates an experimental research laboratory for use by faculty and graduate students. Finally, and perhaps most importantly, PRL serves as a resource center for students and faculty interested

in the scientific analysis of political phenomena. Students interested in serving as GRAs in PRL should talk with the Director. Current hours and information on the availability of equipment can be obtained through the PRL office manager (292-1061).

Students also have access to the University's mainframe computer and to personal computers located at various points in the Department and around the campus.

Special opportunities for training and research are also provided by membership in the Inter-University Consortium for Political and Social Research and selected foreign archives as well as the assignment of graduate students to the College's Survey Research Unit.

The Political Analysis Lab (PAL) of the Department and the new electronic classroom provide high-speed computers for students and political science classes.

#### **XIV. MERSHON CENTER**

The Mershon Center, located on the southern edge of the campus, is supported by an endowment, gifts and grant money. It sponsors interdisciplinary research on national security, construed broadly to include such problems as democratization, economic development, political culture and conflict prevention and resolution. The Center also has an interest in policy. On the whole, scholars at Mershon do not conduct day-to-day policy analysis but attempt to critique or build alternate conceptual foundations for policy.

Mershon encourages collaborative, interdisciplinary research projects within the University and with other institutions around the world. Current projects examine the implications of multiple loyalties for foreign policy, the lessons of the end of the Cold War for international relations theory, counterfactual argumentation in history and international relations, prediction and the Middle East peace process, the applicability of social science research methods to the study of national security, and the Mershon survey of public opinion and foreign policy. Faculty from political science, history, sociology, and psychology, among other disciplines, are involved in these projects, and many of them maintain offices at the Center.

Mershon supports individual faculty research, and awards several hundred thousand dollars a year through a campus-wide competition. It supports graduate student research, and often underwrites pre-dissertation field research. It has a range of undergraduate initiatives that include support for study abroad, the honor's college and research assistantships. Mershon periodically holds conferences, usually, but not always, on the subjects of its collaborative research. It also runs a popular dinner seminar that brings together graduate students, post-doctoral fellows, faculty and occasional visitors to discuss papers, circulated in advance, authored by a member of the seminar.

Mershon hosts visitors from the academic and policy worlds. These include high-ranking government officials from abroad, faculty on sabbatical or otherwise funded leave, a yearly peace professor and military research associates. It also sponsors post-doctoral fellows, and has six in residence in any given year. Mershon's largest policy initiative is an on-going project with the Polish

Ministry of Education to foster civic culture through appropriate primary and secondary school books, courses and teacher training programs.

Some faculty associated with the Center do hire graduate research assistants, but the Center as an organization does not make the selections. Students interested in more information about the Mershon Center should contact the Director, Dr. Ned Lebow, Mershon Center, 1501 Neil Avenue, The Ohio State University, Columbus, OH 43201 (614) 292-1681.

## **XV. GUIDE TO DEPARTMENT SERVICES AND PROCEDURES**

### **A. OFFICE**

#### **1. Office Hours**

During the regular academic year, main and graduate studies office hours are Monday through Friday 8:00-5:00. During the summer, office hours are Monday through Friday 7:30-4:30 with the office closed for lunch from 12:00-1:00.

We also provide a list of faculty office hours and of graduate student office hours (if the student is either teaching his/her own course or assisting with a course). All graduate students are expected to maintain adequate office hours during every teaching quarter. Please send your office hours to Patt McLaughlin in the main office by the end of the first week of classes each quarter.

#### **2. Staff**

For your assistance, we have compiled information that can help you go to the appropriate person when you are in need of help. These are only highlighted jobs; refer to your guideline booklet for specific areas.

**Diana Camella** ([camella.1@osu.edu](mailto:camella.1@osu.edu)) 292-9151  
Human Resources and Fiscal Matters (including payroll questions)  
Purchase Orders  
Grant and OSU Research Foundation questions

**Patt McLaughlin** ([mclaughlin.111@osu.edu](mailto:mclaughlin.111@osu.edu)) 292-2880  
Book orders, Desk Copies, Course Descriptions  
Travel  
Grades, all aspects  
Office Hours  
Keys

**Retta Semones** ([semones.1@osu.edu](mailto:semones.1@osu.edu)) 292- 1359  
Information on the Graduate Program  
Admissions and placement  
Graduate Records

**Wayne DeYoung** ([deyoung.1@osu.edu](mailto:deyoung.1@osu.edu)) 688-3804  
Undergraduate Advising  
Course Scheduling

**Sandy Wood** ([wood.16@osu.edu](mailto:wood.16@osu.edu)) 688-3803  
Faculty recruiting  
Promotion and Tenure  
Work study

### 3. Lab Personnel

The Department Political Research Laboratory, directed by Tom Nelson (2049D Derby), provides computer and research support to students, staff and faculty.

Research support includes data and codebook access, acquisition, and archiving; hardware and software training, consultation, and requests; and computing facilities. Teaching support includes consultation on preparing materials for conventional and on-line courses and maintaining the department's teaching laboratory. The PRL is responsible for managing the department's computing needs, including the department network.

**Doug Perkins** ([perkins.75@osu.edu](mailto:perkins.75@osu.edu)) (2049R Derby) 292-1061  
Lab customer service  
Scheduling and maintaining teaching computer lab  
Laptop computer loans  
Technical support and consultation

**Jim Ludwig** ([jml+@osu.edu](mailto:jml+@osu.edu)) (2049S Derby) 292-9026  
Chief programming and engineering specialist  
Lab technology infrastructure  
Curator for the lab's datasets

**James Norman** ([norman@polisci.sbs.ohio-state.edu](mailto:norman@polisci.sbs.ohio-state.edu)) (2049K Derby) 688-3732  
Network administrator and systems manager  
Technical support for hardware and software  
Generates individual computer accounts (direct e-mail questions to him)  
Establishes security accounts for basement instructors

### 4. Graduate Research Associates

**Ray Block** ([block.49@osu.edu](mailto:block.49@osu.edu)) (2049F Derby) 292-0511

Archivist and Experimental Support  
Maintains the quantitative and qualitative data archives via the department's with ICPSR  
Human Subjects Pool Coordinator for the Experimental Lab

**Sean Williams** ([Williams.1831@osu.edu](mailto:Williams.1831@osu.edu)) (2049H Derby) 292-0511

Web Coordinator  
Development and maintenance of department's web site  
Assistance for faculty in developing their own web page

## **B. COURSE/CLASS RELATED MATERIAL**

### **1. Book Orders**

Orders of books for students in your classes are to be placed through Patt McLaughlin. The bookstore provides a form you should fill out for these orders. In addition the bookstore distributes a copy of the book order to Long's, Student Book Exchange (SBX), and other campus area bookstores. The forms are located in the file drawer in the Main Office lobby or above the typewriter in the mailroom. The deadlines for placing book orders are as follows or within one week after notification of a course assignment, whichever comes first:

**Autumn** - May 25  
**Winter** - November 1  
**Spring** - February 1  
**Summer** - May 1

### **2. Cancelled Classes**

GTAs are expected to teach their classes according to the official calendar and schedule of classes. If you must cancel a class due to illness or other reasons beyond your control, **you must have an announcement made to your class. You should also call the front office (292-2880) or Wayne DeYoung (688-3804)** so that when students call, we can inform them of the situation. Staff can post signs for cancelled classes, if you are unable to post the signs yourself.

The University rarely cancels classes due to bad weather. University actions are announced through the media and posted on the [www.osu.edu](http://www.osu.edu) website. The department staff will be notified by the college and will send an e-mail to department members once they have been notified.

### **3. Course Descriptions**

The department provides course descriptions to students before registration for classes begin. Please submit yours to Patt McLaughlin by the deadline listed below or within one week after notification of a course assignment, whichever comes first.

**Autumn and Summer** - April 15

**Winter** - October 15

**Spring** - February 1

Student inquiries about courses without descriptions will be referred to the instructor.

#### **4. Class Rosters/Grades**

Class rosters are available via the web, and will be distributed by Patt McLaughlin early each quarter. Grade forms are also distributed by Patt for graduating seniors and then for all other students. Grades can also be submitted electronically via the web ([www.ureg.ohio-state.edu](http://www.ureg.ohio-state.edu)) and a copy should be given to the front office. If you need forms for change of grades (due to instructor error only) or change of incompletes, see Patt McLaughlin. Posting of grades or leaving papers/tests outside of your office is unacceptable.

#### **5. Room Changes**

Room change requests should be directed to Wayne. Room changes will only be granted when the physical facilities of the room or the environment of the room are not conducive to teaching and will be made based on the availability of alternate rooms.

#### **6. Syllabi**

The front office will copy syllabi for your classes (use a work request form). It is required to keep file copies of syllabi, so please give Patt McLaughlin **two** copies of your syllabus if it was run off other than by the department. In addition, please send an electronic copy to the department's webmaster at [webmaster@polisci.sbs.ohio-state.edu](mailto:webmaster@polisci.sbs.ohio-state.edu).

#### **7. Test Retention**

According to the University Archives, instructors must retain tests, papers and anything else leading to a grade and to a posting on the official student record of the Registrar for a period of one year. After one year, you may permanently dispose of the materials in a manner that protects the privacy of the students. You do not need to shred everything; just ensure that the names and social security number are separated from each other and from the tests themselves. See Sandy Wood if you have questions.

#### **8. Classroom Technology Resources**

Televisions, computers, VCRs and other classroom technology resources are available upon request from the classroom services division of the Office of Information Technology ([www.oit.ohio-state.edu](http://www.oit.ohio-state.edu)). The equipment can be delivered with advance notice, or can be picked up by the instructor.

## 9. Work Requests/Copies

When requesting copies of materials, fill out a work request form (located on the wall -- just to the right of the copier in the mailroom) and place the request in the top tray across from Patt McLaughlin's desk in the main office. Please do not place requests in staff members' individual mailboxes as they may be overlooked. There is a box for after hour requests in the mailroom, marked as such.

This is checked daily.

Copy jobs are completed in order of priority.

- 1<sup>st</sup> B Exams
- 2<sup>nd</sup> B Syllabi
- 3<sup>rd</sup> B Class Materials/Handouts
- 4<sup>th</sup> B Conference Papers\*
- 5<sup>th</sup> B All other materials

*Exams and quizzes will be placed in the exam drawer for you to pick up. This is located in the main office to the left of the front desk. Regular copies will be placed in your mailbox unless they are too large. A minimum of **TWO** days notice is required to complete copying.* There can be no staples in the jobs that you give us to reproduce. Sometimes they go undetected and then they can damage your original when caught in the machine.

The University requires us to follow **copyright laws**. If you have something that is copyrighted, we are permitted to make only one copy for your personal use. Additional copies are your own responsibility, but you should realize that making more than one may violate copyright laws. If making copies of copyrighted material for a class handout, take them to a copy center and have your students pay for a copy packet. The copy center can arrange for copyright clearances.

\*Before reproducing conference papers, please check convention requests. Some of the conferences are now requesting/requiring that you send them only electronically. You are also encouraged to send your papers to your panel members electronically. This will lower reproduction costs as well as mail costs.

## C. COMPUTER/COPYING/PHONES

### 1. Computer Accounts

The department offers two types of accounts: e-mail and network. The departmental e-mail system uses the IMAP system. This system stores your e-mail and folders on the departmental mail server and allows you to access these from any computer with on-line access. Your network

account provides you access to departmental printers, personal space on the network server, and various shared drives and folders. The network is backed up on a daily basis, so it is a good place to store your important files. To establish departmental mail and network accounts, please see James Norman. If unavailable, see Jim Ludwig or Doug Perkins.

The university provides a general e-mail ([lastname.##@osu.edu](mailto:lastname.##@osu.edu)) address and a university POP mail account to every graduate student. Pop mail accounts do not automatically allow you to see all your e-mail and folders from any location. While some graduate students like to keep their university and departmental mail accounts separate, others consolidate them by having one forwarded to the other. To activate your university e-mail account go to [www.oit.ohio-state.edu](http://www.oit.ohio-state.edu). To have mail sent to your university address forwarded to your departmental account, go to [www.oit.ohio-state.edu/tsc/mail\\_forwarding.html](http://www.oit.ohio-state.edu/tsc/mail_forwarding.html). To have your departmental mail forwarded to your university account, see James Norman. If unavailable, see Jim Ludwig or Doug Perkins.

Doug Perkins will set up **CLASS ACCOUNTS** if you are teaching in room 150 in the basement or using them for some other purpose.

## 2. Laptop Computers

The department owns several laptop computers that can be checked out for short-term use. See Doug Perkins in the lab for more information on how to reserve a laptop computer.

## 3. Printer/Printing

The department provides a high-speed printer (in the PRL). You should use this printer for final versions of professional materials only. Please do not print multiple copies of a job, because it is much cheaper to use the copier for this work. Paper for all print jobs is to be supplied by the student. The computers in the graduate student offices will only print to the printer in the PRL. In general, we ask you to be economical in your use of the printer. Toner cartridges are expensive. Also please limit downloading of large amounts of web material to only what is necessary. This action is very costly not to mention that it ties up or jams the printer. If you are saving material for later reading, store it on your computer.

## 4. Copier

The department copiers are only available for graduate students teaching their own course. If you are teaching, you will be given a personal code for the copier so you may make copies for professional use at any time. However, please remember that you are responsible for managing who has access to this code. You will be allotted 300 copies per quarter in your personal account. The Department will copy material for your classes and multiple copies of your papers **IF** you fill out a work request. This copying is not charged to your personal account. Copy centers are available on campus, including in the libraries, and near campus for all non-teaching related copying.

## **5. Telephone**

Long distance calls and faxes for personal use may **NOT** be made using the department telephones and fax machine. Office telephones are restricted and will not allow you to call long distance. Local calls can be placed using 9 and then the phone number. Campus calls can be placed using the last five digits of the number. Local information calls should not be made by students.

## **6. Faxes**

To send work related faxes, acquire the permission of Sandy Wood, fill out a fax form (located next to the copier in the mailroom) and place the request on the second shelf of the workbox in the main office (located across from Patt McLaughlin's desk). Please allow 24 hours for them to send the fax, although we will try to do it as soon as possible. In cases of urgency, please indicate so, or if you prefer, you may do your own faxes after consulting with Sandy Wood. The after hours box in the mailroom is for faxes too. When we receive faxes addressed to you, we will place them in your mailbox. If you are expecting an urgent fax, please inform the front office and feel free to check with them. The fax machine is for business purposes only. Only under extreme circumstances should you send or receive faxes for personal use, and you will be expected to cover their costs personally.

## ***D. OTHER DEPARTMENTAL SUPPORT AND INFORMATION***

### **1. Address and Telephone Information**

The Graduate Studies Office needs to have your home address and phone number on file. You can request that they not be given out to unauthorized persons. Whenever your home address or phone number changes, you must notify Retta Semones of the change. Without a correct address, important information and forms (W-2) will be lost/returned in the mail.

### **2. Important Messages**

The Graduate Studies Office, Front Office Staff and Chair are now sending official messages only by email. That means you should regularly check your departmental email account or have emails FORWARDED to your primary account.

### **3. Keys**

You will be issued a key to your private office and a building key. Your office key also unlocks the mailroom, conference room, reading room and the corridor doors. If you are requesting keys for

an office or turning them in, please see Patt McLaughlin. Faculty requesting students to have key access to their offices should send an e-mail to Patt McLaughlin giving the student permission. If you lose a key, see Patt McLaughlin immediately. If you change offices you should turn in the old office key and obtain a new office key from Patt McLaughlin immediately as another student will need the old key.

#### 4. Mail

Campus mail is distributed to your mailboxes every day by approximately 10:45, and US mail by the end of the business day. **Mailboxes:** You have been provided a mailbox in the department. **PLEASE DO NOT adjust your box as it may cause the entire unit to collapse**, and for this very reason, it is critical that you empty your mailbox at every opportunity. If you feel that you need more space, please see Sandy Wood. Books and packages sent to you are now kept in the main office. You will be notified via e-mail when you have received something. However, if you are expecting something, please feel free to check with the office regularly. Packages are located on the filing cabinet above the exam drawer in the front office. There are baskets in the mailroom provided for US mail and Campus/Meter mail to the right of the mailboxes. Please make sure that you place mail in its proper bins to ensure that your mail gets to its proper destination in a timely manner.

#### 5. Maintenance

If you need routine maintenance (lights, heat, etc.) done in your office, you have two ways of contacting Physical Facilities. Physical Facilities prefers that you send a service call via e-mail ([www.physfac.ohio-state.edu/resource/request.htm?Main=Service+Request+Form](http://www.physfac.ohio-state.edu/resource/request.htm?Main=Service+Request+Form)) or by phone at 2-6158. Maintenance for public areas (halls, restrooms, etc.) can be scheduled by contacting Physical Facilities, and the main office should then be notified of the problem.

#### 6. Paychecks

Remember to pick up and sign for your paycheck/paystub at the front desk on the last working day of each month. (This is not always a Friday.) If you wish to have your paystub placed in your mailbox each month, contact Patt McLaughlin. She must have something in writing (e-mail is fine) as authorization. Direct deposit forms are in the filing cabinet outside of Diana Camella's office, in the drawer marked AForms@. You need to attach a copy of a voided check or deposit slip with the form and send it to the payroll office.

#### 6a. Monthly Pay Schedule

July 2001-June 2002

Pay Period	Begins	Ends	Payday
------------	--------	------	--------

1	7/1/01	7/31/01	7/31/01
2	8/1/01	8/31/01	8/31/01
3	9/1/01	9/30/01	9/28/01
4	10/1/01	10/31/01	10/31/01
5	11/1/01	11/30/01	11/30/01
6	12/1/01	12/31/01	12/31/01
7	1/1/02	1/31/02	1/31/02
8	2/1/02	2/28/02	2/28/02
9	3/1/02	3/31/02	3/29/02
10	4/1/02	4/30/02	4/30/02
11	5/1/02	5/31/02	5/31/02
12	6/1/02	06/30/02	6/28/02

## 7. Departmental Rooms

**Spencer Room:** The Spencer Room (2130 Derby) is a favorite room to hold meetings, job talks, conferences, etc. In order to schedule use of the room, please contact either Patt McLaughlin or Sandy Wood. **This room should not be used as a classroom.**

**Reading Room:** The reading room houses the department's collection of donated books and journals for faculty and graduate student use as well as housing copies of dissertations written by recent PhDs. There is also a pool of textbooks that can be borrowed for evaluation purposes when preparing to teach a class. If you have copies of books which you no longer we encourage you to drop them off in the reading room so that others may use them. It also serves as a backup for meeting spaces if the Spencer Room is booked. The room can be reserved by contacting Patt McLaughlin or Sandy Wood. If you remove books or dissertations, please replace them in the correct location.

Class reserve reading materials are generally located behind the door on the bookshelf in the Reading Room, if you have placed material on reserve for your class. Please clear these out at the end of the quarter to make room for the new materials. If they have not been picked up by the beginning of the next quarter, they will be placed in your mailbox.

## 8. Recycling

Offices are equipped with white recycling boxes. When these are full, please empty them in the big bins at the top of each stairwell on our floor. Exams should not be placed in these boxes unless you remove all student identifying information from them first.

## **9. Safety**

For your safety, please keep your door locked whenever you leave your office. Also when our custodians are off for extended periods of time, we often send an e-mail asking that you put your trash in the hallway and it will be picked up. This is asked of you, because the replacement staff does not always have keys to the offices and by placing it in the hall, it will be picked up.

## **10. Supplies**

The department provides office supplies for your professional use. Supplies, including campus envelopes, overhead sheets, scantron forms and exam books are kept in the mailroom and main office. Pencils for filling out the scantron forms are available from Patt McLaughlin only. These should be used conservatively and any extras should be returned to the main office. Please see Patt McLaughlin or Sandy Wood for these.

## **11. Refrigerator And Microwave**

The refrigerator and microwave in the mailroom are there for your convenience. We ask that you help the office staff in keeping them clean for the benefit of the entire department. We also ask that you mark all containers you place in there with your name and date. Any unmarked container in the refrigerator or obviously bad food will be tossed out. Please cover your food when heating it in the microwave. And if your food splatters, please clean it up. Clean up also includes your dishes, the sink and counter. Please do not use the sink as a storage place for your dirty dishes.

## ***STUDENT AND DEPARTMENTAL GOVERNANCE***

### **Council of Graduate Students (CGS)**

The CGS is a university wide graduate student governance body that has members sit on university committees and makes recommendations for changes in university policies that affect graduate students. The Department of Political Science has three delegates to the CGS which are elected at the beginning of each calendar year and serve for the full year. The delegates represent the interests of the Department's students to CGS and the university. The CGS sponsors events including a university research forum, and student orientation. The CGS also oversees a competitive travel grant fund available to all university students. For more information contact a department CGS delegate.

### **Graduate Studies Committee (GSC)**

The GSC is a committee of faculty that makes recommendations for changes in department policy regarding graduate students for final approval by the faculty. Changes in POS requirements, and other policies not governed by university or graduate school rules are discussed here.

### **Parallel Graduate Studies Committee (PGSC)**

The PGSC is the graduate student equivalent of the faculty GSC. There are 5 or 6 graduate students elected every academic year to represent the interests of graduate students in joint meetings with the GSC. The students can make recommendations during the joint meetings and are usually provided the opportunity to vote on most changes. The PGSC also assists with the recruitment and orientation of new students.

### **Good Web Sites To Remember**

OSU Main Web site                    [www.osu.edu](http://www.osu.edu)  
Department Homepage            [www.pswweb.sbs.ohio-state.edu](http://www.pswweb.sbs.ohio-state.edu)  
Human Resources, Benefits: [www.ohr.ohio-state.edu](http://www.ohr.ohio-state.edu)  
Registrar:                            [www.ureg.ohio-state.edu](http://www.ureg.ohio-state.edu) (grades,etc)  
Academic Affairs:                   [www.oaa.ohio-state.edu](http://www.oaa.ohio-state.edu) (Handbook, manuals, P&T materials)  
Research Foundation:            [www.rf.ohio-state.edu](http://www.rf.ohio-state.edu) (RF info, forms)  
Activate University E-mail:       [www.oit.ohio-state.edu](http://www.oit.ohio-state.edu)  
Forward University e-mail  
Address                               [www.oit-ohio-state.edu/tsc/mail\\_forwarding](http://www.oit-ohio-state.edu/tsc/mail_forwarding)  
Physical Facility—Service Request  
[www.physfac.ohio-state.edu/resource/request.htm?Main=Service+Request+Form](http://www.physfac.ohio-state.edu/resource/request.htm?Main=Service+Request+Form)

### ***DATES OF INTEREST***

### **OSU Holidays/Offices Closed/Classes Cancelled**

<b>New Years Day</b>	1/1/01	1/1/02	1/1/03	1/1/04	12/31/04
<b>Martin Luther King Day</b>	1/15/01	1/21/02	1/20/03	1/19/04	1/17/05
<b>Memorial Day</b>	5/28/01	5/27/02	5/26/03	5/31/04	5/30/05
<b>Independence Day</b>	7/4/01	7/4/02	7/4/03	7/5/04	7/4/05
<b>Labor Day</b>	9/3/01	9/2/02	9/1/03	9/6/04	9/5/05
<b>Veteran's Day (observed)</b>	11/12/01	11/11/02	11/11/03	11/11/04	11/11/05
<b>Thanksgiving Day</b>	11/22/01	11/28/02	11/27/03	11/25/04	11/24/05
<b>Columbus Day (observed)</b>	11/23/01	11/29/02	11/28/03	11/26/04	11/25/05
<b>Christmas Day</b>	12/25/01	12/25/02	12/25/03	12/24/04	12/26/05
<b>President's Day (observed)</b>	12/24/01	12/24/02	12/26/03	12/23/04	12/27/05

### Master Schedule Dates

	Autumn 2001	Winter 2002	Spring 2002
1st day of classes	9/19/01	1/7/02	4/1/02
last day of classes	11/30/01	3/15/02	6/7/02
Exam week	12/3-6/01	3/18-21/02	6/10-13/02
Commencement	12/7/01	3/22/02	6/14/02
Holiday(s)	11/12;11/22,23	1/1; 1/21	5/27

## XVI. UNIVERSITY AND DEPARTMENT POLICIES

## **A. ACADEMIC MISCONDUCT (3335-31- 02)**

Academic misconduct is defined as any activity that tends to compromise the academic integrity of the institution, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. violation of course rules as contained in the course syllabus or other information provided the student; violation of program regulations as established by departmental committees;
2. providing or receiving information during quizzes and examinations such as course examinations and General Examinations; or providing or using unauthorized assistance in the laboratory, at the computer terminal, or on field work;
3. submitting plagiarized work for academic requirement. Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
4. falsification, fabrication, or dishonesty in reporting research results;
5. serving as, or enlisting the assistance of, a "ringer" or substitute for a student in the taking of examinations;
6. alteration of grades or marks by the student in an effort to change the earned grade or credit, and
7. alteration of University forms used to drop or add courses to a program, or unauthorized use of those forms.

Instructors themselves should not penalize students for academic misconduct, but instead all cases of suspected academic misconduct should be reported to the Committee on Academic Misconduct, which will decide them.

## **B. PLAGIARISM**

Plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct that can incur severe penalties. It is important, therefore, that you understand what it consists of, so that you will not unwittingly jeopardize your graduate career.

Plagiarism can take several forms. The most obvious form is a word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be a magazine article, a portion of a book, a newspaper piece, another student's essay, or any other composition that is not your own. Any such verbatim use of another's work must be

acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of your essay, or in a footnote, or in another appropriate form of scholarly citation.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrasing is ever necessary, the source must be scrupulously indicated by footnotes, or other appropriate forms of scholarly citation.

Still another form of plagiarism is more difficult to define. It consists of writing a paper based solely on the ideas of another. Even though the language is not the same, if the thinking is clearly not your own, then you have committed plagiarism. If, for example, in writing a paper you reproduce the structure and progression of ideas in an essay you have read, or a speech you have heard, you are not engaging your own mind and experience enough to claim credit for it.

If there is any doubt concerning what constitutes plagiarism, it is the student's responsibility to seek clarification from the faculty.

### ***C. CONFLICT OF INTEREST POLICY FOR RESEARCH***

As a matter of federal regulation and state law, University employees involved in research must be concerned about conflict of interest. Recent federal regulations require that universities receiving federal funding maintain a written and enforced policy on conflict of interest that includes financial disclosures, institutional review of disclosures, the resolution of any problems dealing with conflict of interest, and enforcement mechanisms. The State of Ohio also has conflict of interest statutes that apply to research activity. The Ohio State policy is aimed at working with faculty and staff to avoid or ethically manage conflicts of interest that may arise in the conduct of research.

A potential conflict of interest exists whenever an individual's personal ties or those of his/her immediate family could unduly influence a professional judgment. Generally, conflict of interest can be recognized in situations where the possibility of personal gain may compromise, or appear to compromise, decisions regarding the purchasing of equipment, supplies, services, the hiring or evaluation of personnel, the selection of vendors, the operation of private business initiatives, and the letting of contracts. In research, conflict of interest may arise when the possibility of personal gain may compromise or appear to compromise decisions involving design, conduct, and reporting of research including field testing and clinical trials.

This policy applies to all full-time and part-time employees of the Ohio State University engaged in research as part of their University responsibilities including faculty; administrative and professional personnel; classified employees; and graduate, undergraduate, and professional student employees.

All faculty and others responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by any federal agency, state agency, private foundation, industrial, pharmaceutical, or other outside sponsor or donor are required to:

1. File a Conflict of Interest form annually.
2. File a Conflict of Interest form any time a new transaction or activity is proposed that might involve a conflict of interest.
3. Contact the Conflicts of Interest officer any time there is a change in interests that might pose a conflict of interest.

Copies of the Conflict of Interest Policy and disclosure forms can be obtained from the Office of Research or Research Foundation. For more information contact the designated Conflicts of Interest Office for research, Jilda Diehl Garton (292-4284).

#### ***D. DEPARTMENTAL GRIEVANCE PROCEDURES***

Graduate student grievances involving grades, sexual harassment, and scholarly misconduct are handled in accordance with specific existing University policies. Moreover, once the results of general examinations and dissertation defenses have been reported, it is the Graduate School that handles any grievances. Students should contact the Department's Chair or Director of Graduate Studies, as is appropriate, for information on these grievance procedures.

This statement outlines a procedure for handling grievances, in the Department, that are not dealt with through existing formalized procedures, such as those related to the structure of general examinations, Graduate Associate work assignments, and other disputes between faculty and graduate students or between graduate students. The procedure involves the following three steps:

1. **Informal Mediation.** Step one of the grievance process involves the following attempts at informal mediation:
  - a. The student should first discuss the complaint informally with the individual or individuals who are the basis of the grievance.
  - b. If this does not result in a satisfactory resolution, the student should take the complaint to the Director of Graduate Studies (DGS), who will try to work out a satisfactory resolution. If the DGS is the target of the grievance, the student should take the complaint to her/his departmental field coordinator to act as mediator in place of the DGS.
  - c. If this effort at mediation fails, the student should take the dispute to the Department Chair, who will make a further attempt to resolve the conflict. If the Chair is the target of the grievance, the student should proceed to step two below.
2. **Formal Complaint.** If the efforts in Step One are unsuccessful, the student should submit a written complaint to the Department Chair, with copies to the individual or individuals against whom the complaint has been made. If the Chair is the target of the complaint, the Chair should immediately designate the DGS or the coordinator of a relevant field to handle the formal complaint. The individual or individuals named in the

grievance must submit a written response to the Chair or designee within thirty working days. The Chair or designee will provide the student with a copy of this response and make one final attempt to resolve the situation informally.

3. **Response to Formal Complaint.** Following Step Two, if the grievance has not been resolved informally, the Chair or designee will provide the student with a written summary of the efforts taken to resolve the dispute; a description of the solution reached, or a summary of the unresolved issues; and in the event no solution is reached, advice on the procedures for petitioning the College of Social and Behavioral Science or the Graduate School, whichever is appropriate, for a formal hearing or other appropriate avenue of appeal.

## XVII. FACULTY LISTING

William Angel, assoc. professor, Lima, category P	American
Lawrence Baum, professor, category P	American
Paul Allen Beck, professor, category P	American/Political Psychology
Janet Box-Steffensmeier, assoc. professor, category P	American/Theory & Methods
Sarah Brooks, asst. professor, category M	Comparative/Latin America/CPE
*James Brudney, professor, category P	American/Public Law
Gregory A. Caldeira, professor, category P	American
*Kevin Cox, professor, category P	Comparative
Howard Federspiel, professor, Newark, Category P	Comparative
Timothy Frye, asst. professor, category M	Comparative
Sanford C. Gordon, asst. professor, category M	American
Richard Gunther, professor, category P	Comparative
Clarissa Hayward, asst. professor, category M	Political Theory
Richard K. Herrmann, professor, category P	IR/Political Psychology
Ted Hopf, Asst. professor, category M	IR
*Craig Jenkins, professor, category P	Comparative
*Jon A. Krosnick, professor, category P	Psychology/Political Psychology
Marcus Kurtz, asst. professor, category M	Comparative/Latin America/CPE
Dean Lacy, asst. professor, category M	American/T&M/Political Economy
Ned Lebow, professor, category P	IR
R. William Liddle, professor, category P	Comparative
Harwood McClerking, asst. professor, category M	American/Minority Politics
Kathleen McGraw, professor, category P	American/Political Psychology
*Massimo Morelli, asst. professor, category M	Political Economy
John Mueller, professor, category P	IR/Nat'l Security/Ethnic Conflict
Anthony Mughan, professor, category P	Comparative
Diana Mutz,, professor, category P	American/Political Psychology
Michael Neblo, asst. professor, category M	Political Theory
Thomas E. Nelson, assoc. professor, category P	American/Political Psychology
William E. Nelson, professor, category P	American
Brian M. Pollins, assoc. professor, category P	IR/Theory & Methods
*John Quigley, professor, category P	Comparative
Randall B. Ripley, professor, category P	American
*Bert Rockman, professor, category P	American/CP/Political Institutions
Kira Sanbonmatsu, asst. professor, category M	American
Randall L. Schweller, assoc. professor, category P	IR
Goldie Shabad, assoc. professor, category P	Comparative
Richard Sisson, professor, category P	Comparative
Elliot E. Slotnick, professor, category P	American
Donald A. Sylvan, assoc. professor, category P	IR/Political Psychology
Alex Thompson, asst. professor, category M	IR/International Organizations
Richard Timpone, asst. professor, category M	American/Theory & Methods
Christa van Wijnbergen, asst. professor, category M	Comparative/Western Europe/CPE
Herbert Weisberg, professor, category P	American/Theory & Methods
Alan Wiseman , asst. professor, category M	American/AM Political Institutions
Jack Wright, professor, category P	American/Theory & Methods
Jakub Zielinski, asst. professor, category M	Theory & Methods/Comparative

## EMERITUS FACULTY

Chadwick F. Alger, professor emeritus, category P	IR
Herbert B. Asher, professor emeritus, category P	American
John R. Champlin, professor emeritus, category P	Political Theory
Aage R. Clausen, professor emeritus, category P	American/Theory & Methods
James E. Harf, professor emeritus, category P	IR
John H. Kessel, professor emeritus, category P	American
Samuel C. Patterson, professor emeritus, category P	American/Comparative
Bradley M. Richardson, professor emeritus, category P	Comparative

\*Faculty with primary appointments in other departments and secondary appointments in political science who are involved in graduate training. For clarification of category M & P status see GSH: Section IV.3

## XVIII. COURSE LISTING

530	(as 793) Politics of Post-Communist Societies in Eastern Europe	726	Methods and Approaches in Comparative Politics
603	Public Opinion	727	Problems in Western European Politics
608	Ethnic Politics in the American Cities	730	Seminar in Soviet and Post-Soviet Politics
609	The Mass Media & American Politics	731	Problems in Post-Soviet Politics
612	Political Leadership	734	Readings on Chinese Politics
614	Urban Politics	735	Comparative Political Economy
627	Government & Politics of W. Europe	740	Problems in Latin American Politics
628	Political Integration in Western Europe	741	Politics of the Developing World
629	Analysis of 20th-Century Problems in Cross-National Perspective	742	Political Issues in Economic Development
635	Government and Politics of Japan	743	Peasant Politics
636	Southeast Asia	744	Democratic Transitions
653	Politics of the Modern World Economy	745	Basic Theories in the Study of International Politics
670	Political Theory: Socrates to Machiavelli	746	Synthesizing International Politics Scholarship
671	Political Theory: Machiavelli to Hume	747	Research Methods in International Politics
672	Political Theory: Hume to Marx	748	Social Theories of International Politics
673	Political Theory: 20th Century	750	Cognition and Computation in International Relations
678	Political Decision-Making and Public Policy	751	Conflict and Peace
679	Policy Analysis	752	Security Policy for the Post-Cold War World
680	Models of Politics	753	Theories of International Political Economy
684	Introduction to Political Science Research Methods	754	Selected Topics in Soviet and Post-Soviet Foreign Policy
685	Methods of Quantitative Analysis: Elementary	755	American Foreign Policy
686	Methods of Quantitative Analysis: Intermediate	756	Foreign Policy Design
694	Contemporary Political Problems	757	Comparative Foreign Policies
697	Study at a Foreign Institution	759	International Organization
700	Basic Theories in the Study of American	760	Transnational Relations
701	Seminar on the American Presidency	761	Political Psychology and International Relations
703	Readings in Public Opinion	762	Theory and Explanation in Political Science
704	Readings in State and Local Politics	765	Interpretation of Texts in Political Theory
707.01	Seminar in Race & Ethnicity	766	Selected Topics in Political Theory
707.01	Topics in Race & Ethnicity	767	Evaluation in Politics
709	Seminar in American Politics	768	Contemporary Political Analysis
711	Organized Interest Groups	774	Readings in Political Participation and Voting Behavior
712	Gender and American Politics	775	Readings in American Political Parties
713	Political Communication	776	Comparative Political Institutions
715	Judicial Politics: Process and Policy Making	777	Comparative Political Behavior
716	Judicial Politics: Decision Making	778	Comparative Political Parties and Interest Groups
717	Legislatures and Legislative Behavior		
725	Basic Theories in the Study of Comparative Politics		

779	Readings on the Policy Process	860	Theories of Personality
780	The Field of Political Economy	870	Seminar in Social Psychology
786	Causal Analysis		
787	Scaling and Dimensional Analysis in Political Science		
788	Mathematical Theories of Politics		
789	Survey Research Practicum		
790	Foundations of Political Science		
793	Individual Studies		
	793.01 - American Politics		
	793.02 - Comparative Politics		
	793.03 - International Politics		
	793.04 - Political Theory		
795	Teaching Political Science		
800	Research Seminar in American Politics		
803	Political Attitudes and Cognition		
805	Experimental Research in Political Psychology		
812	Seminar: Political Elites and Leadership		
817	Research in Legislative Politics and Policy-Making		
826	Research in Comparative Politics		
846	Research in International Politics		
848	Quantitative Aspects to Int'l Relations		
853	Advanced Research in IPE		
866	Research in Political Theory		
867	Research in Mathematical Political Science		
874	Research in Mass Political Behavior		
875	Research on American Political Parties		
879	Research on Public Policy		
889	Internship in Politics and Public Policy		
892	Workshop -intensive study of an area or problem in political science		
892A	Introduction to Political Psychology		
892B	Research Practicum in Political Psychology		
894	Group Studies: Contemporary Political Problems		
899	Interdepartmental Seminar		
999	Research in Political Science		

**Political Psychology Courses**  
(offered in the Psychology Dept.)

630	Psychology of Public Attitudes
675	Social Cognition
815	Decision Processes
819	Seminar in Industrial and Organizational Psychology
831	Seminars in Psychological Statistics
832	Sociomoral Development