

DEPARTMENT OF
POLITICAL SCIENCE
GRADUATE HANDBOOK



THE OHIO STATE UNIVERSITY
2015-16

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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. Some of the procedures and requirements outlined herein, especially in Sections III and IV, apply only to the incoming class of Autumn 2015. Students from other years should check the handbook from their entering year and inquire about any discrepancies. 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.pdf>). As changes occur, this Handbook will be updated.

COMMITMENT TO DIVERSITY

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. For students with questions or concerns regarding diversity issues, please contact the Director of Graduate Studies, Bear Braumoeller (braumoeller.1@osu.edu) or the Office of Diversity and Inclusion (www.odi.osu.edu).

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II. ADMISSION

A. APPLICATION

Admission to graduate study in Political Science is granted by the Graduate School through the Office of Graduate Admissions. Instructions for application are available from the Office of Graduate Admissions website (<http://gradadmissions.osu.edu/>). 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 (GRE). Although all aspects of Applicants' files are taken into consideration, the Graduate School's standard 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 enroll in course work continuously until the completion of their degrees. Continuous enrollment is effective for all students who were admitted to the Graduate School Autumn Quarter 2008 and after and for students admitted prior to Autumn Quarter 2008 who did not enroll for 2 years. Students who entered the program prior to 2008 and have not been enrolled for more than 4 consecutive semesters (excluding Summers) must gain approval from the Graduate Studies 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, a CV 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 semester enrollment. The application deadline for domestic students is December 13 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 30 semester 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 the Graduate School Handbook, section 4.

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 7 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 the Graduate School Handbook, 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 semester 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, 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, International Relations, 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, and Race, Ethnicity, and Gender. More individualized programs emphasizing either breadth or depth may be developed.

B. METHODS REQUIREMENT

In order to ensure that all students achieve a minimum level of competence in the use of methods prevalent in the discipline, all Ph.D. students in political science must complete the equivalent of 2 courses (6 credit hours) in research methods prior to taking their Candidacy Exams. Students should consult with their advisor in selecting which research methods courses to take to fulfill this requirement.

Students should note that the individual fields have their own requirements, listed in Section IV below, many of which go beyond the department-wide requirement outlined in this section.

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 in Spring semester of their first year of enrollment. The POS will be reviewed by faculty in the designated major and minor fields. Students will receive feedback toward the end of that semester 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 semester 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. The Candidacy Examinations is taken at a time that is determined by the fields but is typically done one week prior to Autumn semester of the third year. A letter will then be sent by the Field Heads to students informing them of the assessments of their performance. Students are then encouraged 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 semester of their third year, in conjunction with their Field Heads, must compose a Ph.D. Candidacy Examination Committee and submit a proposed plan for their third year of study.

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 on the Intranet or with the Graduate Program Coordinator. 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.**

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** 3-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 semester 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 semester 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 semester 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.

Students should consult with their field heads in the Spring semester of their second year to discuss the their field exam. The dates for the candidacy exam will be sent out by either the Director of Graduate Studies or the Graduate Program Coordinator by the end of Spring semester that same year.

In the case of (1) the birth or adoption of a child; (2) serious medical condition; or (3) primary care-giving responsibility for an ill dependent, a graduate student may be granted an extension of the candidacy examination date of up to one year. The extension is subject to the approval of the Director of Graduate Studies. The length of the extension will be decided collectively by the Director of Graduate Studies, the student, and the student's primary advisor(s).

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 problems with word processing software or other technical problems that might interfere with completion of 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. The nature of the second candidacy examination is determined by the candidacy examination committee.

A student who fails the candidacy examination twice is not allowed an additional examination. After two unsatisfactory attempts at the candidacy examination (including the supplemental candidacy examination), a student is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. Additional information can be found in the Graduate School Handbook 7.7.

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

For the semester during which the Candidacy Exam is taken (typically in the Autumn semester of the third year), students must register for at least eight credit hours. To satisfy this, students should register for the appropriate dissertation workshop for their field (see below), graduate seminars and/or individualized reading courses.

For the remainder of the third year, students are expected to enroll in the dissertation workshop and/or in PS 8999 (the research course). In exceptional circumstances, and in consultation with appropriate faculty members, students may take additional courses necessary for their dissertation project (typically methods or language courses). Students may not take PS 7193s after passing the Ph.D. Candidacy Examination.

1. Dissertation Workshop

All students are required to enroll in a field-specific, three-credit-hour dissertation workshop for at least two consecutive semesters, typically beginning in the third year. The expectation varies by subfield; students should consult Field Heads regarding the norms within subfields. This requirement is waived in years when the workshop is not offered because of an insufficient number of students in the relevant subfield. Students may not enroll in the workshop prior to the semester 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 and completion.

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 semester. 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, starting 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 PS 8999 (Research in Political Science) credit, beyond the workshop and coursework credit hours. Students in their third year are normally expected to register for 8 credit hours in the fall and 3 credit hours in the spring.

Post-candidacy students in their fourth year and beyond are normally expected to register only for three credit hours of PS 8999 each semester. However, post-candidacy students in their fourth year and beyond may continue to take courses if it makes sense for their program of study; the approval of the Graduate Studies Chair is required. Post-candidacy students in their fourth year and beyond who registered for course(s) should not register for PS 8999 those semesters.

G. THE DOCTORAL DISSERTATION

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 decades, 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, and students may change topics or alter the membership of their dissertation committees during these early stages. 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.

By March 15 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 primary purpose of the meeting(s) about the prospectus is to provide an intellectual exchange between the student and his/her committee. 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. The forms must then be turned in at the Department level to the Graduate Program Coordinator.

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 semester of the third year. 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. Because the funding of advanced students is typically through teaching, this means that failure to secure prospectus approval may result in at least a temporary denial of Departmental funding.

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. The student will need to adhere to the rules of the Graduate School regarding the appropriate paperwork to be filed prior to and after the Final Oral Examination. A copy of this paperwork must be filed with the department as well. See GSH, section 7 for additional information.

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. Videoconferencing 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

A. American Politics

Graduate study in the field of American Politics includes courses in a variety of substantive areas, including Judicial Politics, Political Psychology, Political Behavior, Gender and Politics, Interest Groups, Legislative Politics, Political Parties, Public Opinion, Race and Ethnicity, and Intergovernmental Relations. 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 PS 7100 (Foundations of American Politics). Majors are also required to take *a minimum* of at least four other substantive seminars in the major, for a total of at least fifteen credit hours of course work in American Politics. Students who are putting together a program of study in American Politics should consult closely with the field coordinator and other faculty to choose courses that will best provide exposure to the basic core of American Politics, *including classes on both political institutions and political behavior*, as well as satisfying the student's own academic goals.

Majors in American Politics are also required to enroll in the two-semester 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, which necessitates a minimum of five courses (15 credit hours) in Political Methodology. 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 students who major in American Politics is:

- i. Fall semester first year: PS7100, Foundations of American Politics; PS 7681, Formal Theories of Politics I; PS 7551, Quantitative Political Analysis I; and a substantive seminar
- ii. Spring semester first year: PS 7682, Formal Theories of Politics II; PS 7752, Quantitative Political Analysis II; and two substantive seminars or one substantive seminar and PS 7785, Experimental Design
- iii. Fall semester second year: PS 7683, Formal Theories of Politics III; PS 7553, Quantitative Analysis of Politics; and two substantive seminars
- iv. Spring semester second year: additional methods/substantive seminars

Students should note that PS 7100 may not be offered every year.

2. The Minor Program

All minors in American Politics are required to take PS 7100 (Foundations in American Politics). Minors are also required to take at least two other courses in the field, for a total of at least nine credit hours of course work in American Politics.

3. The Ph.D. Candidacy Exam

The Ph.D. Candidacy Exam for majors in American Politics will consist of three parts: a research paper, a written exam, and an oral exam. It is expected that the research 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, although 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.

Requirements for completion of the research paper part of the exam are: (a) in the spring semester of their second year, students must present their research to date (ranging from a research question and design through a completed manuscript) in the Workshop in American Politics (WAP) seminar series with the goal of receiving constructive feedback and suggestions from their peers and faculty members; (b) by the first day of the fall semester in their third year, students must submit their completed research paper to the field coordinator; and (d) by the day of their oral examination, students must secure the signed approval of their research paper by their chosen faculty advisor.

The written and oral exam components will be evaluated by a three-faculty Candidacy Examination Committee (with one member chosen as chair, with the student's advisor as a member). Each committee will consist of the student's advisor and two additional faculty American Politics faculty members appointed by the field director after consultation with the student.

Requirements for completion of the written exam are: (a) by the last day of fall semester of their second year, students must develop, with consultation and input from the faculty, a list of 10-15 exam questions covering the most important current debates in the discipline and submit these questions to the field coordinator; (b) by the last day of the spring semester of their second year, students must submit a bibliography of covering 10-15 of the most important and relevant works related each question chosen by the students; (c) by the first day of fall semester in their third year (but preferably well in advance), students must secure the signed approval of their Candidacy Examination Committee that their initial or revised questions and reading list are suitable for the purposes of the written exam; (d) in the fall of their third year, students will take their written exam during the department-designated four-hour time period. Questions for the exam will be the same for all students, and will be drawn from the lists submitted by students for the current year. Students may consult their notes (e.g., bibliographies, quotations, points to cover, data to be cited), will submit their notes along with their answers, and must take the examination in a previously arranged departmental office.

The oral examination in the fall of the third year will be centered on the written examination, but it will be wide-ranging, with students expected to be able to answer the questions they have submitted, to comment on the readings on their reading list, and to discuss the content of their research paper. That is, students will be expected to demonstrate a broad knowledge of the field in the oral portion of the Candidacy Examination.

The Candidacy Examination in American Politics for minors will consist of the student's choice of either the written examination taken by American Politics majors or a field/review essay to be completed by the first day of the fall semester of the student's third year.

B. COMPARATIVE POLITICS

1. The Major and Minor Programs

A total of at least 18 credit hours is expected of students offering comparative politics as their major field of study. One course is required of all majors: 7200 (Basic Theories in the Study of Comparative Politics). The remaining 15 hours of course work should be selected in consultation with the student's advisor. Collectively, 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.

Comparative Politics majors are also required to take a minimum of three methods courses (PS 7551, PS 7552, PS 7553). Students are encouraged, but not required, to take PS 7500 (Political Science Research Methods) the second year and should consult closely with faculty to choose additional courses for methods training appropriate for carrying out his or her research. A student who offers Comparative Politics as his or her minor field of study must take at least 12 credit hours of course work including the required PS7200.

Following the Candidacy Examination, third-year students will normally be expected to enroll in other courses each semester, such as PS 8200 (Research in Comparative Politics). Enrollment in 7193.02 in the autumn semester of candidacy examinations is not allowed, except with the explicit approval of the Comparative Politics field. 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.

2. The Ph.D. Candidacy Examination

The Ph.D. Candidacy Examination for both majors and minors will cover the field of comparative politics and its methodology. The field exam for majors in comparative politics is a one-day exam (eight hours), and it is a half-day exam (four hours) for minors. The oral and written exam for both comparative majors and minors will be held in the beginning of the autumn semester of the third year. Majors in comparative politics must also submit a research paper to the graduate studies coordinator at the end of the May term in the second year.

For majors and minors, examination questions and their evaluation will be administered by a single committee of the comparative politics faculty. That committee will be designated by the comparative politics field and will evaluate all parts of the major and minor exams. Comparative politics majors must pass both parts of the candidacy examination – the research paper and the written/oral exam – in order to be admitted to Ph.D. candidacy. If either or both components of the examination are deemed unsatisfactory, the student may, upon recommendation of the examination committee, be given a second examination at a time to be decided by the examination committee or be given an extension to allow for the revision and resubmission of the research paper.

C. INTERNATIONAL RELATIONS

The International Relations graduate program is designed to give students some flexibility in pursuing their academic goals, while insuring that all students are exposed to core ideas, debates and methodological approaches in the field.

1. The Major and Minor Programs

All Ph.D. majors must take PS7300 (Theories of International Relations) and, if offered, PS8783 (Research in International Politics). PS7300 will normally be taken in a student's first year in the PhD program. PS8783 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 provided there are enough students to make it worthwhile to offer the course.

Majors must take **six courses, including PS7300 (but not including PS8783)**, in International Relations before they are eligible to take candidacy exams.

Minors must take PS7300 plus one two-course sub-field, for a total of three courses. Students will choose the sub-fields from among the following five:

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

To meet the Department's Ph.D. methods requirement, students must take two research methods courses. Selection of the required methods courses should be done in close consultation with students' advisors and other appropriate faculty.

By April 1st of the second year, IR majors must declare two sub-fields from the list above.

Research Paper Requirement. IR majors must complete a research paper by the first Friday of October of their third year and must present the paper in a public forum to students and faculty. The paper should be modeled on a journal article or conference paper and should fall under one of the student's declared sub-fields. The student will choose one faculty member as the primary adviser for the paper and the IR faculty will select two additional faculty members to comprise a three-member committee, which will evaluate the paper to determine if it satisfies the paper requirement. The Research Paper is not part of the candidacy exam and will normally be submitted after the student has been admitted to candidacy.

2. The Ph.D. Candidacy Examination for Majors

The written portion of the Ph.D. Candidacy Examination in International Relations is a one-day exam administered in late May after the student's second year. The exam may be taken at a location of the student's choosing, consistent with departmental policy on administering candidacy examinations. The oral portion of the entire candidacy exam will take place in August after the student has completed the written exam for his or her minor (consistent with dates and procedures established by the Department and the minor field).

The International Relations faculty will establish a three-member panel to serve as the Ph.D. Candidacy Examination Committee for each student.

3. The Ph.D. Candidacy Examination for Minors

The Ph.D. minor exam will have the same structure and will be administered at the same time as the major exam. The IR field coordinator will designate a minor committee member from among the IR faculty.

D. POLITICAL METHODOLOGY

Political Methodology is a basic component of modern Political Science. The OSU field in Political Methodology includes a wide variety of courses and related programs.

The statistical methodology courses that are offered on a yearly basis:

Math Workshop for Political Science; Research Design; Basic Statistics; Regression Analysis; Maximum Likelihood Analysis

Qualitative Methodology Courses:

Introduction to Epistemology; Introduction to Qualitative Methodology

Courses in Research Design Area:

Questions in Surveys; Experimental Methods; Survey Research Practicum; Qualitative Methodology

Additional advanced statistical courses that are offered:

Time Series Analysis; Event History; Scaling and Dimensional Analysis; Bayesian Analysis; Computational Modeling; Cross-level Inference; Measurement; Panel Data Analysis; Network Analysis II: Inferential Network Analysis

There are several excellent statistical methods courses taught in OSU Departments of Statistics, Economics, Sociology, Comparative Folklore, and Psychology.

Additionally, there are several related programs at OSU:

- PRISM: The Program in Statistics and Methodology and the related Political Research Laboratory
- The OSU Graduate Interdisciplinary Specialization in Survey Research
- ITV: The Interactive Television cooperative program with the Universities of Illinois, Minnesota, and Wisconsin, which provides regular access to a wide variety of advanced statistical courses

And outside OSU:

- ICPSR: The Inter-University Consortium for Political and Social Research in Ann Arbor, including its Summer Program
- EITM
- Essex
- Santa Fe Institute
- Qualitative Research Methods

Since January 2007, graduate students have been able to take Political Methodology as their major field, along with American Politics, Comparative Politics, International Relations, or Political Theory as their minor. Graduate students taking a minor in Political Methodology either can focus exclusively on statistical modeling or can take a combination of courses in statistical modeling, research design, and/or a special topics area. Additionally, students can take a joint minor in Political Methodology and Formal Theory. Political Methodology can also be taken jointly with Formal Theory as a major.

The field comprises the following sub-fields:

- i. Statistical Modeling
 - a. The statistical procedures for testing the explanatory power of theories.
 - b. Normal courses: PS 7553, PS 7788, PS 7683.
- ii. Research Design
 - a. The considerations involved in properly designing research studies.
 - b. Normal courses: PS 7789, PS 7785, a course in questionnaire construction, a course in qualitative methods, and/or Statistics 6510.
- iii. Qualitative Methods
 - a. Considerations of causality, induction, case selection, and level of explanation.
 - b. Typical courses include PS 7510, PS 7000.
- iv. 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 course sequence.

1. The Major and Minor Programs

Both majors and minors are required to take: PS 7551 (Methods of Quantitative Analysis: Elementary) and PS 7552 (Methods of Quantitative Analysis: Intermediate).

A total of at least 21 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. PS 7553 (Maximum Likelihood), the next course in the sequence, is highly recommended. Other advanced political methodology courses in qualitative and quantitative methodology can be chosen as the additional courses beyond the requirements of 7551 and 7552. 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 15 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 both the major and minor. A paper is required for the major after the 3rd year.

E. POLITICAL THEORY

All social-scientific inquiry appeals to concepts and values that are contestable in principle, and often contested in fact. The intelligent conduct of social science therefore requires sustained reflection about the concepts and values that guide our inquiries. This is the role that political theory serves within the discipline of political science. The political theory field encourages disciplinary and methodological pluralism and is open to a wide range of theoretical approaches, including analytical, critical, historical, and interpretive.

The field comprises the following subfields:

- i. History of Political Thought
 - a. Interpretation of canonical texts informed by attention to historical context.
 - b. Courses: PS 6411, PS 6414, PS 6412, PS 6413, PS 7400, PS 7470, PS 8784, 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: PS 6414, PS 7400, PS 7420, PS 7499, PS 8784, 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 7400 (Fundamental Concepts in Political Theory).

A total of at least 18 credit hours is expected of students offering political theory as their major field of study. The remaining 15 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 9 credit hours in addition to the required PS 7400 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 by the faculty each year. The written exam will be take-home, completed over two

8-hour periods (majors) or one 8-hour period (minors). 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 one required course and 2 electives for a total of 9 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 course is PS7880 (Field of Political Economy). Beyond the required course students are expected to design their own program in consultation with the field coordinator, which may include electives in other departments (e.g. the Departments of 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 9 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. PS 7700 (Foundations of Political Psychology)
- ii. PS 7785 (Experimental research)
- iii. Political Psychology Seminars (must take one from below):
 - a. PS 7720 (Psychological approaches to international relations)
 - b. PS 7320 (Foreign policy design)
 - c. PS 7325 (Comparative foreign policy)
 - d. PS 7725 (Research on cognition in international politics)
 - e. PS 7160 (Public opinion)

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 PS 7682 (Mathematical Theories of Politics) and PS 7683 (Research in Mathematical Political Science). Of these, PS 7683 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 the constructs of race and gender and the way they influence democratic politics, socio-economic processes, and international relations. Topics like immigration, partisanship, international identity, and social policy, among others, would benefit

from a solid theoretical grounding of the concepts of race and gender. The minor aims to provide the theoretical and methodological foundations needed to understand and analyze race, ethnic and gender politics across the sub-fields.

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 12 credit hours.

- I. The first required course is PS 7140 (The Politics of Race and Ethnicity) (1 A new course number will be obtained for new course called “The Politics of Race” so that the American politics course can remain in the books.)
- II. The second required course is PS 7170 (Politics and Gender) currently not being taught in the department. Until it is taught, this requirement can be fulfilled by taking one of three courses offered regularly at the Women’s, Gender, and Sexuality Studies:
 - a. WGSST 7720 (Theorizing Power, Institutions, and Economics),
 - b. WGSS 7780 (Theorizing Global and Transnational Feminisms), or
 - c. WGSS 8860 Topics in Feminist Methodology—Operationalizing Intersectionality (focus: American Politics).

Below is a list of elective courses available within and outside the department that may fit students’ particular interests. These courses are included for reference only. Students must consult with the field coordinator and their advisor for guidance in putting together a program of study.

Within the Department

POLITSC 7499 (permanent # tbc) – Toward a Radical Cosmopolitanism
POLITSC 7910 – Identity Politics
POLITSC 7700 – Political Psychology

Outside of the Department

African and African-American Studies

AAAS 7753: Graduate Survey in African American and African Studies
AAAS 7754: Methodological Perspectives in African American and African Studies
AAAS 7756: Theorizing Race and Ethnicity

Comparative Studies

COMPSTD 7320 - Theorizing Race and Ethnicity

History

HISTORY 7080 – Studies in African American History
HISTORY 7083 – African Americans During the 20th Century
HISTORY 7086 – The Civil Rights and Black Power Movements
HISTORY 7600 – Studies in the History of Women and Gender
HISTORY 8600 – Seminar in Women’s/Gender History

Latino/a Studies Program

COMPSTD 6425 / SPANISH 6705 - Graduate Introduction to Latina/o Studies

Psychology

PSYCH 6870 – Principles of Social Psychology

Sociology

SOCIOL 7756 - Sociology of Immigration

SOCIOL 7780 - Racial and Ethnic Differences

SOCIOL 7884.06 - Seminar: Race/Ethnic/Minority Relations

SOCIOL 7735 - Sociology of Gender

SOCIOL 7884.14 - Seminar: Gender

Women's, Gender, and Sexuality Studies

WGSST 7760 - Feminist Inquiry: Methods

WGSST 7710 - Theorizing Race, Sexualities and Social Justice

WGSST 7720 – Theorizing Power, Institutions, and Economies

WGSST 7740 - Theorizing Narrative, Culture and Representation

WGSST 7780 - Theorizing Global and Transnational Feminisms

WGSST 8820 – Topics in Power Institutions and Economies (upper division version of 7720)

WGSST 8880 – Topics in Global and Transnational Feminisms (upper division version of 7780)

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 an exam covering background literature on race and gender as well as the literature on the sub-field of the student examined. This exam should be completed in the autumn semester of the student's third year. It is expected that the exam will demonstrate the student's understanding of the relevant substantive and theoretical literature as well as be able to critically examine cutting edge research on race and gender in their sub-field.

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 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 PS 7552), survey applications (including PS 7160), AND questionnaire design (PS 7702) PLUS the survey research practicum course (PS 7789) and two courses in survey tools (e.g. research design in PS7780 and sampling in the Statistics Department). The GIS certification requires that 14 of the credits be taken outside of the student's major department; students taking the courses mainly in Political Science may be able to count some of the coursework instead toward their minor program in Methodology. 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 (GAs) to incoming and current graduate students. In addition, graduate students entering the Department are eligible for consideration for University Fellowships. 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 and other indicators, are a relevant consideration in committee deliberations.
- ii. The Department offers GA appointments to selected incoming students for a one-year period contingent on making satisfactory progress. During this time, students receive a stipend and tuition and fee waivers for one academic year. GAs are eligible to seek renewal of their awards until they have received a total of 5 years of support as outlined below.
- iii. Generally, students are eligible to receive support from the Department for a total of 5 academic years (defined as Autumn and Spring semester). The 5 years do not include support offered to students in the form of Summer Semester opportunities. All support from OSU sources will be included in the calculation of the 5 years. Financial support from sources external to the University will not count toward the Department's 5 years. Examples of forms of support that do not count against the 5 years include NSF Research and Training Grants, FLAS Fellowships, and external fellowship support such as Ford, Fulbright, and NSF. Examples of forms of support that do count against the 5 years 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 toward 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, Spring semester) 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. If a student has an approved POS before undertaking a research skills enhancement program, the POS must be revised.

- iv. Students will be given Department funding after their fifth year on the basis of the following criteria: dissertation progress, other professional progress in the form of publications or conference presentations, attempts to seek outside funding, teaching quality, and department teaching needs. Appointments after the sixth year are very rare and are based on teaching needs; these appointments are ordinarily on a semester by semester basis. The Financial Aid Committee convenes during the Spring Semester to evaluate progress of advanced students (who are past their fourth year) toward dissertation completion and to assess their teaching quality.
- v. Funding is typically provided for the full academic year (AU & SP semesters), although occasionally it is given on a semester by semester 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-semester, in accordance with the policies of the Graduate School.

B. PROCEDURES FOR APPOINTMENTS

The Admissions Committee convenes during Spring Semester to consider new student applications for appointment and funding. The Financial Aid Committee convenes during Spring semester to review the financial aid applications of students in their first through fourth years in the program, as well as the progress of students who are past their fourth 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.

Each spring the Chairperson awards financial assistance based on the graduate student support budget ("Specials budget") allocated from the College. Remaining ranked students who are not picked up by this money are placed on an alternate list, and if initial recipients of funding turn down offers, the Chairperson makes additional awards based on teaching needs. 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 most students prior to candidacy, including those funded by the department, is defined as at least 8 hours of course credit each semester and 4 credit hours in the summer. A full time course load for students funded by fellowship is defined as at least 12 credit hours per semester and 6 credit hours in the summer. 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 three credit hours, where the normal 8 hour requirement can be waived. Students seeking such a waiver should do so through a petition to GSC (no later than the semester before the semester for which they are seeking the waiver) stating why they should not be expected to meet the 8-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 per semester and three credit hours in the summer. In the fourth year and beyond, this should be satisfied either via enrollment in the subfield dissertation workshop or through three PS 8999 credits per semester.

D. MINORITY ASSISTANCE

The Department has a strong commitment to minority students and works through the Diversity 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), students should visit their website (http://www.apsanet.org/content_3284.cfm) for further information. There are a variety of private sources including the department's Madison Scott endowment which funds both research and scholarship. 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 fifth year in the program.

F. PROFESSIONAL SUPPORT

To the extent that money is available, the Chairperson will authorize reimbursement of up to \$250 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. Students are required to 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 that 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.

Graduate students who are in a strong competitive position in the academic job market may also request department funding to attend a professional meeting for placement purposes. There is a limit of one trip of this kind for each student during his or her career at Ohio State, and such a trip does count against the three-conference total. "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 <https://secure.polisci.ohio-state.edu/> or in the main office) to apply for travel approval is required. If the form is not submitted to Melodie McGrothers or Christina Murphy 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. 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 Christina Murphy if you need per diem rates 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: <http://controller.osu.edu/travel/travel-perdiem.shtm>

VII. ASSIGNMENT OF GRADUATE ASSOCIATES

A. ASSIGNMENT OF GAs TO SUPPORT FACULTY RESEARCH AND TEACHING

The majority of GAs are appointed at 50 percent time with an average load of 20 hours per week over the duration of the appointment period. Appointments that routinely require more than 20 hours per week must be made at the appropriate percentage level. (For instance, an appointment regularly requiring 22 hours per week must be made at the 55 percent level and be paid accordingly.) A GA may not hold an appointment for more than 75 percent time, whether as a single appointment or combination of appointments. GA responsibilities begin on the first day of each semester 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 by the Chair, and to be available for work throughout each of the semesters of appointment unless a written request for an exception is approved by the faculty to whom they are assigned and the Chair. Students who want to teach at another academic institution while being compensated as a GA must get prior approval by the Chair well in advance of the appointment. 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 semester and are expected to provide regular feedback to the GA on his/her performance throughout the semester.

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, managing a course website, 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. The Department attempts to offer every funded student at least one teaching experience.

- ii. It is assumed, except under extraordinary and documented circumstances, that any student who has passed his or her Candidacy Examination is eligible to teach at least one of the courses in his or her major or minor 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.
- iii. 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. The resulting list of TAs is used to make teaching assignments with priority given to already-funded students in their 2nd to 5th years in the program.
- iv. 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.
- v. 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 University Center for the Advancement of Teaching (UCAT) (formerly FTAD).
- vi. 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 cannot be fully satisfied. TAs should generally expect to teach one General Education Curriculum (GEC) course and one major course in their specialty.
- vii. 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. Since advanced students (past their 5 years) are hired on the basis of teaching needs, they should expect to be asked to make additional teaching preparations.
- viii. Post-candidacy GAs are expected to teach, except when faculty hire them on non-departmental grants.
- ix. Students are strongly encouraged to take PS 7095 (Teaching Political Science) in their second year as preparation for teaching their own courses.
- x. Instructors who receive weak Student Evaluations of Instruction (SEI) are expected to work with the UCAT 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 TAs are available or those added to the schedule at the last minute to handle excess student demand. Students who have received five years of funding from the Department should keep the Department's Academic Advisor 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. 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. Because of enrollment issues, there is no guarantee of summer teaching.

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 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-semester; 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 are on Fellowships that require summer registration, or who otherwise 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 7193 or 8999 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 two consecutive semesters are eligible for tuition and fee remission during Summer Semester. 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 Semester enrollment. Whenever possible, students are encouraged to take advantage of this opportunity.
- ix. Student instructors in the summer may be appointed as Student Associates and thus would not enroll for courses during that semester.

IX. INDEPENDENT STUDY POLICY

Except for compelling reasons, faculty will not offer independent study courses (7193s) in areas that are served by specific, scheduled courses. In particular, 7193s 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 7193s will be unavailable to students. There are circumstances under which 7193s 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 7193 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. 7193.01 (Individual Studies: American Politics) | G 1-3 credit hours |
| ii. 7193.02 (Individual Studies: Comparative Politics) | G 1-3 credit hours |
| iii. 7193.03 (Individual Studies: International Politics) | G 1-3 credit hours |
| iv. 7193.04 (Individual Studies: Political Theory) | G 1-3 credit hours |
| v. 7193.05 (Individual Studies: Political Methodology) | G 1-3 credit hours |

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

2. Guidelines for 7193s

- i. Prior to enrollment in a 7193, a written agreement that specifies the subject of the course, assigned readings and requirements must be signed by both the faculty member and the student. All written agreements for proposed 7193s must be submitted to the DGS. Forms for 7193s may be obtained in the Graduate Studies Office, 2140 Derby Hall.
- ii. No student will normally be permitted to substitute a 7193 for a regularly offered course.
- iii. A 7193 will be approved if it is appropriate to a student's program of study: a student may enroll in a 7193 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 7193 as a means of taking a 5000 level course for which there is no 6000 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.

Students are encouraged to use private placement services, such as Interfolio.com.

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 9 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 9 credit hours of course work are completed.

Any student who has been placed on academic probation and who fails, after completing 9 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 9 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 in PS8999 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 semester 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 semester in which the student is enrolled and a third “unsatisfactory” grade is assigned, the DGS will petition the Graduate School to disallow further enrollment 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. THE PRL: POLITICAL RESEARCH LABORATORY

The PRL is an instructional, research, and staff support facility of the Political Science Department. It supports all faculty, students, and staff in the department. The PRL provides a variety of technological services including, but not limited to: support of department-owned computers, printers, servers, network, software, and website, programming custom web and desktop applications, maintenance of the six department computer labs, managing video conferencing equipment, and managing the equipment loan. The department labs include a lab dedicated to graduate use, one dedicated to audio-visual teaching resource production, one for statistics research, and one for experiments. The PRL operates the human subjects pool for department experiments and administrates the college-wide Qualtrics survey license. The PRL licenses a variety of statistics and experiment related software, providing them free for use by graduate students and faculty. The PRL also serves as a general resource for technology related problems and issues. More information can be found on the department internal website at <https://secure.polisci.ohio-state.edu/prl/>.

In addition to the facilities provided by the PRL, the Program in Statistical Methodology (PRISM) 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. This team has published many guides on getting started with technologies such as SPSS, Stata, R, LaTeX, and the Ohio Supercomputer.

Students have access to computers located at various points in the department and around the campus. In addition, the University maintains a wireless network across campus (including Derby Hall), available to students, faculty, and staff. Access is given automatically to your University account. The PRL provides network space for file sharing with other department members, and for securely storing files to be backed up nightly.

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>. To apply for a faculty grant, please see the Grants section of the Mershon Center website at <http://mershoncenter.osu.edu>. The deadline is in January.

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 apply for a student grant, please see the Grants section of the Mershon Center website at <http://mershoncenter.osu.edu>. The deadline is in 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 in the grants section of 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 Craig Jenkins.

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.

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.

XVII. COURSE LISTING

American Politics	3 Credit Hours
6194.02	Examination of the judicial process with emphasis on the work of trial courts and the roles of courts as policy makers.
Contemporary American Political Problems	Prereq: Not open to students with credit for 715
3 Credit Hours	
Contemporary political problems	7140
Prereq: Repeatable to a maximum of 18 cr hrs or 6 completions	Race and Ethnicity
	3 Credit Hours
	An examination of the role of race and ethnicity in American politics including public opinion, political incorporation, electoral behavior, and minority representation.
	Prereq: Not open to students with credit for 707.01 or 707.02
7100	
Foundations in American Politics	
3 Credit Hours	
Introduction to central research areas and literature of the field of American politics.	
Prereq: Not open to students with credit for 709	
7101	
Classics in American Politics	7150
3 Credit Hours	American Political Parties
Examination of basic concepts and approaches; consideration of methodological and substantive problems encountered at various levels of analysis.	3 Credit Hours
	Intensive study of literature on selected aspects of American political parties.
	Prereq: Not open to students with credit for 775
7110	
The American Presidency	7155
3 Credit Hours	Interest Groups
Examination of presidential research and analysis of literature on selected aspects of the presidency.	3 Credit Hours
Prereq: Not open to students with credit for 701	Roles and impact of interest groups in American politics, including formation, recruitment, and maintenance of organizations; grassroots mobilization; and lobbying in legislatures, courts, and bureaucracies.
	Prereq: Not open to students with credit for 711
7115	
Bureaucratic Politics	7160
3 Credit Hours	Public Opinion
Intensive readings in the research literature on American political bureaucracy.	3 Credit Hours
Prereq: Not open to students with credit for 817	Intensive analysis of literature on selected topics in public opinion.
	Prereq: Not open to students with credit for 703
7120	
Legislative Politics	7164
3 Credit Hours	Political Behavior
Analysis of the functioning and policy product of American legislatures; intensive reviews of selected aspects of the legislative literature to be conducted.	3 Credit Hours
Prereq: Not open to students with credit for 717	Intensive examination of literature on selected topics in the area of participation and voting behavior in the United States.
	Prereq: Not open to students with credit for 774
7125	
Intergovernmental Relations	7168
3 Credit Hours	Political Communications
Intensive review of selected aspects of the literature on state and local politics in the United States.	3 Credit Hours
Prereq: Not open to students with credit for 704	A graduate-level examination of the role of communication in American politics, acquainting the student with the literature on political communication and stimulating ideas for original research in political communication.
	Prereq: Not open to students with credit for 713
7130	
Judicial Politics	7170

Gender and Politics

3 Credit Hours

An examination of the role of gender in American politics, including public opinion, electoral behavior, political institutions, and policy making.

Prereq: Not open to students with credit for 712

7190

The Policy Process

3 Credit Hours

Consideration of the basic theories, concepts, and techniques used in policy analysis; the determinants of public policy; and the impact and evaluation of public policy.

Prereq: Not open to students with credit for 779

7193.01

American Politics

1-6 Credit Hours

Individual studies in political science; student work is evaluated by papers and/or special examinations

Repeatable to a maximum of 36 cr hrs or 12 completions. This course is graded S/U.

8781

Research in American Politics

3 Credit Hours

Development and execution of a research design on a selected topic in American politics; consultation on substantive and methodological problems offered by faculty.

Repeatable to a maximum of 12 cr hrs. This course is graded S/U.

8190

Research on Public Policy

3 Credit Hours

Research into the process of policy making and the substance of public policy; consultation on substantive and methodological problems offered by instructor.

Prereq: Not open to students with credit for 879.

Repeatable to a maximum of 12 cr hrs. This course is graded S/U.

8194.01

Contemporary Political Problems

3 Credit Hours

Group studies to examine specific contemporary problems in American politics.

Repeatable to a maximum of 21 cr hrs.

Comparative Politics

6194.03

Contemporary Comparative Political Problems

3 Credit Hours

Contemporary political problems

Prereq: Repeatable to a maximum of 18 cr hrs or 6 completions

7200

Basic Theories in the Study of Comparative Politics

3 Credit Hours

Examination of such concepts and theories as structural-functional analysis, general systems theory, and sociocultural systems as determinants of government structure.

Prereq: Not open to students with credit for 726

7205

Democratic Transitions

3 Credit Hours

Theoretical examination of the dynamics of the transition from authoritarian to democratic regimes, with special attention to southern Europe and Latin America.

Prereq: Not open to students with credit for 744

7206

Comparative Political Institutions

3 Credit Hours

Study of state building process, regime types, and contemporary governmental institutions from a broad cross-national perspective.

Prereq: Not open to students with credit for 776

7208

State-Building

3 Credit Hours

Where do nation states come from? How strong are they? Course surveys contemporary answers to both questions, examining political, military-strategic, ecological, and cultural explanations for formation and development of national states in Europe.

Prereq: Not open to students with credit for 726

7210

Special Topics in European Politics

3 Credit Hours

Intensive examination of special topics in European politics and government.

Repeatable to a maximum of 6 cr hrs

7212

Southern European Politics

3 Credit Hours

A comprehensive overview of government and politics in Greece, Italy, Portugal, and Spain.

Prereq: Not open to students with credit for 727.02

7214

Northern European Politics

3 Credit Hours

A comprehensive overview of government and politics in the United Kingdom, Germany, France, and the smaller European democracies.
Prereq: Not open to students with credit for 727.03

7216
East European Politics
3 Credit Hours

An examination of the transformation of East European societies since the end of the communist era.

Prereq: Not open to students with credit for 727.04

7220
The Politics of the Developing World
3 Credit Hours

Theories, approaches, and methods in the analysis of political life in Asia, Africa, and Latin America; discussion of selected case and cross-national studies with theoretical importance.

Prereq: Not open to students with credit for 741

7230
Chinese Politics
3 Credit Hours

A seminar for the purpose of reading advanced scholarly materials on contemporary Chinese politics.

Repeatable to a maximum of 9 cr hrs

7234
Contemporary Politics of South Asia
3 Credit Hours

Examination of core theories in the study of South Asian politics. Topics include party and electoral politics, religious violence, economic development and reform, international conflict.

Prereq: Not open to students with credit for 739

7240
Problems in Latin American Politics
3 Credit Hours

A structured examination of the major theories, concepts, and approaches used in the analysis of Latin American politics.

Prereq: Not open to students with credit for 740

7245
Politics of Development
3 Credit Hours

Political factors that have affected the economic development of the western world and the developing areas.

Prereq: Not open to students with credit for 743

7250
Comparative Political Parties and Interest Groups

3 Credit Hours
Comparative analysis of the nature and role of political parties and interest groups in contemporary societies.

Prereq: Not open to students with credit for 7789 (789) in AEDEcon or BusMktg or Econ or EduPL or Geog or JCom or Psych or PubHlth or PubPolM or Social and Stat 778

7264
Comparative Political Behavior
3 Credit Hours

A cross-national examination of political behavior, including such topics as socialization, participation, voting, elite behavior, mass-elite linkages.

Prereq: Not open to students with credit for 777

7280
Comparative Political Economy
3 Credit Hours

A graduate level course designed to survey contemporary theories on the interaction between economic policies, domestic institutions, the international economy, and their consequences on the macroeconomy.

Prereq: Not open to students with 1 completion for 7280 (735). Repeatable to a maximum of 6 cr hrs. Cross-listed in Econ 6745

7281
The Political Economy of Income Inequality, Volatility, and Mobility
3 Credit Hours

Examines patterns, political and institutional foundations, and consequences of incomes equality, volatility, and mobility, plus dynamic aspects of income distributions.

Prereq: Not open to students with credit for 781

7193.02
Comparative Politics
1-6 Credit Hours

Individual studies in political science; student work is evaluated by papers and/or special examinations.

Repeatable to a maximum of 36 cr hrs or 36 completions. This course is graded S/U.

8782
Research in Comparative Politics
3 Credit Hours

Research seminar on various topics in comparative politics

Prereq: Not open to students with 12 cr hrs for 826. Repeatable to a maximum of 12 cr hrs. This course is graded S/U.

8194.02

Contemporary Political Problems
3 Credit Hours
Group studies to examine specific contemporary problems in comparative politics.
Repeatable to a maximum of 21 cr hrs

International Relations

6194.04
Contemporary International Political Problems
3 Credit Hours
Contemporary political problems.
Prereq: Repeatable to a maximum of 18 cr hrs or 6 completions

7193.03
International Relations
1-6 Credit Hours
Individual studies in political science; student work is evaluated by papers and/or special examinations.
Repeatable to a maximum of 36 cr hrs or 36 completions. This class is graded S/U

7310
Security Policy
3 Credit Hours
Theories of conflict and war causation and an assessment of their durability in a new era of world politics.
Prereq: Not open to students with credit for 752

7315
Conflict and Peace
3 Credit Hours
Sources and types of social conflict with special attention to international violence; causes of war; their avoidance and control.
Prereq: Not open to students with credit for 751

7320
Foreign Policy Design
3 Credit Hours
Problems of designing foreign policy, including organizational, contextual, economic, and public opinion constraints; how to create an information retrieval system to aid decision-making.
Prereq: Not open to students with credit for 756

7325
Comparative Foreign Policies
3 Credit Hours
Examines comparatively the sources and classes of behavior of territorial actors in the international political system.
Prereq: Not open to students with credit for 757

7330
International Organization: Global Governance

3 Credit Hours
Examination of global governance in such terms as changing political, legal, and normative contexts; security, economic, and environmental issues; state and non-state actors; and tools such as force, discipline, and law.
Prereq: Not open to students with credit for 760

7334
International Organization: Rationalist Approaches
3 Credit Hours
Comprehensive view of international governmental, non-governmental, and business organizations; their roles in solving problems such as poverty, war, pollution; particular attention to the United Nations system.
Prereq: Not open to students with credit for 759

7340
Social Theories of International Relations
3 Credit Hours
An examination of the main themes, debates, and social theories of world politics.
Prereq: Not open to students with credit for 748

7360
Game Theory for International Relations
3 Credit Hours
The refinement and application of game theory techniques in such areas as war, deterrence, cooperation and institution building.
Prereq: 7682 (786). Not open to students with credit for 848

7375
Quantitative Studies of International Security
3 Credit Hours
Survey of quantitative empirical studies of war, civil war, militarized disputes, and conflict.
Prereq: 7553 (788). Not open to students with credit for 849

7380
Theories of International Political Economy
3 Credit Hours
Contemporary literature in international political economy; its ties to classical schools of thought in international relations and political economy; points of contention between them.
Prereq: Not open to students with credit for 753

7381
Institutions and International Political Economy
3 Credit Hours
Examines international political economy from the perspective institutions and institutionalist theories in political science, economics, and international relations.

Prereq: Not open to students with credit for 770

7383

International Security and Political Economy

3 Credit Hours

Examination of connections between economic growth/stagnation and interstate conflict, and the effects of economic ties upon cooperation and armed strife.

Prereq: Not open to students with credit for 773

7783

Research Methods in International Relations

3 Credit Hours

Examines a number of research techniques and approaches common in international politics such as content analysis, simulation, mathematical modeling, and factor analysis.

Prereq: Not open to students with credit for 747

8194.03

Contemporary Political Problems

3 Credit Hours

Group studies to examine specific contemporary problems in international politics.

Prereq: Repeatable to a maximum of 21 cr hrs

8380

Research in International Political Economy

3 Credit Hours

Advanced study and research in international political economy.

Prereq: 7380 (753). Not open to students with credit for 853. Repeatable to a maximum of 12 cr hrs. This course is graded S/U.

8783

Research in International Politics

3 Credit Hours

Research seminar on various topics in international politics.

Prereq: Not open to students with 12 cr hrs for 846. Repeatable to a maximum of 12 cr hrs. This course is graded S/U.

Methodology

7510

Qualitative Political Analysis

3 Credit Hours

An examination of theories and concepts used in modern qualitative political analysis, including attention to political economy and political institutions.

Prereq: Not open to students with credit for 768

7551

Quantitative Political Analysis I

3 Credit Hours

Explication, interpretation, and application of techniques for quantitative analysis of political data; descriptive and inferential statistics, with emphasis on bi-variate analysis.

Prereq: Not open to students with credit for 685

7552

Quantitative Political Analysis II

3 Credit Hours

Descriptive and inferential statistics with emphasis on multivariate analysis; additional topics offered as desired and possible: scaling, index construction, sampling, measuring reliability.

Prereq: 7551. Not open to students with credit for 686

7553

Quantitative Political Analysis III

3 Credit Hours

A continuation of subjects begun in 755d2, including such topics as scaling, index construction, sampling, and measurement reliability.

Prereq: 7551 and 7552. Not open to students with credit for 786

7555

Causal Mechanisms

3 Credit Hours

A survey of causal mechanisms in political science, including models of processes, equilibration, optimization, learning, integration, aggregation, evolution, complexity, and universal, contextual, and synthetic models.

7681

Formal Theories of Politics I

3 Credit Hours

Major approaches used in modeling politics, including social choice, game theory, and probability models.

Prereq: Not open to students with credit for 680

7682

Formal Theories of Politics II

3 Credit Hours

Introduction to various mathematical theories of political phenomena and the role of formal analysis in political science.

Prereq: 7681. Not open to students with credit for 788

7683

Formal Theories of Politics III

3 Credit Hours

Design and examination of research focusing on a problem in mathematical political science.

Repeatable to a maximum of 21 cr hrs

7700
Foundations in Political Psychology
3 Credit Hours
Overview of the field of political psychology; causes, dynamics, and consequences of human thinking and action in politics.
Prereq: Not open to students with credit for 806

7702
Survey and Questionnaire Design
3 Credit Hours
Theories of the survey research response process and their implications for question wording and question order effects.
Prereq: Not open to students with credit for 761

7780
Political Science Research Methods
3 Credit Hours
Introduction to political science research with emphasis on survey and experimental designs, data generation techniques, data processing, and computer utilization.
Prereq: Not open to students with credit for 684

7785
Experimental Design
3 Credit Hours
Experimental methods appropriate for research in political psychology.
Prereq: Not open to students with credit for 805

7788
Selected Topics in Political Methodology
3 Credit Hours
An intensive examination of special topics in political methodology.
Repeatable to a maximum of 12 cr hrs

7789
Survey Research Practicum
3 Credit Hours
Hands-on applications for students interested in planning, implementation, and analysis of a scientific sample survey.
Prereq: Enrollment in graduate interdisciplinary specialization in survey research or permission of instructor. Not open to students with credit for 7789 (789) in AEDEcon or AgrEduc or BusMktg or Econ or EduPL or Geog or JCom or Psych or PubHlth or PubPolM or Sociol and Stat.
Cross-listed in AEDEcon, AgrEduc, BusMktg, Econ, EduPL, Geog, JCom, Psych, PubHlth, PubPolM, Sociol and Stat.

8194.05
Contemporary Political Problems
3 Credit Hours

Group studies to examine specific contemporary problems in political science methodology.
Prereq: Repeatable to a maximum of 21 cr hrs

Political Economy

7880
Field of Political Economy
3 Credit Hours
The modern field of political economy; the interaction of markets and politics as well as the use of the tools of economics to explain social behavior.
Prereq: Not open to students with credit for 780 or Econ 6746 (780). Cross-listed in Econ.

Political Methodology

7193.05
Political Methodology
1-6 Credit Hours
Individual studies in political science; student work is evaluated by papers and/or special examinations.
Repeatable to a maximum of 36 cr hrs or 6 completions. This course is graded S/U.

Political Psychology

7720
Political Psychology and International Relations
3 Credit Hours
A seminar introducing students to theories of international relations that employ psychological perspectives; cognitive world views and political identity, especially nationalism, receive special attention.
Prereq: Not open to students with credit for 761

7725
Research on Cognition in International Politics
3 Credit Hours
Problem representation and research in cognition in international politics and foreign policy, including computational research, text analysis, and experimentation examining such cognition.
Prereq: Not open to students with credit for 750

8700
Research in Political Psychology
3 Credit Hours
Development and execution of a research design on a selected topic in political psychology; consultation on substantive and methodological problems offered by faculty.
Repeatable to a maximum of 12 cr hrs. This course is graded S/U.

Political Theory

6194.05 Contemporary Theoretical Political Problems 3 Credit Hours Contemporary political problems. Prereq: Repeatable to a maximum of 18 cr hrs or 6 completions.	3 Credit Hours Research seminar in political theory. Prereq: Not open to students with 12 hrs credit for 866. Repeatable to a maximum of 12 cr hrs. This course is graded S/U.
	Variable
7193.04 Political Theory 1-6 Credit Hours Individual studies in political science; student work is evaluated by papers and/or special examinations. Repeatable to a maximum of 36 cr hrs or 36 completions. This course is graded S/U.	6194.01 Contemporary Political Problems 3 Credit Hours Contemporary political problems. Prereq: Repeatable to a maximum of 18 cr hrs or 6 completions.
7400 Fundamental Concepts in Political Theory 3 Credit Hours A graduate survey of the scope, concepts, and methods of political theory, examining important debates throughout political science through works of both canonical and contemporary thinkers. Prereq: Not open to students with credit for 763	7000 Foundations of Political Science 3 Credit Hours Introductory study of diverse efforts to ground knowledge of politics, positivist, and post-positivist views of science, sources of formal rigor, and interpretation and evaluation. Prereq: Not open to students with credit for 790
7420 Democratic Theory 3 Credit Hours Democratic theory. Prereq: Not open to students with credit for 764	7095 Teaching Political Science 1 Credit Hour Examination of issues in teaching political science in colleges and universities, and preparation for teaching careers. Prereq: Not open to students with credit for 795. Repeatable to a maximum of 2 completions. This course is graded S/U.
7470 Interpretation of Texts in Political Theory 3 Credit Hours Approaches to interpretation of texts of political theory, contemporary as well as classic, grounded in study of selected texts. Prereq: Not open to students with credit for 765	7910 Identity Politics 3 Credit Hours Explores origins, reproduction, and the effects of social identity from perspectives of self, group, society, and state. Includes examination of nation, ethnicity, gender, and race in identity politics. Prereq: Not open to students with credit for 737
7499 Selected Topics in Political Theory 3 Credit Hours Intensive joint readings and discussions concentrating upon one of the major themes, problems, or movements in political theory; topic information available from instructor. Prereq: Not open to students with credit for 766	7912 Political Elites and Leadership 3 Credit Hours Advanced research seminar on political leadership behavior and political elite structure. Prereq: Not open to students with credit for 812
8194.04 Contemporary Political Problems 3 Credit Hours Group studies to examine specific contemporary political problems in political theory. Repeatable to a maximum of 21 cr hrs.	7999 Research in Political Science 1-12 Credit Hours Research for thesis purposes only. Prereq: Repeatable to a maximum of 48 cr hrs or 16 completions. This course is graded S/U.
8784 Research in Political Theory	8194.06

Contemporary Political Problems

3 Credit Hours

Group studies to examine specific contemporary problems.

Prereq: Repeatable to a maximum of 21 cr hrs.

8890

Dissertation Workshop

3 Credit Hours

Development and execution of a research design on a selected topic in political science; consultation on substantive and methodological problems offered by faculty.

Repeatable to a maximum of 12 cr hrs. This course is graded S/U.

8892

Workshop

3 Credit Hours

Intensive study of an area of problem in political science.

Repeatable to a maximum of 12 cr hrs.

8889

Interdepartmental Seminar

1-3 Credit Hours

Two or more departments may collaborate in presenting seminars on subjects of mutual interest; topics to be announced.

Prereq: Repeatable to a maximum of 9 cr hrs or 3 completions.

8999

Research in Political Science

1-12 Credit Hours

Research for dissertation purposes only.

Prereq: Repeatable to a maximum of 96 cr hrs or 32 completions. This course is graded S/U.