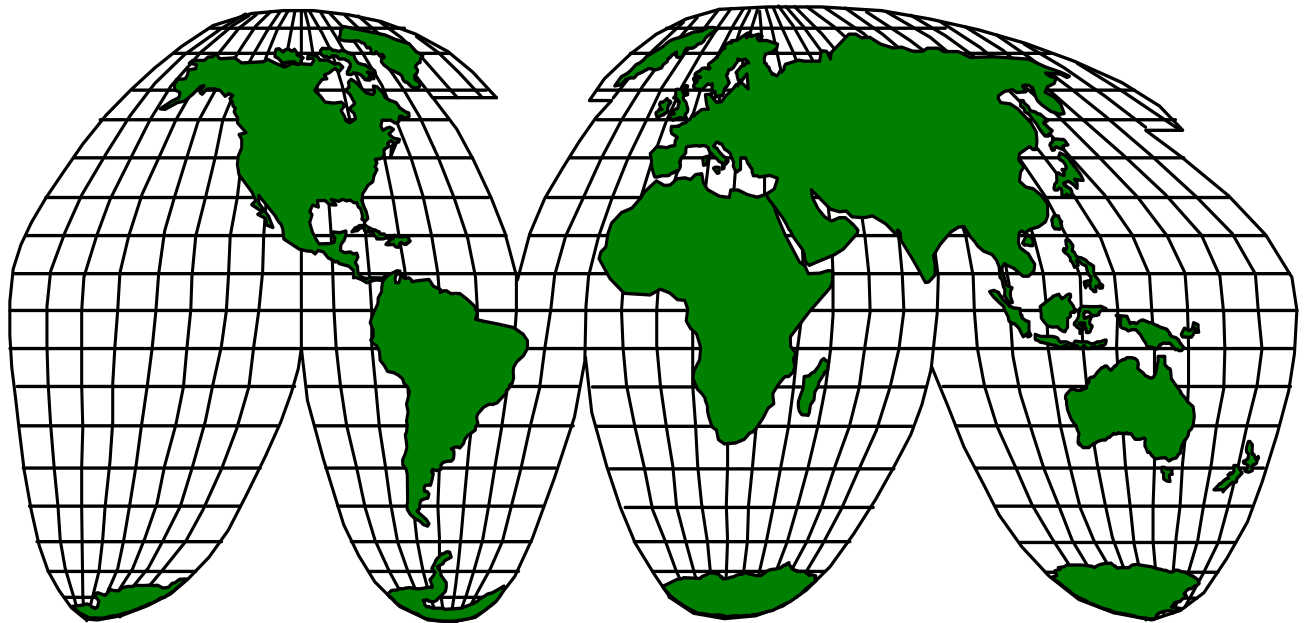


***Department of POLITICAL SCIENCE***  
***GRADUATE HANDBOOK***  
**The Ohio State University**  
**2008-09**



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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 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 Graduate School Handbook and University bulletins, as many University and Graduate School requirements are not repeated here. Among other things, the Graduate School Handbook details registration rules, academic standards, examination and graduation requirements, and leaves of absence. (<http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>). As changes occur, this Handbook will be updated.

The Ohio State University has an ongoing commitment to diversity and inclusion for its faculty, staff and student communities. The Department of Political Science shares that goal. We are committed to creating and maintaining an academic and working environment where all members of the Department, regardless of race, ethnicity, religion, sex, or sexual orientation, will flourish.

August, 2008

## **II. ADMISSION**

### **A. APPLICATION**

Admission to graduate study in Political Science is granted by the Graduate School through the Admissions Office. Instructions for application are available from the Office of Admissions. 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 are required to submit scores for all three components of the Graduate Record Examination. Although all aspects of Applicants' files are taken into consideration, the Department's normal requirement for admission is a minimum of 75% as the average ranking across the verbal and quantitative components of the Graduate Record Examination, and a score of 4.0 on the written component. 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.

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 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 Autumn quarter enrollment. The application deadline for domestic students is December 15 of the year before students wishes to begin. The deadline for international student applicants is November 30 of the year before they wish to begin.

### ***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. 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 Ph.D. Candidacy 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. Students must register prior to these registration deadlines. 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.

### **III. 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 concentration from among the five fields of American Politics, Comparative Politics, and International Politics, Political Methodology, and Political Theory, and a minor concentration from one of the above fields or the fields of Formal Theory, Political Economy, Political Psychology, or Race, Ethnicity, and Gender. 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 methods prevalent in the discipline, all Ph.D. students are required to complete the core areas outlined below prior to the taking of their Ph.D. Candidacy Examinations.

##### **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 (PS684 or its equivalent). PS684 is normally taken in the first quarter of the first year in the program. Students should consult with their advisor in selecting which two additional research methods courses to take to fulfill this requirement. Students should also note that major and minor fields may have their own methods requirements. See below.

Research design (PS684 or equivalent): All students must achieve competence in research design topics. Students who have already had a research design course should consult with the PS684 instructor and the Director of Graduate Studies to ascertain that their prior course work was indeed equivalent; if so, the prior course work can satisfy the PS684 requirement.

##### **2. Foundations Requirement**

All Ph.D. students in political science must complete PS790 (Foundations of Political Science) or its equivalent. PS790 introduces students to basic themes in the philosophy of social science. Students who have already had a philosophy of science course should consult with the PS790 instructor and the Director of Graduate Studies to ascertain that their prior coursework was indeed equivalent; if so, the prior coursework can satisfy the PS790 requirement.

### 3. Breadth Requirement

All Ph.D. students must declare a major and minor field of study. They must also satisfy a breadth requirement by taking one course in three of the following fields: American Politics, Comparative Politics, International Politics and Political Theory. These courses can be double-counted as part of a major or minor field.

### ***C. THE PROGRAM OF STUDY AND THE PH.D. EXAMINATION COMMITTEE***

Students must submit a list of specific courses proposed as a Program of Study (POS) to the Graduate Studies Coordinator by the end of the third week of Spring quarter of their first year of enrollment. The form must include the signatures of two faculty members in their major field and of one faculty member in their minor field with whom the student has consulted in preparing the POS. The POS will be reviewed by faculty in the designated major and minor fields. Students will receive feedback toward the end of that quarter as to the suitability of their proposed program of study, as well as advice about what other courses and skills may be appropriate.

In Spring quarter of the second year in the program, faculty members in the major and minor fields will evaluate students' overall performance and their capability of satisfactorily completing the Ph.D. program, including the likelihood of success on the Ph.D. Candidacy Examination to be taken one week prior to Autumn quarter of the third year. The faculty members of the GSC will then consider the fields' evaluations, especially that of the major field. By mid-May, a letter will be sent by the Director of Graduate Studies to students informing them of the assessments of their performance. Students are then required to meet with their faculty advisor to obtain more feedback on their evaluation. Immediately following this review, students who plan to take their Ph.D. Candidacy Examinations at the start of Autumn quarter of their third year must designate a Ph.D. Candidacy Examination Committee and submit a proposed plan for their third year of study for approval by the GSC.

A Ph.D. Candidacy 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. Normally, three members of the Committee, including the chair, are from the student's major field, and one member from the minor field of study. The chair must have graduate faculty category P status in the Political Science Department. (*For graduate faculty categories see faculty listing*). Forms for the Program of Study are available in the Office of Graduate Studies. The proposed Ph.D. Candidacy 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 which major and minor fields the student chooses, **courses may not be double counted on the POS except for those that fulfill the breadth requirement.**

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 **three or four** 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 Ph.D. Candidacy 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. M.A. FOR Ph.D. CANDIDATES***

**The Political Science Department is a Ph.D. granting program.** Nonetheless, 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 Ph.D. Candidacy 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 Ph.D. Candidacy Examination may obtain the M.A. using the Ph.D. Candidacy 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 submit an Application to Graduate form to the Graduate School at the beginning of the quarter during which they take their Ph.D. Candidacy Examination.

#### ***E. THE THIRD YEAR***

##### **1. The Ph.D. Candidacy Examination**

In the words of the Graduate School Handbook, "The Ph.D. Candidacy 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.

##### **1a. Arranging the Ph.D. Candidacy Examination**

The Ph.D. Candidacy 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 Ph.D. Candidacy Examination.

The Ph.D. Candidacy Examination is divided into written and oral portions. Both parts are normally completed near the start of Autumn quarter of the third year. Students who opt to undertake a second major field of study in lieu of a minor field may take their Candidacy Examination in the Spring quarter of their third year upon completion of their course work. The oral portion of the exam may be scheduled as early as one week after the taking of the written portion.

First, the student should attend the meeting convened by the Director of Graduate Studies typically held in the Spring quarter of the second year. The Director of Graduate Studies will, at this time, explain the various options concerning format and scheduling of the examination available to the student. Second, the dates for the Ph.D. Candidacy Exam will be set during this meeting, and third, the student should meet with the Graduate Studies Coordinator at the end of Spring quarter of the second year to make sure that his or her POS has been successfully completed.

### **1b. The Written Exam**

For specific information about the format, duration and location of the Ph.D. Candidacy Examination, see descriptions of each major and minor field below.

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

It is solely the students' responsibility to produce a complete set of Candidacy Examination answers within the time allotted for each exam. Students who experience computer disk failure, problems with word processing software, and other technical problems that might interfere with their completing the exam should notify the Graduate Program Coordinator and the Chair of their Examination Committee immediately. Frequent backups are encouraged.

### **1c. The Oral Examination**

The oral component of the Candidacy Examination, which covers both the major and minor portions of the student's program, is conducted by the student's Ph.D. Candidacy Examination Committee. Departmental policy does not normally permit other students or faculty to attend. Copies of Candidacy Exams for the committee members 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 Ph.D. Candidacy Examination Committee to discuss the strengths and weaknesses of his/her performance.

#### **1d. “Pass with Distinction” Policy**

When a student has performed exceptionally well on both the written and oral portions of the Candidacy Exam, the Ph.D. Candidacy Examination Committee can, by unanimous vote, decide to confer a score of ‘pass with distinction.’ Although this accolade is not recognized by the Graduate School, it can be recognized by the Department. When awarded, the Chair of the Committee should place a letter in the student’s file stating that he/she has passed the Candidacy Exam with ‘distinction,’ so that this may be noted in letters of reference for departmental funding, grant applications, and job placement.

#### **1e. Failure of the Ph.D. Candidacy Examination**

A student who fails the Ph.D. Candidacy Examination may, upon recommendation of the Ph.D. Candidacy Examination Committee, be given a second examination at a time to be decided upon by his or her committee.

#### **1f. Reexamination after Five Years**

If students do not complete their dissertation within five years of taking the Ph.D. Candidacy Examination, they must take a supplemental examination before proceeding with the dissertation defense. The written portion of the supplemental Candidacy Examination shall cover at least the two areas of study most germane to the student’s current interests. The format of the major portion of the exam and the decision on the minor rests with the student’s committee. All requests for supplemental Candidacy Examinations should be submitted to the Graduate Studies Committee for approval.

### ***F. THIRD YEAR COURSEWORK***

Students are expected to take additional coursework in their third year. This includes the dissertation workshop (see below) appropriate to the student’s research. Prior to passing the Candidacy Exam (i.e., typically in the AU quarter of the third year), students are required to enroll for at least 12 credit hours. To satisfy this, students should register for the appropriate dissertation workshop, graduate seminars or PS 793s (individualized readings courses). Students should consult closely with faculty members in the areas of their research interests when selecting courses for their third year of study. Students may not take PS793s (individualized readings courses) after passing their Ph.D. Candidacy Examination.

#### **1. Dissertation Workshop**

All students are required to enroll in a field-specific dissertation workshop for nine credit hours, three credit hours per quarter for three consecutive quarters. Normally, this will be in the third year. Students may not enroll in the workshop prior to the quarter they intend to take the Ph.D. Candidacy Examination. The workshop is designed to facilitate the creation of a dissertation prospectus and progress toward dissertation research.

## 2. Post-candidacy Registration

## Requirements

Effective Autumn Quarter 2008, the Graduate School has redefined full-time status for all post-candidacy students (domestic and international) as three credit hours per quarter. In addition, continuous academic year enrollment is required of all students who begin their graduate work in Autumn Quarter 2008 and later. Continuous academic year enrollment is not required for current doctoral students, including those who are currently post-candidacy, who began their graduate work prior to Autumn Quarter 2008.

Post-candidacy students who are in their third year are expected to register for the dissertation workshop and additional coursework as appropriate to their program of study. However, third year students should not register for additional PS999 credit, beyond the workshop and coursework credit hours.

Post-candidacy students in their fourth year and beyond are expected to register only for three credit hours of PS999 each quarter. For post-candidacy students in their fourth year and beyond, registering for additional credit hours beyond three requires the approval of the Graduate Studies Chair.

## ***G. THE DOCTORAL DISSERTATION***

As soon as a student has passed the Ph.D. Candidacy 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 Candidacy 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.

Following the successful completion of the Ph.D. Candidacy Examination, students should decide on a tentative dissertation topic and on the composition of a prospective Dissertation Committee. The year-long Dissertation Workshop is the venue in which third year students should

move toward the completion of a prospectus. When students have settled on a dissertation topic and on the composition of their 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). Under exceptional and compelling circumstances, a category M faculty member may request to the Chair of the Department that he/she be designated a category P status in order to serve as Chair of a Dissertation Committee. Approval of such a request is at the discretion of both the Chair of the Department and the proposed category M faculty member. 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.

With the approval of the Graduate School, faculty from other universities or persons with special academic or technical expertise may be appointed to the Dissertation Committee. External members are in addition to the required three, current Ohio State Graduate Faculty members.

In Spring quarter of the third year, the student is expected to have prepared, in ongoing consultation with his or her Dissertation Committee, a draft dissertation prospectus to be presented and discussed in a meeting with all Dissertation Committee Members present. The exact format of the prospectus and its contents should be worked out with the Committee. After discussion about the draft prospectus, the Committee may conclude that the draft prospectus represents a satisfactory basis upon which research on the dissertation should proceed. If this is the case, then this meeting constitutes the prospectus colloquium and the dissertation colloquium report should be checked accordingly and signed by all committee members.

However, based upon discussion of the draft prospectus, it is quite appropriate for the student and/or the committee to decide that substantial revision of the prospectus is required. Should this be the case, on the basis of the discussion of the draft prospectus and suggestions for revisions made during this meeting, a revised dissertation prospectus should be presented at a colloquium with all Dissertation Committee Members by the end of Spring quarter or soon thereafter. Barring exceptional circumstances, failure to secure approval of the prospectus in a timely fashion will be regarded as unsatisfactory progress toward degree and will be taken into consideration when funding decisions are made by the Financial Aid Committee. Students who had not had their prospectus approved by April 15 of their 4<sup>th</sup> year will not be employed to teach until the prospectus is approved. Because the funding of advanced students is through teaching, this means that failure to secure prospectus approval will result in at least a temporary denial of Departmental funding.

In either case, the purpose of the meeting(s) about the prospectus is to provide an intellectual exchange between the student and his/her committee. It should be emphasized that the colloquium is **not** a formal "hurdle" in the sense that a student either passes or fails.

## **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 oral 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 oral 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 a member of a graduate student's Dissertation Committee under three conditions, and subject to the approval of the GSC.

- i. The student has completed a substantial amount of work with the faculty member prior to the faculty member's departure.
  - a. 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 sub-field 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.)
  - b. 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.
- ii. No more than two years shall have elapsed since the faculty member's departure.
- iii. The former faculty member is willing to take part in the student's examination.

## **4. Video-conferencing the Dissertation Defense**

With the prior approval of the Graduate School, one remote examination site may be linked through videoconferencing. All Final Oral Examinations involving videoconferencing must adhere to the guidelines specified by the Graduate School.

## **IV. FIELDS OF STUDY IN**

## **POLITICAL SCIENCE**

The graduate curriculum is divided into five fields from which the student may choose a major and a minor, and an additional four fields from which a student may choose a minor.

### **A. AMERICAN POLITICS**

Graduate study in the field of American Politics includes courses in a variety of substantive areas, including Voting Behavior and Political Participation, Public Opinion and Political Psychology, Parties and Interest Groups, Executive and Bureaucratic Politics, Legislative Politics, Judicial Politics, State and Urban Politics, and Race, Gender and Ethnicity. The field emphasizes rigorous theoretical and empirical analysis of American political processes.

#### **1. The Major Program**

All majors in American Politics are required to take 709 (Seminar in American Politics). Majors are also required to take at least five other courses in the major, for a total of at least 30 credit hours of course work in American Politics. Students who are putting together programs of study in American Politics should consult closely with faculty to choose courses that will best provide exposure to the basic core of American Politics as well as satisfying the student's own academic goals.

Majors in American Politics are also required to enroll in the three-quarter dissertation workshop upon passing the Candidacy Examination.

Finally, majors in American Politics are expected to attain basic competence in statistics, formal theory, and research design. As with their substantive course work, students are encouraged to consult closely with faculty to choose methods courses that will best prepare them to undertake high quality research.

A model program of study for first year students who major in American Politics is:

- i. Fall Quarter: PS709 (or substantive seminar), PS684, PS685
- ii. Winter Quarter: PS686, PS788, substantive seminar
- iii. Spring Quarter: PS786, PS867, substantive seminar

#### **2. The Minor Program**

All minors in American Politics are required to take 709 (Seminar in American Politics). Minors are also required to take at least two other courses in the major, for a total of at least 15 credit hours of course work in American Politics.

### **3. The Ph.D. Candidacy Examination**

The Ph.D. Candidacy Examination for majors in American Politics will consist of a research paper completed by the first day of the fall quarter of a student's third year. It is expected that this paper will demonstrate: (1) the student's understanding of the relevant substantive and theoretical literature, (2) the student's ability to develop a sophisticated research question that contributes to the literature, and (3) the student's ability to design and complete a theoretical or empirical study suitable for investigating that question. The research paper may focus on the student's dissertation topic, though this is not required, and it may be a revised version of a paper submitted for a course. However, the research paper should be more substantial and more rigorous than papers normally submitted for course requirements.

The oral examination in the fall of the third year will be centered on the research paper, but it will be wide-ranging, with students expected to be able to articulate how the research question and study fits into the broader substantive, theoretical, and methodological concerns of American Politics. That is, students will be expected to demonstrate a broad knowledge of the field, beyond the specific focus of the research paper, in the oral portion of the Candidacy Examination.

Students select the members of their Candidacy Examination committee. This committee should consist of faculty members who represent the breadth of the field. It will be the responsibility of the chair of the Candidacy Examination committee to insure that the committee has sufficient breadth.

The Candidacy Examination in American Politics for minors will consist of a field/review essay to be completed in the summer of the second year.

## ***B. COMPARATIVE POLITICS***

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

A total of at least 30 credit hours is expected of students offering comparative politics as their major field of study. Two courses are required of majors: PS725, Basic Theories in the Study of Comparative Politics; and PS726, Methods and Approaches in Comparative Politics. PS726 introduces students to the range of current research methods. PS726 also requires them to formulate a research problem. In general, the research topic identified in PS726 should be regarded as a potential dissertation topic. Moreover, PS726 may be used to fulfill one of the three methods courses required of all Ph.D. students.

The remaining 20 hours of a student's program should be selected in consultation with the student's advisor. These courses should make students familiar with broad theoretical debates, important methodological issues, and empirical applications in geographic areas of their choice in the field of comparative politics.

Following the Candidacy Examination (which will normally be taken at the beginning of the third year), Comparative Politics majors are required to take the Dissertation Workshop, PS826, in each of the three quarters of the 3rd year. In addition to the required Dissertation Workshop, third-year students will normally be expected to enroll in other courses each quarter, in consultation with

their advisors. (Enrollment in 793's in the Autumn quarter of candidacy examinations is not allowed, except with the explicit approval of the Comparative Politics field.) Enrollment in PS826 is strongly encouraged in subsequent years during which the dissertation is being written.

Competency in a foreign language or languages is expected of students planning to specialize in countries or regions where English is not the principal language.

A student who offers Comparative Politics as his or her minor field of study must take at least 15 credit hours of course work in addition to the required PS725.

## **2. The Ph.D. Candidacy Examination**

The Ph.D. Candidacy 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 the Ph.D. Candidacy Examination students are expected to demonstrate familiarity with the principal comparative theories, to understand research methods used in comparative politics, and to apply basic theories and methods to a substantive issue in a geographic area or areas of their choice. Students should use the Ph.D. Candidacy Examination to express reasoned opinions of their own. For majors, examination questions will be collected and coordinated by a committee of comparative politics faculty. Students will designate a committee of three faculty members, including a Chair, to evaluate both the written and oral portions of the examination. For minors, exam questions will be submitted by the comparative politics member of the committee in consultation with the student's committee chair. Majors will take their candidacy examinations during the regularly scheduled time period. (8 hours on the first day, and 4 hours on the second). Students may consult reference material and notes, and take their examination at home or in a previously arranged departmental office.

## **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 PS745 Theories of International Politics and PS846 Research in International Politics. PS745 will normally be taken in a student's first year in the Ph.D. program. PS846 is a year long seminar in which students work toward completing a dissertation proposal. It will normally be taken in the student's third year.

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

- i. Foreign Policy
- ii. International Organization and Institutions
- iii. International Political Economy
- iv. International Security

Majors must take **seven courses, including PS745 (but not counting PS846)** in International Politics.

Minors must take PS745 plus one three-course sub-field.

To meet the Ph.D. methods requirement, students must take PS684 plus two other methods courses. Selection of the two remaining required methods courses should be done in close consultation with students' advisors. PS747 can be used as one of the courses to fulfill that requirement.

Students are strongly encouraged to consult with international politics faculty members in deciding upon their courses.

## **2. The Ph.D. Candidacy Examination for Majors**

The Ph.D. Candidacy Examination in International Politics will have two parts. One is an eight hour examination on the International Relations core. This examination will include questions on International Relations Theory and on International Relations Research and Inquiry. A student will also take a four hour examination in each of the two sub-fields the student has chosen. These exams may be taken at a location of the student's choosing, consistent with departmental policy on administering candidacy examinations.

All students taking this examination in a given quarter will be given the same core examination, and each of the subfield exams will also be the same across all students in that subfield. The International Politics faculty will appoint a 3-faculty panel, and those faculty members will serve as the Ph.D. Candidacy Examination Committee for students taking their Candidacy Exam in that quarter. That committee will compose and evaluate the examinations. The IR field will assign one of the 3 assigned faculty members to serve as the chair of the student's committee.

## **3. The Ph.D. Candidacy Examination for Minors**

The Ph.D. minor exam will include both a 4 hour core exam, and a 4 hour subfield exam in International Politics for a total of 8 hours. The subfield exam will be the same subfield exam that IR majors take for that subfield in that quarter. The IR faculty member who is serving as the subfield member of the candidacy exam panel in that quarter will serve as the "responsible minor member" of all IR Ph.D. minor committees for which that subfield is chosen in that quarter.

## ***D. POLITICAL METHODOLOGY***

The field in Political Methodology focuses on quantitative analysis, qualitative analysis, and research design.

The field is comprised of the following sub-fields:

- i. Statistical Modeling
  - a. The statistical procedures for testing the explanatory power of theories.
  - b. Normal courses: PS786, PS787, PS867.

- ii. Research Design
  - a. The considerations involved in properly designing research studies.
  - b. Normal courses: PS789, PS805, a course in questionnaire construction, a course in qualitative methods, and/or Statistics 651.
- iii. Topics in Theory and Methodology
  - a. An exam area may be constructed around such topics as Econometrics, Survey Research, Qualitative Methods, Experimental Methods, and others. Students considering a Topics sub-field will be expected to work closely with a faculty advisor in constructing an appropriate sequence of two or three courses.

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

Both majors and minors are required to take: PS 685, “Methods of Quantitative Analysis: Elementary” PS 686, “Methods of Quantitative Analysis: Intermediate.”

A total of at least 35 credit hours is expected of students offering political methodology as their major field of study. The remaining hours of the program should be selected in consultation with the major field advisor. PS786 (Maximum Likelihood), the next course in the sequence, is highly recommended. PS684, Introduction to Political Science Research Methods, is a departmental requirement that can count toward the Political Methodology major. Other advanced political methodology courses in qualitative and quantitative methodology can be chosen as the additional courses beyond the requirements of 685 and 686. Students who choose Political Methodology as a major should minor in one of the other 4 major fields (American Politics, Comparative Politics, International Relations, or Political Theory).

A total of at least 25 credit hours is expected of students offering political methodology as their minor field of study.

## **2. The Ph.D. Candidacy Examination**

To demonstrate mastery of the field, students are required to pass a Candidacy Examination. There is both a written and an oral component to the Candidacy Examination. There is an 8 hour written exam for the major and a 4 hour written exam for the minor.

## ***E. POLITICAL THEORY***

The political theory field encourages students to pose and to analyze key questions that motivate the study of politics. For example: “What is social power, and how does it shape human freedom?” “In what would a just social and political order consist?” “What does democratic government entail, and what are its institutional implications in the twenty-first century?” “How does our intellectual heritage underwrite our political institutions and inform our attitudes toward them?” Because questions such as these are fundamental to the study of political science, we actively seek to engage other fields in the discipline. We encourage both disciplinary and methodological diversity. We are open to a wide range of theoretical approaches, including analytical, historical, interpretive, and critical-theoretical.

The field is comprised of the following subfields:

- i. History of Political Thought
  - a. Interpretation of canonical texts informed by attention to historical context.
  - b. Courses: PS670, PS671, PS672, PS763, PS765, PS866, and appropriate courses in other departments, such as Greek and Latin, History, and Philosophy.
- ii. Contemporary Political Theory
  - a. Sustained critical reflection on fundamental questions of political life.
  - b. Courses: PS673, PS762, PS763, PS764, PS766, PS866, and appropriate courses in other departments, such as Comparative Studies, Philosophy, and Women's Studies.
- iii. Topics in Political Theory
  - a. This subfield allows minors or second majors in theory, with faculty guidance, to focus on theoretical approaches to a substantive political problem or question. Examples of possible topics include: democratic theory, global justice, nationalism and identity, representation and minority rights, and theories of citizenship.

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

Both majors and minors are required to take the core theory course, PS 763, "Fundamental Concepts in Political Theory."

A total of at least 30 credit hours is expected of students offering political theory as their major field of study. The remaining 25 hours of the program should be selected in consultation with the major field advisor. Overall, the program should help the student become familiar with key works in the history of political thought, important contemporary theoretical debates, and substantive problems relevant to the student's chosen research focus.

A total of at least 15 credit hours in addition to the required PS 763 is expected of students offering political theory as their minor field of study.

## **2. The Ph.D. Candidacy Examination**

To demonstrate mastery of the field, students are required to pass a Candidacy Examination. The examination gauges both knowledge of political theory and the capacity to think critically and creatively about important debates and questions in the field.

Both the written and the oral components of the exams will be based on a reading list, which will be updated each year. The written exam will be take-home, completed over two 8-hour periods (majors) or one 8-hour period (minors), with a strictly enforced page limit. The Political Theory faculty will appoint one faculty member (for minors) or two faculty members (for majors) to serve on the student's Candidacy Examination Committee.

## ***F. 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, political economy uses the tools of economics to explain how political and economic actors affect social and political outcomes.

### **1. The Minor Program**

To minor in political economy a student must take two required courses and 2 electives for a total of 20 credit hours. 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 field of study.

The required courses are PS780, The Field of Political Economy; and PS788, 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. Examples of courses that would count as electives for the minor are: PS653 Modern World Economy; PS741 Politics of the Developing World; PS735 Theories of Comparative Political Economy; PS753 Theories of International Political Economy; PS766 Political Applications of Game Theory; PS770 Institutions and International Political Economy; PS773 Security and International Political Economy; PS848 IR and Game Theory; and PS868 Research in Mathematical Political Science. In addition, students may take two electives in the Departments of Economics and Agricultural Economics.

### **2. The Ph.D. Candidacy Examination**

To demonstrate proficiency, students are required to pass a Candidacy Examination. Students must demonstrate knowledge of the basic concepts and insights of the field (e.g., the logic of collective action; Coase Theorem; Arrow's Possibility Theorem) and how these are used to explain empirical problems of politics. Students will write for 6 hours on a set of general questions. Students may take the exam at home.

## ***G. 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.

The requirements for a minor in political psychology are the two core courses and one seminar, for a total of 15 credit hours. Students are also encouraged to take one additional course with either substantive or methodological relevance to their dissertation research in the third year. Courses may be taken within the Political Science Department or from cognate disciplines such as Psychology, Communication, or Sociology.

## 1. Required Courses

The following courses are required for a political psychology minor:

- i. Foundations of Political Psychology
- ii. Experimental research (PS805)
- iii. Political Psychology Seminars (must take one from below):
  - a. Psychological approaches to international relations (PS761)
  - b. Foreign policy design (PS756)
  - c. Comparative foreign policy (PS757)
  - d. Research on cognition in international politics (PS750)
  - e. Public opinion (PS703)
  - f. Political attitudes and cognition (PS803)

## 2. The Ph.D. Candidacy Examination

Students with a political psychology minor are required to pass a Candidacy 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 Ph.D. Candidacy Examination Committee. The format will be a one-day (eight-hour) essay exam, open book, to be completed in the student's home or on campus.

## ***H. FORMAL THEORY MINOR***

The field of Formal Theory is concerned with the use of mathematics in constructing theories of political phenomena. Normal courses offered in the department include: PS788, and PS867. Of these, PS867 may be repeated several times. In addition, students may enroll in relevant courses offered by the departments of economics and mathematics, as approved by the field coordinator.

### 1. The Minor and Second Major Programs

Formal Theory normally is a minor program. Adequate preparation for the minor examination will normally involve at least 3 courses. Formal Theory is also offered as a second major (but not as the sole major). As a second major, adequate preparation for examination will normally involve at least 6 graduate courses, including approved courses in other departments. Courses cannot be double-counted as meeting Formal Theory and other departmental requirements.

Students should consult the field coordinator for guidance, potential exceptions, and specific requirements for the major and minor.

## **2. The Ph.D. Candidacy Examination**

The exam normally consists of several overall questions on the use of formal models in general and applied settings. Students take the exam in departmental offices, over a period of four (minor) or eight (major) hours. Students should consult the field coordinator for specific information.

### ***I. RACE, ETHNICITY, AND GENDER MINOR***

The minor in Race, Ethnicity and Gender explores core political constructs such as governance, policy making, participation, conflict, and attitudes through the lens of race, ethnicity, and gender. The goal is to provide students with the necessary theoretical and methodological foundations needed to understand and analyze racial, ethnic, and gender politics in the U. S. and across the world.

#### **1. The Minor program**

To minor in Race, Ethnicity and Gender, a student must take two required core courses, and two additional seminars, for a total of 20 credit hours. The first required course is either PS707.01 (Seminar in Race and Ethnicity) or PS707.02 (Topics in Race and Ethnicity). The second required course is PS712 (Gender and American Politics). The additional two courses might include PS 608 (Ethnic Politics in American Cities), PS 614 (Urban Politics), PS 737 (Identity Politics), and PS 739 (South East Asian Politics). Students are also encouraged to take courses offered by other Departments, such as Sociology, Psychology, African American and American Studies, and Women's Studies, to fulfill the minor. Students must consult with the field coordinator and their advisor for guidance in putting together a program of study.

#### **2. The Ph.D. Candidacy Examination**

Students who minor in Race, Ethnicity, and Gender are required to pass a Candidacy Examination demonstrating their mastery of the field. The examination will consist of either an empirical research paper or research proposal completed by the first day of the autumn quarter of the student's third year. It is expected that the paper will demonstrate the student's understanding of the relevant substantive and theoretical literature, as well as the student's ability to develop a sophisticated research question that will contribute to the literature. The oral examination will be centered on the research paper or proposal, but it will be wide-ranging. Students are expected to demonstrate a broad knowledge of the Race, Ethnicity, and Gender field, beyond the specific focus of the paper, in the oral examination.

## V. 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 PS686), survey applications (including PS703), AND questionnaire design (PS702) PLUS the survey research practicum course (PS789) and two courses in survey tools (e.g. research design in PS684 and sampling in the Statistics Department). See the GIS in Survey Research website for full details.

## VI. 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:

- i. 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 Financial Aid Committee and is based on the following criteria: grades from courses, evaluations of performance as research and teaching associates, recommendations of faculty, progress on POS completion, performance on Candidacy Examinations, completion of dissertation prospectus, and timely progress on the dissertation. Students who fail to perform satisfactorily on the criteria listed above 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.

- ii. 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 a stipend and tuition and fee waivers for two academic years. GA's are eligible to seek renewal of their awards until they have received a total of 5 years of support as outlined above.
- iii. 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.

- iv. Students will be given Department funding after their sixth year only if their teaching is of high quality and if there is a need for them to teach specific courses; these appointments are ordinarily on a quarter-by-quarter basis. The Financial Aid Committee convenes during the Autumn Quarter to evaluate progress of students (who are past their fifth year) toward dissertation completion and to assess their teaching quality.
- v. Funding is typically provided for the full academic year (AU, WI, & SP quarters), although occasionally it is given on a quarter-by-quarter basis, especially if the GA has some performance problems to overcome. Failure to perform GA duties, however, can lead to a suspension of funding mid-year or mid-quarter- in accordance with the policies of the Graduate School.

## **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 to review the financial aid applications of students in their first through fourth years in the program. The Financial Aid Committee convenes during the Autumn quarter to evaluate the progress of students who are past their fifth year in the program. 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 prior to candidacy is defined as at least 12 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 skills. Instances may arise, such as when a student's POS includes work in another department whose courses are valued below five credit hours, where the normal 12 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) stating why they should not be expected to meet the 12 hour enrollment requirement. This policy is necessary to insure that students make normal progress towards the completion of their degree program, while also insuring that limited departmental resources are utilized efficiently and equitably in the funding of graduate students.

As noted earlier, full time status for funded post-candidacy students is defined as three credit hours. In the fourth year and beyond, this should be satisfied through three PS999 credits per quarter.

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

The Department has a strong commitment to minority students and works through the Minority Affairs Committee, the Admissions Committee, and the 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. Depending on the Department's financial status, raises are given yearly, except that no raises are given after a student's sixth year in the program.

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

To the extent that money is available, the Chairperson will authorize reimbursement of up to \$300 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. Along with this increase, we are now requiring that students get the approval of their faculty advisor or dissertation committee chair on both the request for travel support and the reimbursement request. "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 (available on our Intra-net) to apply for travel approval is required. If the form is not submitted to Rachel Lewis and approved before you pay for any tickets, lodging, or registration, your reimbursement will be denied.

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

- i. **Original** receipts for hotel, taxi, airline, etc. (Receipts for food are not necessary because the University pays a per-meal amount)
- ii. Dates and times of travel

iii. Reason for travel

See Rachel Lewis 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).

## VII. ASSIGNMENT OF GRADUATE ASSOCIATES

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

Graduate students normally will have passed their Candidacy Examinations before they are asked to teach their own courses, except under exceptional circumstances, such as when they already have an MA and teaching experience.

A half-time GA position entails a maximum of 240 hours over an eleven-week period per quarter. GA responsibilities begin on the first day of each quarter and end on the day that final grades are due. GAs are expected to hold no other compensated positions either on campus or outside the University without prior approval of the Chair, and to be available for work throughout each of the quarters of appointment unless a written request for an exception is approved by the faculty to whom they are assigned and the Chair. 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. Unexcused absences or failure to perform GA duties can lead to suspension of GA support. 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.

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 Ph.D. Candidacy Examination are usually assigned to teach independent courses.

### **1. General Assignment Policy**

Several considerations guide the assignments:

- i. Graduate students must have passed their Candidacy Examinations 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.
- ii. The Department attempts to offer every post-candidacy student 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.
- iii. It is assumed, except under extraordinary and documented circumstances, that any student who has passed his or her major field Candidacy 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. Specifically, international students for whom English is not a first language are required to pass the SPEAK test and Mock Teaching Test before they can be assigned to teach. Additional information is available at <http://www.esl.ohio-state.edu/SEP/Testing/Desc.html>. International students are encouraged to take these tests as soon as possible in their graduate careers.
- iv. 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 Candidacy Examinations or are likely to have passed them sometime during the year. The resulting list of TAs is used to make teaching assignments with priority given to already-funded students.
- v. 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.
- vi. 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. TAs experiencing difficulty in the classroom are very strongly encouraged to consult with the Office of Faculty and TA Development.

- vii. 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.
- viii. 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.
- ix. 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.
- x. Students are strongly encouraged to take PS 795 (Teaching Political Science) in their second or third years as preparation for teaching their own courses.
- xi. Instructors who receive weak Student Evaluations of Instruction (SEI) are expected to work with Faculty and TA Development (FTAD) on their teaching skills.

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.

## **2. 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-Candidacy 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.

## **3. Summer Teaching**

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

- i. Some graduate students are paid beyond their academic year stipend to teach in the summer.
- ii. 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.

- iii. The department earns income on course enrollments. Of course, it also has to pay the costs of offering the course. One critical implication of this is that the Department will only schedule those summer courses it thinks will draw enrollment 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.
- iv. Each post-candidacy 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.

## **VIII. 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:

- i. Such course work as may be available in the Department.
- ii. 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)
- iii. The development of language skills through intensive training here or at other institutions.
- iv. 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.
- v. 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.
- vi. Course work in other departments to pursue a cognate minor.
- vii. The development of practical experience in the research process through either voluntary or paid participation in faculty research projects.

- viii. Information about participation in the CIC Traveling Scholar Program is available at <http://www.cic.uiuc.edu/programs/travelingscholars/> (see also the 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.)
- ix. Student instructors in the summer are normally appointed as Student Associates and thus do not enroll for courses during that quarter.

## **IX. INDEPENDENT STUDY POLICY**

Except for compelling reasons, 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, nor once a student has passed candidacy exams. 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 Candidacy 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.

### **1. Independent Study Courses**

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

- i. 793.01 Individual Studies: American Politics      G 01-05 credit hours
- ii. 793.02 Individual Studies: Comparative Politics      G 01-05 credit hours
- iii. 793.03 Individual Studies: International Politics      G 01-05 credit hours
- iv. 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.

### **2. Guidelines for 793's**

- i. Prior to enrollment in a 793, a written agreement must be signed by both the faculty member and the 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, 2140 Derby Hall.

- ii. No student will normally be permitted to substitute a 793 for a regularly offered course.
- iii. 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.
- iv. A student may enroll in a 793 as a means of taking a 500 level course for which there is no 600 level or above course equivalent.

## X. 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 prospective institutions with their dissertation advisor.

Each placement file that is sent from the Placement Office will contain (unless other arrangements have been made): (a) letter of recommendation provided by faculty (from OSU or elsewhere) and (b) FERPA waiver of access form. The Department will provide envelopes to students for (a) and (b) only. Students should label their envelopes and leave them in the Graduate Studies Office for insertion of (a) and (b). It is important to use the Excel file that has been emailed to each student, when returning your job requests.

Students will send on their own all other materials requested in the job ad, such as: (i) letter of interest, (ii) transcript, (iii) vita, (iv) syllabi, (v) writing samples, and (vi) teaching evaluations.

Students who are not in residence should send to Retta Semones [semones.1@osu.edu](mailto:semones.1@osu.edu) an attachment with labels formatted for Avery #5962 (1 1/3 x 4) labels as a Word document. The Department will use this to send your letters and waiver of access.

The Department will send letters of recommendation and waiver of access for up to fifty jobs per year. If students go over this limit they will be asked to pay the postage. 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.

## **XI. 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

## **XII. PRISM: Program in Statistics**

## **and Methodology**

PRISM concentrates on enhancing methods training within the department and creating a closer community of faculty and students who are interested in methods. PRISM seeks to accomplish these goals by advocating increased learning of statistical methods and their applications, serving as a resource for statistical consultation, and fostering stronger ties with other departments. PRISM is affiliated with the Political Research Laboratory.

PRISM sponsors a speaker series of leading methodological scholars. The series showcases scholars and their work and also provides further opportunities for the scholars to discuss and meet with faculty and students. The program operates a series of methods luncheons that seek to inform and educate faculty and students about helpful topics. Luncheons often concern a number of methods topics including: computer programming techniques and data management, introductions to important statistical techniques, discussing issues in statistical applications within political science, and the instruction of methods within the classroom.

The Program in Statistics and Methodology also supports a Senior and Junior PRISM Methods Fellow each year. The fellowship serves as both an opportunity for fellows, as they are encouraged to enhance their knowledge and skills and collaborate with faculty, as well as a resource to the department as fellows serve as a consultant in statistical and computing problems.

The Senior Fellow's responsibilities include: 1) providing technical assistance to advanced methods classes, including being available to give a lecture in those classes; 2) presenting his or her own research during the year for the PRISM speaker series and the methods luncheons; 3) holding regular consulting hours on methods and data analysis programs for advanced graduate students and faculty; 4) being a resource for people in the department on data acquisition and manipulation problems; and 5) collaborating with faculty members on a research paper.

The Junior Fellow's duties include: 1) providing technical assistance to students and instructors in methodology courses; 2) organizing PRISM luncheons; 3) working with first-year students on methods topics; 4) holding regular office hours where graduate students may come to ask methods questions; and 5) collaborating with faculty members on a research paper.

## **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 maintenance and support of the departmental computer lab as well as department-owned computers, and maintenance of the Department's network, electronic mail, and computing infrastructure. In support of these services, PRL provides equipment such as micro-computers and printers, and an audio-visual lab to assist in the production of teaching-related materials. 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 technologically-assisted study of political phenomena. Students interested in serving as GAs in

PRL should talk with the director, Marcus Kurtz (292-0952, [kurtz.61@polisci.osu.edu](mailto:kurtz.61@polisci.osu.edu)). Current hours and information on the availability of equipment can be found on the departmental website.

In addition to the facilities provided by the PRL, the Program in Statistical Methodology (PRISM, also housed in the PRL) employs two fellows whose principal task is to assist faculty and students with statistical questions as well as with the software relevant to statistical analysis.

Students have access computers located at various points in the Department and around the campus. In addition, the University maintains a wireless network in Derby Hall available to students, faculty, and staff. Access information is available upon request. The PRL is also responsible for the provision of two classrooms equipped with student workstations.

#### **XIV. MERSHON CENTER FOR INTERNATIONAL SECURITY STUDIES**

The mission of the Mershon Center for International Security Studies is to advance the understanding of national security in a global context. The Mershon Center does this by fostering interdisciplinary faculty and student research in three areas of focus:

- i. The use of force and diplomacy.
- ii. The ideas, identities and institutions that affect security.
- iii. The institutions that manage violent conflict.

Through its annual faculty grant competition, the Mershon Center supports collaborative research projects within the university and with other institutions around the world. Junior faculty are encouraged to apply. Faculty research projects may involve travel, research, seminars, conferences, interviews, laboratory experiments, and policy-relevant workshops. To learn about current faculty projects, please see the Areas of Expertise section of the Mershon Center website at <http://mershoncenter.osu.edu>.

The Mershon Center also offers grants for graduate students to support research in the area of international security. Funds may be used for a variety of purposes including travel costs, food and lodging expenses, interview or library fees, survey costs, and other expenses related to the student's research project. To learn how to apply for a student grant, please see the Grants section of the Mershon Center website at <http://mershoncenter.osu.edu>. The deadline is in early January.

The center also now offers the Ralph D. Mershon Study Abroad Scholarship to support undergraduates who wish to enhance their education by studying in a foreign country. Students are encouraged to take foreign language courses, especially those deemed critical for national security, such as Arabic, Chinese, Russian, Hindi, Persian, and others. Priority will be given to those who are preparing for a career related to international security. More information is on the Mershon Center website at <http://mershoncenter.osu.edu>.

Besides supporting faculty and student research, the Mershon Center routinely hosts speakers from around the world for talks, conferences, and symposia. Scholars and practitioners in the field of international relations frequently visit. For more information, including a calendar of events and

registration procedures, please see the Events section of the Mershon Center website at <http://mershoncenter.osu.edu>.

The Mershon Center is the fulfillment of a bequest by Col. Ralph D. Mershon to The Ohio State University for the civilian study of matters pertaining to national security. It is directed by Professor Richard Herrmann.

The Mershon Center is located at 1501 Neil Ave, at the corner of 8th and Neil avenues. For more information, please see the Mershon Center website at <http://mershoncenter.osu.edu>, or contact Cathy Becker, Public Relations Coordinator, at 292-7529 or [becker.271@osu.edu](mailto:becker.271@osu.edu).

## **XV. 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:

- i. 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;
- ii. providing or receiving information during quizzes and examinations such as course examinations and candidacy examinations; or providing or using unauthorized assistance in the laboratory, at the computer terminal, or on field work;
- iii. 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;
- iv. falsification, fabrication, or dishonesty in reporting research results;
- v. serving as, or enlisting the assistance of, a "ringer" or substitute for a student in the taking of examinations;
- vi. alteration of grades or marks by the student in an effort to change the earned grade or credit, and
- vii. 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:

- i. File a Conflict of Interest form annually.
- ii. File a Conflict of Interest form any time a new transaction or activity is proposed that might involve a conflict of interest.
- iii. 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. HUMAN SUBJECTS RESEARCH***

Students planning to use human subjects in their research need pre-clearance from OSU's Institutional Research Board. Check their website for details. <http://orrrp.osu.edu/index.cfm>

#### ***E. UNIVERSITY ROMANTIC/SEXUAL RELATIONSHIPS POLICY***

Whenever anyone is engaged in a romantic or sexual relationship with someone they have authority over in the Department, that relationship must be reported to the Department Chair so that alternative supervisory arrangements can be worked out. This includes relationships of TAs with students in their classes.

## **F. 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 Ph.D. Candidacy 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 classes, Graduate Associate work assignments, and other disputes between faculty and graduate students or between graduate students. The procedure involves the following three steps:

- i. **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.
- ii. **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.
- iii. **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.

## XVI. FACULTY LISTING

<b>Name</b>	<b>Title</b>	<b>Category Status</b>	<b>Field</b>
S. M. Amadae	Assistant Professor	M	Political Theory
William Angel	Associate Professor (Lima Campus)	P	American Politics
Lawrence Baum	Professor	P	American Politics
Paul Allen Beck	Professor	P	American Politics/ Political Psychology
Rachel Bowen	Assistant Professor (Mansfield Campus)	M	Comparative Politics
Janet Box-Steffensmeier	Professor	P	American Politics/ Methodology
Bear Braumoeller	Assistant Professor	P	International Relations
Sarah Brooks	Assistant Professor	M	Comparative Politics/ Political Economy
*James Brudney	Professor	P	Public Law / American Politics
Gregory A. Caldeira	Professor	P	American Politics
Mary Cooper	Assistant Professor	M	Comparative Politics
*Kevin Cox	Professor	P	Political Geography/ Comparative Politics
William Eveland	Professor	P	Political Communication
Richard Gunther	Professor	P	Comparative Politics
Richard K. Herrmann	Professor	P	International Relations/ Political Psychology
Ted Hopf	Associate Professor	P	International Relations/ Methodology
David Jacobs	Professor	P	Political Sociology
*Craig Jenkins	Professor	P	Political Sociology/ Comparative Politics
Luke Keele	Assistant Professor	M	American Politics/ Political Methodology
Marcus Kurtz	Associate Professor	P	Comparative Politics/ Political Economy
R. William Liddle	Professor	P	Comparative Politics
Eric MacGilvray	Assistant Professor	M	Political Theory
Harwood McClerking	Assistant Professor	P	American Politics
Corrinne McConnaughy	Assistant Professor	M	American Politics
Kathleen McGraw	Professor	P	American Politics/ Political Psychology
William Minozzi	Assistant Professor	M	American Politics
Jennifer Mitzen	Assistant Professor	M	International Relations
<b>Name</b>	<b>Title</b>	<b>Category</b>	<b>Field</b>

			<b>Status</b>
John Mueller	Professor	P	International Relations
Anthony Mughan	Professor	P	Comparative Politics
Michael Neblo	Assistant Professor	M	Political Theory
Thomas E. Nelson	Associate Professor	P	American Politics/ Political Psychology
William E. Nelson	Professor	P	American Politics
Irfan Nooruddin	Assistant Professor	M	Comparative Politics
*Pamela Paxton	Associate Professor	M	Political Sociology/ Methodology
Philipp Rehm (arr. Autumn 2009)	Assistant Professor	M	Comparative Politics
Randall L. Schweller	Professor	P	International Relations
Goldie Shabad	Professor	P	Comparative Politics
*Kazimierz Slomczynski	Professor	P	Comparative Politics/ Methodology
Elliot E. Slotnick	Professor	P	American Politics
Wendy Smooth	Assistant Professor	M	Women's Studies
Alexander Thompson	Assistant Professor	M	International Relations
Daniel Verdier	Associate Professor	P	International relations/ Formal Theory
Craig Volden	Professor	P	American Politics/ Formal Theory/ Methodology
Jeremy Wallace	Assistant Professor	M	Comparative Politics
Sara Watson	Assistant Professor	M	Comparative Politics
Herbert Weisberg	Professor	P	American Politics/ Methodology
Alexander Wendt	Professor	P	International Relations/ Methodology
Ismail White	Assistant Professor	M	American Politics
Alan Wiseman	Associate Professor	P	American Politics/ Formal Theory/ Methodology
John (Jack) R. Wright	Professor	P	American Politics/ Formal Theory/ Methodology

#### ADJUNCT FACULTY

John Glenn	Adjunct Professor	P
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#### EMERITUS FACULTY

Chadwick F. Alger	Professor Emeritus	P	International Relations
Herbert B. Asher	Professor Emeritus	P	American Politics/ Methodology
John R. Champlin	Professor Emeritus	P	Political Theory
Aage R. Clausen	Professor Emeritus	P	American Politics/ Methodology

<b>Name</b>	<b>Title</b>	<b>Category Status</b>	<b>Field</b>
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Howard Federspiel	Professor Emeritus	P	Comparative Politics
John H. Kessel	Professor Emeritus	P	American Politics
Samuel C. Patterson	Professor Emeritus	P	American Politics/ Comparative Politics
Brian M. Pollins	Professor Emeritus	P	International Relations/ Methodology
Randall Ripley	Professor Emeritus	P	American Politics
Bradley M. Richardson	Professor Emeritus	P	Comparative Politics
Richard Sisson	Professor Emeritus	P	Comparative Politics
Donald Sylvan	Professor Emeritus	P	International Relations

\*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

## XVII. COURSE LISTING

608	Ethnic Politics in the American Cities	740	Problems in Latin American Politics
612	Political Leadership	741	Politics of the Developing World
614	Urban Politics	742	Political Issues in Economic Development
635	Government and Politics of Japan	743	Peasant Politics
636	Southeast Asia	744	Democratic Transitions
670	Political Theory: Socrates to Machiavelli	745	Basic Theories in the Study of International Politics
671	Political Theory: Machiavelli to Hume	746	Synthesizing International Politics Scholarship
672	Political Theory: Hume to Marx	747	Research Methods in International Politics
673	Political Theory: 20th Century	748	Social Theories of International Politics
680	Models of Politics	750	Cognition and Computation in International Relations
684	Introduction to Political Science Research Methods	751	Conflict and Peace
685	Methods of Quantitative Analysis: Elementary	752	Security Policy for the Post-Cold War World
686	Methods of Quantitative Analysis: Intermediate	753	Theories of International Political Economy
694	Contemporary Political Problems	756	Foreign Policy Design
697	Study at a Foreign Institution	757	Comparative Foreign Policies
700	Basic Theories in the Study of American	759	International Organization
701	Seminar on the American Presidency	760	Transnational Relations
702	Questions on Surveys	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	763	Fundamental Concepts of Pol. Theory
707.01	Seminar in Race & Ethnicity	764	Democratic Theory
707.01	Topics in Race & Ethnicity	765	Interpretation of Texts in Political Theory
709	Seminar in American Politics	766	Selected Topics in Political Theory
711	Organized Interest Groups	768	Contemporary Political Analysis
712	Gender and American Politics	770	Institutions & Int'l Political Economy
713	Political Communication	773	International Security & IPE
715	Judicial Politics: Process and Policy Making	774	Readings in Political Participation and Voting Behavior
716	Judicial Politics: Decision Making	775	Readings in American Political Parties
717	Legislatures and Legislative Behavior	776	Comparative Political Institutions
725	Basic Theories in the Study of Comparative Politics	777	Comparative Political Behavior
726	Methods and Approaches in Comparative Politics	778	Comparative Political Parties and Interest Groups
727.01	Spec. Topics in European Politics	779	Readings on the Policy Process
727.02	Govt. & Politics in S. Europe	780	The Field of Political Economy
727.03	Govt. & Politics in N. Europe	786	Causal Analysis
727.04	Politics in Central & E. Europe	787	Scaling and Dimensional Analysis in Political Science
730	Seminar in Soviet and Post-Soviet Politics	788	Mathematical Theories of Politics
734	Readings on Chinese Politics	789	Survey Research Practicum
735	Comparative Political Economy		
736	Seminar in East Asian Politics		
737	Identity Politics		
739	Seminar in the Politics of South Asia		

- 790 Foundations of Political Science
- 793 Individual Studies
  - 793.01 - American Politics
  - 793.02 - Comparative Politics
  - 793.03 - International Politics
  - 793.04 - Political Theory
  - 793.05 - Political Methodology
- 795 Teaching Political Science
- 800.01 Designing Research in American Politics
- 800.02 Research in American Politics
- 803 Political Attitudes and Cognition
- 804 Research in State & Local Politics
- 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
- 892 Workshop -intensive study of an area or problem in political science
- 894 Group Studies: Contemporary Political Problems
- 899 Interdepartmental Seminar
- 999 Research in Political Science



