

Political Science

Graduate Student Handbook 2009-2010

The *Political Science Graduate Handbook* was developed to use in conjunction with *Graduate School Policies and Procedures*. Students are governed by the rules and regulations in the academic year they begin graduate work. Students are responsible for familiarizing themselves and following the guidelines in both sources. The Department of Political Science will aid students in understanding the rules and regulations in both documents but ultimately the responsibility for compliance rests with each student.

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I. INTRODUCTION AND PROGRAM OVERVIEW

This handbook provides students with the information necessary to navigate through their graduate degree program at WSU. The policies and procedures in this handbook have been approved by our faculty and are consistent with Graduate School regulations. The following introduction provides an overview of the graduate program.

The M.A. degree in Political Science was first awarded in 1932 by the History and Political Science Department at the State College of Washington (renamed Washington State University in 1959). In 1982, the Criminal Justice Department was reorganized into the Criminal Justice Program and was housed within the Political Science Department. Today, Political Science and Criminal Justice offer separate graduate degrees and administer their graduate programs separately.

WSU has granted more than 220 M.A.s and over 100 Ph.D.s in Political Science. The department has graduate programs on three different campuses: Pullman, Vancouver, and Spokane. The Pullman campus awards an M.A. and Ph.D. in Political Science. The Vancouver campus grants a M.A. in Public Affairs, independently from Pullman. In an average year, there are approximately 50 political science students on the Pullman campus.

In recent years, our graduate program has gone through a great deal of exciting changes and growth. Responding to the growing number of applicants and the goal of a smaller, higher quality program, we have become increasingly selective. An energetic faculty maintains these performance standards in the classroom. With the competitive student body and academically active faculty we are enhancing an already strong national departmental reputation.

The major aim of all of our graduate degree programs is to provide students with a broad and thorough training in the theories and methods of political science so that they can be successful professionals in a variety of applied, educational, and scholarly settings. Our graduate program is explicitly designed to respond to the realities of a highly competitive job market. From 1989 to 2006, we placed nearly all Ph.D. graduates who have been on the market.

Faculty members have been selected through a highly competitive process and come from some of the top doctoral programs in nationally and internationally. A general overview of the faculty and their interests can be found in Appendix I. Students should also browse through current faculty curricula vitae in the front office or on the department website. In addition to being highly active in their fields, our faculty works closely with graduate students in teaching, advising, research and publication. Indeed, most of our faculty has co-authored publications with graduate students.

The political science graduate program is implemented through a committee advising system, in parallel with a comprehensive examination system by departmental committee. Upon entering the program students are assigned a faculty adviser. This faculty member will normally come from the field or area of expressed student interest (e.g. American politics, Comparative, International Relations, Public Policy, etc.). Students should rely upon their faculty adviser or on the Graduate Director for advice and direction during their first year in the program. As soon as possible, and before the beginning of their second year, students should select three graduate faculty to serve on their formal advising committee (this may or may not include their original faculty advisor). This committee will help students design their program, prepare for their written and oral exams, and, otherwise aid in their professional development. The current Ph.D. curriculum in Political Science began in 1993 and the faculty approved a major change to examination policies and procedures in 2005. Our Ph.D. is designed to give students substantive flexibility in mapping out their program of study. Currently, the department offers a Ph.D. in Political Science and a M.A. in Political Science with an emphasis in Global Justice and Security Studies. The Ph.D. programs offer students the possibility of examining in a variety of fields that reflect the expertise and strengths of our graduate faculty. We strive to maintain an atmosphere of collegiality, diversity of ideas, respect, and tolerance, and to prepare our students for the rigorous demands of a career in academia or another chosen profession.

II. GRADUATE PROGRAMS IN POLITICAL SCIENCE

General Program Requirements

Introduction--The Department of Political Science at Washington State University offers three different graduate degree options in political science across two campuses: the M.A. in Political Science (Global Justice and Security Studies option)¹ (Pullman), the Masters in Public Affairs (MPA in Vancouver) and the Ph.D. in Political Science (Pullman). The following descriptions in this section outline the department's requirements, options, and general expectations for normal progress toward your degree. Please be advised that while faculty advisors, committees, and graduate staff members play consultative and/or oversight roles, students are responsible for following the policies and procedures that govern the completion of their degrees. Additional rules and policies applying to graduate students are contained in the annually published *Graduate School Policies and Procedures*. All graduate students should secure a copy of this from the Graduate School and read it with care. Further information may be found at <http://gradschool.wsu.edu/current-students/policy/policy/>.

Program Planning: Committee Formation, Program Statements and Departmental Checklists--Students are responsible for planning their own graduate programs, with the advice of their committees, and for following departmental and Graduate School requirements. As soon as possible, and *no later than the end of the second semester in residence*, students should form an advising committee, composed of three *graduate* faculty, one of whom will serve as the chair (for M.A. student committees, three members must have taught in our graduate program). The committee chair will be the major advisor throughout the degree work at WSU. Students should meet with their entire committee to plan their program prior to filing the program statement with the graduate school (see below). Students will be appointed a faculty advisor upon entry to the program – based on their declared interests in their application files – who will serve as the primary advisor until the committee is formally constituted. The faculty advisor provides help and support with committee formation, as well as advice on course selection. It is expected, although not required, that the interim chair will serve as the continuing chair of the advising committee.

All graduate students must submit a Program Statement to the Graduate School, preferably by *the beginning of their second semester in residence*. *Revisions to the Program Statement should be made if a student's committee or program changes, but final changes should be made no later than the semester before planned graduation.* Students should obtain these forms from our Academic Coordinator, Sisouvanh Keopapay, who will help students fill them out correctly. All members of the student's committee must sign this program statement before it is submitted to the Graduate School. Once all committee signatures have been obtained, students should submit their statements to The Academic Coordinator in the Department. The Director of Graduate Studies must also approve the program before it is sent to the Graduate School.

Please note that some courses are not always offered on a regular basis. Thus it is vital to check with members of the program committee and, if necessary, the Director of Graduate Studies (Political Science) to anticipate when courses will be offered. Course requirements for Ph.D. students may be altered, within reason, to fit student needs as long as the entire committee agrees to the program changes. These types of changes are unacceptable if all members of the committee have failed to sign-off on them. Students need to file a change of program form for any changes after their initial program is approved by the Graduate School (this is a Graduate School, not a Departmental requirement). These forms are also available in the front office on the 8th floor, or on the department website at: <http://libarts.wsu.edu/polisci>.

Professionalization Practicum--All Ph.D. students are required to enroll for a 1 credit professionalization practicum normally taught in the Spring Semester -- Pol S 539. This course will be

¹ As of academic year 2006-07, the only terminal MA program in Political Science to which students will be directly admitted is the Global Justice and Security Studies option. The department is in the process of seeking formal ratification from the university governing bodies for approval of a stand-alone MA in GJSS.

graded on a pass/fail basis and will meet five times, every other week for two hours at a time to be announced. All new students will learn about major issues in the profession including, graduate program issues, conference participation, publication, grantsmanship, and professional development in both academic and applied settings.

Transfer Credits--In some cases the Graduate School allows students to transfer in credits from other accredited graduate programs. Professional degrees, such as JDs or MBAs, are not normally eligible for credit transfer. Transferred credits may not exceed half of the graded coursework reported on the program statement (or up to 17 credits). The department strongly advises students to minimize the number of transfer credits from other universities. Only in a few cases are M.A. students permitted to transfer in credits. The Graduate School must evaluate all transfer credits to determine whether they meet minimum standards. This approval process only occurs after the Program Statement is submitted to the Graduate School and often takes several months. The department must also approve all transfer credits, through the Director of Graduate Studies and the Director of Criminal Justice, and through the student's Committee. Students should note that transfer courses may not normally serve as replacements for core research tool courses (PS 501, 502, 503, 504).

Independent Readings Criteria—Students may arrange to conduct independent reading with individual faculty members (Pol S 600) for 1 to 3 ungraded graduate credit(s) — pass or fail. While the final grade for the course will only show-up as a pass/fail, students may opt, after consultation with the instructor, to do the coursework for a grade. This final grade will be shown individually on departmental transcripts, but not in the overall GPA. Students may use independent readings to fulfill the following three purposes:

- 1) Pursuing Special Topics of Interest
- 2) Preparing for Ph.D. Preliminary Exams
- 3) Substitutes for Existing Course. This option does not apply for Pol S 501, 502 or 503 or 504, except in rare circumstances. Reading courses may only be substituted for regularly offered seminars under extenuating circumstances, e.g. scheduling conflicts. Such reading courses must be for 3 credits and should be approved by all members of the student's committee and the Director of Graduate Studies.

Students need to complete the Independent readings forms, available in the front office, with the instructor, and select the type of evaluation as well as purpose of the course. It should be noted that such courses place an additional, non-remunerated burden on faculty and so should be considered only as an option of last resort by students.

Requirements for Masters Degree in Political Science (Global Justice and Security Studies Certificate Option)

The M.A. degree in Political Science (Global Justice and Security Studies option only) is designed for those students who seek a *terminal graduate degree* and whose career goals include public service, not-for-profit organizations, or NGO's. Only in rare cases may students completing this program apply to the Ph.D. program in Political Science. Students interested in the MA in Global Justice and Security Studies should contact Dr. Thomas Preston (tpreston@wsunix.wsu.edu) for further information and course requirements.

Hours: Minimum of 30 hours required. *Of those 30 hours:*

- 26 hours minimum of graded course work, 17 of which must be at the 500 level
- 4 hours minimum of 702
- 9 hours maximum of 300-400 level graded course work

Program Required Courses

- Crm J 505 – Comparative Criminal Justice Systems
- Crm J 572 – Seminar in Comparative Policing
- Pol S 531 – International Security
- Pol S 424 – U.S. National Security Policy
- 15 hours of Electives (Pick from the following courses)
Crm J 530, 555, 570, 591, 592, & 600
Pol S 402, 427, 428, 429, 435, 514, 530, 533, 536, 540, & 600

Requirements for Ph.D. in Political Science

A student aspiring to the Ph.D. should expect to spend three to four years, depending on the individual, in study and research beyond the M.A. degree, of which at least two years must be enrolled at Washington State University, and at least two consecutive semesters must be spent in residence as a graduate student in Political Science.

Program Development and Committee Process

Primary responsibility for developing a doctoral program rests with the student and the doctoral advising committee. The primary criterion in the selection of the chair of a student's committee will normally be the student's expressed interest in a particular field of Political Science as the probable area of major concentration; interim committee chairs will be appointed for all incoming graduate students by the Director of Graduate Studies. It will then be the advising committee chair's responsibility, by or before mid-term of the student's third semester of residence at Washington State University, to suggest other members of the program committee.

No later than the student's second semester in residence, the student and his/her committee should develop a specific program in Political Science. It is the joint responsibility of the student and the advising committee chair to develop the student's program and file all necessary paperwork with the Graduate School. Students who by the end of the third semester equivalent of full time enrollment in residence have failed to form a committee and file a program shall normally be denied continuance in any assistantship or other kind of departmental employment, including work with the Division of Governmental Studies and Services, Extended Degree Program courses, grant projects or related activities.

All changes in an approved Ph.D. program must be made on forms supplied by the Graduate School or from the Academic Coordinator in the department office. Such changes require the approval of the committee chair and the other members of the program or thesis committee. Final approval also requires the signature of the Chair of the Department of Political Science/Criminal Justice Program (or the Director of Graduate Studies or Criminal Justice Director acting on the Chair's behalf) and the Dean of the Graduate School.

A common oversight is failure by students and their advisors to file a dissertation title as a "change of program" where the program originally indicated only the intended general area of the dissertation. Such changes should be officially recorded as soon as the title has become specific and has the approval of the thesis committee. ***Please provide the Academic Coordinator with a copy of all documents submitted or for any changes requested.*** Any later alterations in a formally approved and recorded title must also be treated as a program change and made part of the official record by processing the usual forms.

Hour Requirements

- 72 hours minimum total credits
- 34 hours minimum from graded courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses
- courses for audit may not be used for the program of study

It should be noted that the fairly limited number of hours required by the graduate school does not take into account the courses that are required as part of the Ph.D. program in Political Science; thus students typically take rather more than the minimum hours that the graduate school imposes as the minimum graded graduate credit.

PH.D. IN POLITICAL SCIENCE COURSE REQUIREMENTS

There are three different types of course requirements for the Ph.D. program: Research Tools and Foundation Courses; Core Field Seminars; and Secondary Field Courses. *Students should thoroughly familiarize themselves with the overall structure of the program as well as the specific course requirements of each area before discussing their course plans with the graduate advisor their first semester (see Appendices IV and V)*. The Research Tools and Foundation courses are intended to provide the student with a well grounded background in the scope and methods of the social sciences. There are five Core Field seminars: American Politics and Institutions; Comparative Politics; International Relations; Public Administration; and Public Policy. The purpose of the core field seminars is to provide a broad background in the general fields of Political Science. Secondary Field courses are designed to allow students to specialize in areas of particular interest.

Research Tools and Foundation Courses

All Ph.D. candidates are expected take these classes, especially if they have no prior graduate work (e.g. an MA obtained at another university). These courses form the backbone of the PhD matriculation examination (see below), that is taken by all students in the program. It is highly recommended for students who do have prior graduate experience that they still complete these research tools at Washington State University, as they will need to be familiar with both approaches and methods utilized by faculty in the department to pass the matriculation examination.

Pol S 501 - The Scope of Political Science Basic issues in social science epistemology, elements of social science theory-building, theoretic frameworks, and intellectual history of political science.

Pol S 502 – Seminar in Political Theory Students are required to complete **Pol S 502**, a basic training in normative political theory. However, **Pol S 511** may substitute with the approval of the student's advising committee and Director of Graduate Studies (please note: these courses may not be offered every year, so you should check future schedules). Alternatively, at least two courses in theory and/or epistemology at the undergraduate level or other equivalents may be used to fulfill this requirement upon approval of both the Ph.D. committee and the graduate director.

Pol S 503 - Introduction to Political Science Research Methods Introduction to general topics in the area of social science research design including: Measurement, Sampling, Data Sources, Experimental and Quasi-Experimental Designs, Field and Historical Designs and Content Analytic Designs.

Pol S 504 - Quantitative Methods in Political Science and Criminal Justice Applied statistical skills and theories of probability, enabling understanding of substantive political and social questions.

Pol S 539 - Professionalization Practicum 1 credit Pass/Fail.

Core Field Seminars

All Ph.D. students must take *three* (out of five) of the following core field seminars:

- Pol S 510 - Introduction to American Institutions and Processes
- Pol S 530 - Theoretical Approaches to International Relations
- Pol S 534 - Seminar in Comparative Politics
- Pol S 514 - Seminar in Public Policy
- Pol S 540 - Seminar in Public Administration

MATRICULATION EXAMINATION

All students must pass the matriculation examination to continue in the PhD program past the second year in residence. For students admitted without a prior MA degree, the matriculation examination will be taken in the fourth semester of the program. For students admitted with an MA, the matriculation examination may be attempted in either the second or fourth semesters upon advice and consent of the advising committee and Director of Graduate Studies. Continuance in the program is dependent upon successful passage of this examination; students who fail the examination shall be granted a terminal MA in Political Science.

The examination will cover epistemology (including the foundations of the discipline, the formation of research paradigms, etc.), theory (including normative theory, and general theoretical approaches), and research methods (including both quantitative and qualitative research tools). The matriculation examination committee (3 members) shall be appointed each year by the Chair on recommendation of the Graduate Director. The committee will consist of three anonymous members appointed from faculty who have taught, or are scheduled to teach any course in the generalist core of the program (the Research Tools and Foundation courses, PS 501, 502, 503, and 504). Questions shall be decided upon by the whole committee, and graded by the whole. All students scheduled for the matriculation examination shall sit the examination at the same time and will face the same questions. Grading will be conducted anonymously.

Students who successfully pass the written examinations will be asked to schedule a formal advising committee meeting, at which they will present a preliminary research prospectus. Upon satisfactory completion of this requirement, they will be granted an MA in Political Science and granted continuing status in the PhD program. If a student fails the matriculation examination, they will be allowed the possibility of scheduling an MA essay defense with their advising committee; upon completion they will be awarded a terminal MA in Political Science.

Ph.D. PRELIMINARY QUALIFYING EXAMINATIONS

Students will be scheduled to take their preliminary exams (“prelims”) one year after they take the matriculation exam (this will normally be in the student’s sixth semester). Students may petition the Graduate Studies Committee to delay their preliminary exam for up to one semester for good cause (e.g., student has taken advanced courses in foreign languages or statistics outside the department). The examinations include both a written and an oral component, both of which must be satisfactorily completed. Students are responsible for working with the members of their advising committee and faculty in the examination fields in preparation for these examinations. It should be noted that these examinations are *comprehensive*, and, while specific seminars are highly recommended as necessary preparation for them, that they alone are not sufficient. Students may be required to read additional materials, and to demonstrate a breadth of knowledge that transcends any one seminar.

Students will be expected to master the materials covered in two different preliminary exam fields – one primary field and one secondary field - for their preliminary exams. The secondary field must be outside the primary field (e.g., students who choose American Institutions and Processes as their primary field may not select American Institutions as a secondary field). The required courses in each field serve as a foundation for preliminary exams. It is the responsibility of the advising committee, in conjunction with faculty in preliminary examination field areas, to help students prepare for these examinations. Students are responsible for contacting the members of their prelim fields in preparation for the examinations.

PRIMARY FIELD RECOMMENDED COURSES FOR EXAM PREPARATION

1. American Institutions and Processes

Pol S 510- Introduction to American Institutions and Processes
Pol S 511- Seminar in American Political Thought
Pol S 512- Seminar in American Institutions
Pol S 513- Seminar in American Political Behavior
Pol S 516- Seminar in Law and Courts

2. Comparative and International Politics

Pol S 530- Theoretical Approaches to International Relations
Pol S 531- International Security
Pol S 534- Seminar in Comparative Politics
Pol S 536- Special Topics in Comparative Politics
Pol S 537 – Concepts and Methods in Political Science

3. Public Policy and Public Administration

Pol S 514 - Seminar in Public Policy
Pol S 544 - The Politics of the Policy Process
Pol S 540 - Proseminar in Public Administration
Pol S 541 - Seminar in Research Evaluation (Crm J 540)

SECONDARY FIELD RECOMMENDED COURSES FOR EXAM PREPARATION

American Institutions

Pol S 510- Introduction to American Institutions and Processes
Pol S 511- Seminar in American Political Thought
Pol S 512- Seminar in American Institutions
Pol S 513- Seminar in American Political Behavior
Pol S 516- Seminar in Law and Courts
Pol S 402- Civil Liberties
Pol S 404- The Judicial Process
Pol S 417- The Electorate
Pol S 420- Political Parties and Pressure Groups
Pol S 427- United States Foreign Policy
Pol S 428- Introduction to Political Psychology
Pol S 434- American Political Thought
Pol S 443- Administrative Jurisprudence
Pol S 448- Urban Politics and Policy
Pol S 449- Intergovernmental Administration
Pol S 450- The Legislative Process
Pol S 455- The Presidency

Law and Courts

Pol S 511- Seminar in American Political Thought
Pol S 512- Seminar in American Institutions
Pol S 516- Seminar in Law and Courts
Pol S 402- Civil Liberties
Pol S 404- Judicial Process
Pol S 443- Administrative Jurisprudence
Or courses in Sociology, History, English, Philosophy, or other areas of law approved by the Committee.

Political Theory	<ul style="list-style-type: none"> Pol S 502- Seminar in Normative Theory Pol S 511- Seminar in American Political Thought Pol S 530- Theoretical Approaches to International Relations Pol S 534- Seminar in Comparative Politics Pol S 535- Advanced Issues in Comparative and International Politics
International Politics	<ul style="list-style-type: none"> Pol S 530- Theoretical Approaches to International Relations Pol S 531- International Security Pol S 533a- Seminar in Political Psychology Pol S 533b- The Psychology of Political Leadership Pol S 535- Advanced Issues in Comparative Politics Pol S 424- U.S National Security Policy Pol S 426- American Diplomatic History in the 20th Century Pol S 427- United States Foreign Relations Pol S 428- Introduction to Political Psychology Pol S 429- Topics
Comparative Politics	<ul style="list-style-type: none"> Pol S 510- Introduction to American Institutions and Processes Pol S 534- Seminar in Comparative Politics Pol S 535- Advanced Issues in Comparative Politics Pol S 536- Special Topics in Comparative Politics Pol S 537- Concepts and Method in Comparative Politics Pol S 505- Comparative Criminal Justice Pol S 412 - Politics of Eastern Europe and Russia Pol S 413 - Latin American Governments Pol S 428 - Introduction to Political Psychology Pol S 432 - Comparative Public Policy Pol S 447 - Comparative Public Administration Pol S 460 - Politics of the Third World Pol S 472 - Politics of the Industrialized States Pol S 474 - African Politics Pol S 476 - Revolutionary China: 1800 to the Present
Public Policy Studies	<ul style="list-style-type: none"> Pol S 512 - Seminar in American Institutions Pol S 513 - Seminar in American Political Behavior Pol S 514 - Seminar in Public Policy Pol S 530 - Environmental Policy Pol S 533 - Psychology of Political Leadership Pol S 536 - Special Topics Pol S 537 - Concepts and Methods in Comparative Politics Pol S 542 - Topics in Administration, Justice and Applied Policy Studies Pol S 543 - Topics in Public Administration and Policy Pol S 544 - The Politics of the Policy Process Pol S 404 - The Judicial Process Pol S 416 - Policy Analysis Pol S 417 - The Electorate Pol S 424 - U.S. National Security Policy Pol S 428 - Introduction to Political Psychology Pol S 430 - Politics of Natural Resources and the Environment Pol S 432 - Comparative Public Policy Pol S 450 - The Legislative Process
Public Administration	<ul style="list-style-type: none"> Pol S 533 - The Psychology of Political Leadership Pol S 540 - Proseminar in Public Administration Pol S 541 - Seminar in Research Evaluation (Crm J 540)

Pol S 542 - Proseminar in Administration, Justice and Applied Policy
 Pol S 543 - Topics in Public Administration & Policy
 Pol S 544 - The Politics of the Policy Process
 Pol S 547 - Intergovernmental Relations
 Crm J 505- Comparative Criminal Justice
 Crm J 591- Seminar in Administration of Criminal Justice
 Pol S 432 - Comparative Public Policy
 Pol S 443 - Administrative Jurisprudence
 Pol S 445 - Public Personnel Administration
 Pol S 446 - Public Budgeting
 Pol S 447 - Comparative Public Administration

Criminal Justice

Crm J 505- Comparative Criminal Justice Systems
 Crm J 530- Criminal Justice: Process and Institutions
 Crm J 540- Seminar in Research Evaluation
 Crm J 541- Corrections
 Crm J 550- Planned Change in Criminal Justice
 Crm J 570- The Police and Society
 Crm J 580- Women and Criminal Justice
 Crm J 572- Comparative Policing
 Crm J 591- Seminar CJ Administration
 Crm J 592- Topics in Criminal Justice
 Pol S 542- Seminar in Administration, Justice, Applied Policy
 Soc 560- Problems of Deviance Theory
 Soc 567- Seminar in Crimes and Delinquency
 Soc 568- Adolescent Deviance
 Crm J 420- Law of Evidence and Criminal Procedure

Political Psychology

Pol S 533a- Seminar in Political Psychology
 (repeatable)
 Pol S 533b- Political Leadership
 Psych 550- Attitudes and Social Cognition
 Psych 551- Group and Interpersonal Processes
 Pol S 428 - Introduction to Political Psychology

Gender and Politics

Pol S 537- Concepts and Methods in Comparative Politics (gender and politics)
 W St 481- Theoretical Issues in Women's Studies
 Crm J 403-Violence Against Women
 Crm J 580-Women and the Criminal Justice
 Soc 555 - Sex Roles in Society
 Soc 590 - Race, Class, and Gender
 Hist 521 - The Frontier and American West
 Pol S 435 - Politics of Developing Nations
 Pol S 460 - Politics of the Third World
 Anth 402 - Gender and Kinship
 Or a course approved by all members of the committee.

**Independent
Exam Field**

Courses determined by student and committee. Independent exam fields must be approved by the Committee, the Graduate Coordinator, and the Chair. Other faculty may be consulted.

PRELIMINARY EXAMINATION PROCEDURES

Preliminary examinations are taken over three days and are closed book. The preliminary examination for the primary fields will be taken on two separate days, and the secondary field will be taken on the third day. Each portion of the questions for the primary examination field (i.e. American Politics, Public Policy/Public Administration, Comparative and International Politics) shall be graded by the faculty in that area, and will be common to all students taking preliminary examinations that semester. Answers will be graded anonymously. A student must successfully pass both portions of the examination in a field in order to pass the preliminary examinations.

The secondary field questions shall be overseen solely by the advising committee, the exact nature and composition of the questions to be agreed upon by the student, committee chair, and/or committee members.

The oral examination shall be conducted by five faculty members, and will include:

- The three members of the advising committee
- One faculty member from the primary field who is not a member of the advising committee*
- One faculty member who teaches in the research core who is not a member of the advising committee*

GENERAL PRELIMINARY EXAMINATION CONSIDERATIONS

The Ph.D. aspirant becomes eligible to attempt qualifying ("preliminary") examinations when he or she is in the process of completing the final courses included in his or her Ph.D. program. Only after a student has successfully passed "prelims" does he or she become formally a "candidate for the Ph.D." (or ABD, "All But Dissertation"). Preliminary examinations are normally taken one year after successfully passing the matriculation exam. Preliminary exam schedules are established by Director of Graduate Studies and must be formally filed with the graduate school.

Each student will have up to eight hours to complete each of the three days of examinations. Graders of the examination are required to submit an evaluation to the student's committee. At the committee's option, faculty may give oral or written feedback to the student before the oral exam. The oral exam is normally held within three weeks of completion of the written portion. The oral exam lasts two hours. Questions normally focus on the student's written examination but can cover any topic within the student's areas of concentration.

The object of the preliminary examination, which is comprehensive and broad in nature, and both written and oral, is to test the student's mastery of and sophistication concerning his/her fields of specialization. It is not designed to reward mere memorization of facts. The student should bear in mind that when a student "sits" for prelims he or she is seeking to be recognized as a peer of the examiners. Therefore, a student must demonstrate an expert level of competence in a field in order to receive a passing grade.

There is no "set" or "magic" way to prepare for prelims. A solid course background is, of course, an indispensable asset. The successful student will also have read substantially beyond course requirements in his or her preliminary exam fields, will have consulted faculty teaching in these fields regarding appropriate reading lists and preparation strategies, and will be thoroughly informed regarding relevant epistemologies and methodologies.

The maximum period of time in which to complete both written and oral examinations is 30 days (Graduate School regulation). Under existing University policy, students cannot take any such examinations (prelim or final) unless they are registered for credit and have paid the fees entailed by such registration for the school term in which the examination is scheduled.

At the option of the committee, a student who fails their preliminary exams may be allowed to re-take the exams once, after a three month waiting period.

* To be appointed by the Director of Graduate Studies

DISSERTATION PROSPECTUS DEFENSE

The next requirement for the Ph.D. candidate beyond the prelims is preparation, under the guidance of a thesis committee, of a dissertation presenting the results of a thorough and systematic investigation of a significant problem related to one of the exam fields of the candidate. The thesis committee will normally be composed of the chairperson and two other members of the Graduate Faculty. The Ph.D. dissertation committee is normally, but not always, composed of the same members as the preliminary examination committee. The subject matter of the dissertation will, of course, have an important bearing on the committee's composition.

Students must present, and orally defend, a dissertation prospectus, usually in the semester following successful passage of the preliminary exams. This defense does not need to be scheduled with the Graduate School. The objectives of the proposal are to identify the research topic, and to demonstrate that a feasible and appropriate research strategy has been developed.

Normally, the student works with the chair of her/his committee to produce a final draft. Only after the chair has approved the working draft may the student submit the essay to the other members of the committee, remembering that the other members must have the essay *at least 15 work days* prior to the defense date. All committee members must sign-off on the defense date. If these guidelines are not respected by the student, the other members of the committee are not obliged to attend the defense.

A dissertation prospectus should be a clear statement and presentation of the research problem to be examined after prelims. The prospectus presents the student's preliminary work on the problem, not just a statement of that problem, as well as a discussion of the feasibility and significance of the project. The prospectus should be approximately 50 pages and should include (not necessarily in this precise format or order):

- 1) Project Title.
- 2) Statement of the Topic or Problem: Identify the specific focus in researchable terms and place the topic or problem in the literature.
- 3) Extensive Literature Review: Describe and critique major approaches to the problem, the relevant findings, theoretical and methodological debates in the literature, and a discussion of how the dissertation will fit in and add to the literature.
- 4) Tentative Theoretical Framework: Describe the theoretical framework with which the problem or topic will be analyzed. This may require an additional literature review if the approach has not been used to examine the problem or topic.
- 5) Tentative Hypotheses.
- 6) Approach, Methods and Materials: Discuss in depth the analytical school or approach or methodology that will be employed.
- 7) Tentative Chapter by Chapter Outline.

The prospectus must be submitted to the student's committee, revised in accordance with committee criticisms, and acceptable to the committee before the final oral exam is scheduled. Further revisions may be required after the successful completion of the oral exam.

FINAL ORAL EXAMINATION OF DISSERTATION

The last requirement is the final oral examination, which under existing Graduate School policies cannot be scheduled until the dissertation is ready for presentation to the Graduate School and for deposit in the University library. The final oral usually centers on the dissertation, but, as Graduate School regulations indicate, the student must be prepared to meet questions relating to any of the work he or she has done for the degree.

Under existing University policy, students cannot take any such examinations (preliminary or final) unless they are registered for credit and have paid the fees entailed by such registration for the school term in which the examination is scheduled. Normally such examinations can be scheduled only for times when the University is in session. "A minimum of four months must elapse between the successful completion of a preliminary examination and the scheduling of a final examination

(Graduate School Policies and Procedures Manual, at <http://www.gradsch.wsu.edu/current-students/policy/policy/>).

Current Graduate School regulations stipulate that "In all cases, the requirements for the degree should be completed within three years of the date of the satisfactory completion of the preliminary examination." Upon completion of the dissertation, a final bound copy must be submitted to the Graduate School and the Department of Political Science conforming to Graduate School requirements as follows: Following a passed oral examination, the 100% rag bond manuscript and one copy of the thesis or dissertation must be signed in black ink by all committee members and the manuscript returned to the Graduate School within 5 working days for acceptance. Specific steps for final acceptance are given to graduate students at the time they receive the Thesis Acceptance/Final Examination scheduling form. (Graduate School Policies and Procedures Manual).

Students need to be in regular contact with their committee chair with regards their completion schedule for the dissertation. Students cannot expect committees to suddenly schedule a defense if they produce the entire manuscript unexpectedly. The student should have an agreed completion schedule with the Chair and should be submitting chapters regularly. The other committee members must be given *ample* time (at least 15 working days) to read over the final version, only *after* the chair has approved the dissertation. Please remember, that this process takes time. Be aware that all committee members must sign-off on a defense date. Students are ultimately responsible for scheduling their defense

TEACHING AND/OR RESEARCH REQUIREMENT

In addition to the course requirements, each student in the Ph.D. program is required to have formal teaching and/or research experience in an institution of higher learning before receiving the Ph.D. degree. Serving as a Teaching Assistant in the Political Science Department satisfies this teaching requirement. Collecting original data also fulfills this requirement.

III. ADMINISTRATION OF GRADUATE STUDIES

The Graduate Studies Committee (GSC) is a committee of faculty responsible to the Department for oversight of the Political Science graduate program. The GSC also acts on student requests and petitions and proposes changes in the graduate program. Generally, proposals for policy changes in the graduate curriculum must be approved by a vote of the faculty. Anyone may submit an agenda item for GSC consideration. Please submit them in writing to the Director of Graduate Studies. The committee formally consists of the Director and three faculty representatives, one graduate student representative (non-voting), the Chair of the Department (ex officio) and the Director of the Division of Governmental Studies & Services (DGSS) (ex officio), and the Academic Coordinator (non-voting).

The Director of Graduate Studies interprets University and Departmental rules and regulations; advises Political Science students until they have advanced to form a program committee; acts as a counsel and an advocate for graduate students when individuals come forward with issues; organizes the first-year student orientation; organizes the orientation for Teaching Assistants and Graduate Instructors; updates the graduate handbook each year; coordinates the admissions process; coordinates the allocation of teaching assistantships; facilitates the distribution of soft-funding to graduate students; coordinates the assignment of T.A.s to classes; coordinates faculty supervision of graduate students teaching independent sections; and evaluates, with committee chair approval, and informs students who are academically deficient.

The Placement Coordinator assists the Director of Graduate Studies, Ph.D. committees and departmental support staff, in preparing graduate student application files for professional placement. This includes developing a cover letter for job applicants, reviewing their letters of application, ensuring that the candidate has adequate letters of recommendation on file, and distributing information to faculty regarding candidate applicants whenever possible.

The Academic Coordinator is responsible for the administrative details of the graduate program, maintaining graduate files and providing students with information concerning the program, fields, forms, examinations on file, placement information, access to handbooks and generating official letters to graduate students.

The Finance/Personnel Manager processes all payroll documents (academic and temporary appointments); maintains personnel files; handles all confidential materials; is responsible for all departmental and grant budgets; is responsible for all planning, coordinating, organizing and controlling of administrative services to the department and college.

The Department Chair is assigned the administrative responsibility for the department and serves as the direct supervisor of departmental faculty and staff. The Chair acts as the liaison between the department and other parts of the University, most particularly the Dean.

IV. FUNDING OPPORTUNITIES

Types of Funding

The department has three types of funding for graduate students: permanent assistantships, temporary or “soft” funding, and adjunct instructor or part-time grader positions. All students wishing to obtain funding from the department must complete a funding application by February 1st for the following academic year.

Permanent Assistantships—These are year-to-year funded teaching or research assistantships which pay a monthly salary for the academic year and normally have tuition waivers. Assistantships are awarded competitively on the basis of merit. Appointments are made on a yearly basis. Students may receive an assistantship for up to four years if pursuing both the M.A. and Ph.D. degrees; students pursuing only the Ph.D. degree (i.e., those who enter the program who already hold a Master’s degree) may receive permanent-funded assistantships for up to three years.

Temporary (or “Soft”) and External Sources of Funding—The second type of departmental funding comes largely from grants obtained by faculty and usually consists of research positions. Last year, approximately two thirds of our graduate students who were not on T.A. appointment were employed by WSU, often working on research for faculty. For the most part, these jobs pay an hourly salary and do not include a tuition waiver. Under some circumstances, students who are employed for at least 20 hours a week, may be eligible for an out-of-state tuition waiver. For many of these positions, students must be “work study eligible”. This program enables the department to fund more graduate students because for every dollar we put in we get three work study dollars to support employment. (See Ann Marie Gooch regarding the procedures for applying for work study.) Often, these job opportunities extend into the summer. You need to file federal and state forms with the financial aid office to be work study eligible and should do so as soon as possible if you do not have hard-funding. The deadline for these forms is usually March 1st. Unfortunately, non-American citizens are not eligible for work study.

Research Assistant Positions from Faculty Grants within the Department: Work study eligible students will often be employed before those who are not; however, the *final hiring decision is made by the individual faculty member on whose project you will be working.*

Research Positions in the Division of Governmental Studies and Services (DGSS): Our department has an applied research unit, directed by Professor Nicholas P. Lovrich. This unit pursues and administers contracts to conduct a variety of research projects in Washington State. Each year, DGSS employs a number of graduate students to work on research. This work is paid on an hourly basis. Students who work in DGSS are normally work study eligible. If you are interested, you need to apply for work study eligibility with the financial aid office and then submit a curriculum vitae to in the DGSS main office (Johnson Tower 701).

Other Employment opportunities outside of the Department:

Social and Economic Sciences Research Center--This research unit often employs graduate students.

The Foley Institute for Public Policy and Public Service--The Institute sometimes employs graduate students.

Graduate Professional Student Association--Employs graduate students regularly.

Campus Student and Hourly Employment Office--Ads are posted on a board in French Administration 126.

Writing Center--Our students have worked as writing tutors. Interested

Criminal Justice students should see the Director of Criminal Justice.
Interested Political Science students should see the Graduate Coordinator.

Extended Degree Programs--Graders and instructors are needed. Interested Criminal Justice students should see the Director of Criminal Justice.
Interested Political Science students should see the Graduate Coordinator.

Adjunct Instructor Positions—The third type of funding, adjunct teaching or grading for courses. It is most common to have adjunct teaching opportunities for graduate students in the summer. Other adjunct opportunities depend on faculty sabbaticals, vacancies and accruals, and therefore fluctuate from year to year. Students who have had a significant record in teaching, who have at least an M.A., if not an ABD, and who are not already on a teaching assistantship should inform the Graduate Director or Chair of their expertise in teaching. The Chair of the Department makes all decisions on adjunct teaching in consultation with the Graduate Coordinator and/or pertinent faculty. Adjunct faculties are generally paid an agreed flat rate per course. No tuition waivers are involved.

Disqualification from Eligibility for Departmental Funding —Graduate students shall not be given departmental aid in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Also, students who by the end of the third semester equivalent of full time enrollment in residence have failed to form a committee and file a program Plan of Study (in the case of the Ph.D.) shall normally be denied continuance in any assistantship or other kind of departmental employment, such as work with the Division of Governmental Studies and Services.

Travel Funding -- The Department has a limited amount of funding available to assist student's who are presenting papers at major conferences. The amount of funding available will vary from year to year. Attendance at national or major regional, disciplinary conferences (i.e. APSA, MWPSA, WPSA) is more likely to be funded than attendance at small local or interdisciplinary conferences (although students are encouraged to look for opportunities to travel together to local conferences and the Department will fund shared modes of travel and hotel rooms for such purposes). Funding of conference participation is at the discretion of the Chair. Students interested in applying for travel funds should prepare a short memo of request to the Chair. The memo should out-line the nature of the conference, the nature of the student's participation (i.e. author, co-author, title of paper, etc.) and projected travel costs. The request should be approved and the memo should be signed by *all members* of the student's advising committee.

V. TEACHING ASSISTANTSHIP AWARDS, ASSIGNMENT, AND DUTIES

Criteria for Teaching Assistant Awards

The awarding of teaching assistantships is a very competitive process. There are two types of T.A.s: support and independent section T.A.s. Support T.A. positions assist a faculty member teaching a large course, usually over 40. Independent section T.A.s teaches their own class. These T.A.s must have at least an M.A. and significant professional experience. See the next section for more on the specific expectations for both types of T.A.s. The following criteria (not necessarily in order of rank) are used in awarding T.A.s:

1. Grades - This typically includes overall GPA, but may also focus on grades in more recent years (especially for students whose education covers more years than usual or for students whose grades show substantial change over time) and on grades in the degree area.
2. GRE Scores.
3. Letters of Recommendation for Students Applying to our Program - New students who are interested in receiving a T.A. should encourage their referees to speak to their potential class room strengths.

4. Faculty Evaluations of Current Students - Each Ph.D. student will be evaluated in writing by the Chair of her/his committee in terms of their performance in the program. Faculty evaluations of T.A.s will also be used.
5. Relevant Course Background - Students who have had a substantial amount of course work in the field of their graduate degree (criminal justice or political science) are more likely to receive funding, other things being equal, than are students with little or no relevant course work.
6. Field Distribution Concerns - We try to maintain some degree of balance in the overall distribution of T.A. slots to the distribution of T.A. support needs for courses and to provide some spread of support across Ph.D. fields. We need grading help in a number of fields and if we are particularly shorthanded in a field, a graduate student with some background in that field will have an advantage in competing for funding relative to a student with little or no background in that field.
7. Work Performance - Current T.A.s who have performed well on the job are more likely to be continued than are T.A.s who does not perform well.
8. Special Concerns - Some of the T.A. slots include instructional duties, including teaching independent sections and leading sections of large Pol S 101, 102 or 103 classes. For these slots, previous T.A. or teaching experience is important (particularly for independent sections). In addition, a record of excellent performance in relevant courses is also important, especially for the independent sections. Some effort is also made to assess potential for effective performance in the classroom.

Procedures for Application

The deadline for application for departmental teaching assistantships is February 1st each year for the following academic year. Students may obtain the Department's uniform funding application from the Academic Coordinator.

Assignment of T.A.s to Courses

1. The Director of Graduate Studies will be responsible for preparing initial T.A. teaching assignments and will meet with both faculty and students in the semester prior to the work semester. Independent section assignments for the SPRING semester will be discussed in December; assignments for the FALL semester will be discussed in May. Instructional support T.A. assignments cannot be made until final enrollments come-in, the Friday before the first day of classes for each semester.
2. Teaching assignments for each semester will be made and submitted for faculty approval before the first week of the relevant semester.
3. Appeals of T.A. assignments, should be directed to the Department Chair who shall have final determination of the matter.
4. Both support and independent section T.A.s are expected to work 20 hours per week, 10 hours for a 1/4 time appointment. If students are working more than this, the Graduate Director should be contacted. Under no circumstances should students on a T.A. appointment accept any other remunerated employment, such as; grading DDP courses, working on research grants, etc. Violation of this rule constitutes a violation of Department policy as well as Graduate School, University, and State regulations, and will result in the loss of the assistantship and tuition waiver.
5. WSU Political Science graduate students should not evaluate other graduate students in this program, under normal circumstances.
6. A one-day orientation will be given each Fall for all T.A.s. Attendance is mandatory.

Evaluation of T.A. Performance

1. All Political Science students who are performing T.A. work for the department, either as assistants in classes or having independent responsibilities, will be evaluated. The evaluation of T.A. work will be based on the completion of agreed upon T.A. responsibilities. Evaluation criteria will be specified in an agreement and should include expectations concerning: a) grading; b) attending lectures; c) office hours; and d) guest lecturing. Any changes in T.A. responsibilities will require consultation and agreement between faculty advisor and T.A.
2. Each T.A. will have a faculty supervisor. In the case where the student is assisting in a course, the faculty supervisors will be the course instructor. During the first week of a given term, both the advisor and the assigned T.A. will meet to discuss T.A. responsibilities. At this time, the T.A. and the advisor will agree, in writing, (on the Advisor/T.A. Agreement Form) to these duties. Any changes in T.A. responsibilities will require consultation and agreement between faculty and T.A.
3. For T.A.s teaching independent sections, prior to the first departmental meeting of the semester, the Director of Graduate Studies will nominate individual faculty members for advisory duties for T.A.s teaching independent sections. The faculty supervisor and the graduate instructor will sign a T.A. Agreement Form. The graduate student will see to it that all educational materials relating to their teaching responsibilities are made available to the advisor. The advisor and the student will discuss the minimum teaching expectations and the criteria for evaluation of teaching performance.

The advisor will review the student's teaching materials and will arrange times when he/she can observe the student's classroom/discussion group and/or advising performances. When the T.A. is involved primarily in grading, these opportunities are recognized to be limited. In these cases, faculties are encouraged to have their grading T.A. present at least one lecture and/or have primary responsibility for conducting review/study sessions. At the mid-point of the semester, the student and his/her advisor will meet for an informal session where course progress and teacher development skills should be discussed. This meeting is to be viewed as an informal, "mid-course correction" and not one which results in any official report.

Based on whatever form of feedback the advisor has developed for the assessment of the student's performance, the advisor should give the student a good sense of her/his performance of responsibilities. Suggestions for change or alteration of performance should be a feature of this discussion as well. Students are encouraged to ask faculty for additional help in improving their performance.
4. After the semester is over, the advisor will issue a report on the student's performance of her/his duties and a general evaluation of their potential as classroom instructors. This report will be shared with the student, the student will sign the report to acknowledge having read it and it shall be placed in her/his graduate file.
5. The student has the right, and will be given the opportunity, to comment on the semester report if he/she wishes. These rejoinder comments will be shared with the advisor and placed in the student's file as well.
6. It should be remembered that TA appointments qualify the student to be an employee of both the university and the state. Students are expected to uphold the standards of professional conduct that is implied by this status. In particular, students should be familiar with policies regarding inappropriate workplace conduct, amorous relationships, and respect for undergraduate students. Unsatisfactory performance of T.A. responsibilities could result in a discontinuation of funding as determined by Departmental Chair in consultation with the Graduate Director and other relevant faculty.

VI. ANNUAL EVALUATION OF ACADEMIC RECORD

In compliance with Graduate School policies, at the end of each academic year the Director of

Graduate Studies will review all Political Science student files for academic deficiencies. If any deficient students are identified, the chair of the committee will be consulted on whether students should receive a letter of notification. If students do not have any academic deficiencies, they will receive a letter that states that they are making satisfactory progress in the program. The first deficient letter a student receives serves as an initial warning and has no impact on the evaluation of student performance, if the deficiency is resolved. More than anything else, this letter serves as a heads-up for student and faculty alike. A second warning letter is much more serious, in that it is a result of the student's failure to resolve the deficiency in her/his record. If the student still has not resolved the deficiency in a reasonable amount of time and after consultation with the Chair of the Committee and the Chair of the Department, he or she may be dropped from the program. All letters will be sent to students and placed in their graduate files.

See Appendix II for the evaluation form which is completed each year by the Graduate Coordinator for each student in the graduate program. Please review it carefully. Your progress will be considered unsatisfactory if you fail to file a program statement in a timely manner, accumulate or fail to remove "incompletes" from your transcript, fail to complete your M.A. essay or dissertation in a timely manner, fail preliminary examinations, fail to enroll or complete required coursework, or receive a grade below B-. In addition, any graduate student who fails to maintain a cumulative grade point average of 3.00 or higher for all course work subsequent to admission to the Graduate School will be dropped from the University.

VII. PLACEMENT

At the beginning of each new academic year, qualified Ph.D. candidates who are interested in applying for academic positions may use our departmental services to help them find a job. Students should first consult with their committee to make sure all members feel that they are ready to go on the market. Next, students should make an appointment to see the Placement Coordinator. The department will only help students who have committee approval, who are ABD, *and have made significant progress on completing the dissertation*. Completion of these requirements does not make the placement clock start automatically. The student can decide when he/she wishes to begin. These placement services are extended to students for a period not to exceed two years and only apply to the student's first position.

Advertisements for academic jobs in Political Science appear in the APSA Personnel Newsletter (or eJobs); for jobs in Public Administration see P.A. Times. The Department has a subscription to the APSA newsletter and it may be signed-out for student consultation from the front office. Once students have consulted their committee, the personnel service newsletter and have met with the Placement Coordinator, they should compile a list of all schools to which they will send applications. Students should ask that letters of recommendation be sent either directly to the institution to which they apply or to the placement coordinator who will include them in the placement dossier. The student needs to supply copies of all other application items for each application as well as the complete mailing address. The department will add the letters of recommendation and the cover letter and will then send the entire packet; thus covering postage for all student applications. When materials are sent out to prospective employers, WSU faculties are informed of the target employer and the names of that department's faculty in order to assist in placement.

VIII. FACILITIES FOR GRADUATE STUDENTS

Office Space. All students on appointment as T.A.s, and often R.A.s, are assigned to office space. Those students possessing desk space may also receive building keys.

Seventh Floor Computer/Commons Room. There are several network personal computers located in Johnson Tower 712. These are available for use by any graduate student enrolled at WSU. Users will need to obtain a login account for access to these machines from the main office staffs in 801 Johnson Tower. Access to this room is by keyless entry. The number will be given to all students in the beginning of the year. This room is also the commons room for our Graduate Program. Because it has a dual purpose—computer room and commons room—everyone needs to be understanding of the needs of students to talk and their need to work. Students will also find updated program information and

Graduate Student Association announcements in this room. On the second floor of Wilson Hall (right next to Johnson Tower), there is the Social Science Terminal Laboratory with 20 terminals and a high speed printer.

Mailboxes. Students on appointment will receive their mail in the slots outside of their offices. Students not on appointment will receive their mail in individual boxes located in 712. Students should make a habit of regularly visiting their mailboxes as it is the only reliable way of getting important information to the student. Phone calls for graduate students are received in the main office where messages will be taken.

Photocopying Machine. Graduate students have at their disposal their own copying machine in the seventh floor computer room. T.A.s will receive a copy number for their instructional copies. Students may not use this photocopy number for their own personal copies. All graduate students can obtain a copy number from the office staff, and will be charged for all copies made on this machine *in advance*. Because there is a separate copy machine for graduate students, the 8th floor copy machine may not be used by graduate students.

Graduate Bulletin Board. Located outside of 701 Johnson Tower, information on this board relates directly to graduate student interests. Topics include funding opportunities, job opportunities, seminars, etc. The student should get into the habit of regularly consulting this board.

E-Mail Accounts. All students should sign-up for an e-mail account with Information Technology.

IX. DIVISION OF GOVERNMENTAL STUDIES & SERVICES

The Division of Governmental Studies and Services (DGSS) is a subunit of the department which was created in 1964 to serve as the primary contact point between public agencies interested in applied research and departmental faculty and graduate students capable of providing such assistance. WSU is a land grant university, and as such it has an obligation to extend disciplinary knowledge to the practical tasks of governance in our state; the department meets this university mission in major part through the activities of DGSS. Over the course of the past three decades DGSS has conducted applied research for a variety of federal, state, and local government agencies and for several foundations and comparable extramural funding institutions.

Graduate students can become involved in DGSS in several ways. Each academic year several graduate students who are not appointed to teaching assistantships work as researchers on projects funded by contracts with government agencies. Other graduate students seek out the assistance of DGSS to help with data collection for doctoral committee-approved projects requiring the collection of original data. Yet other graduate students make use of the datasets accumulated by DGSS in its applied research work to perform secondary analysis, either for preparing course papers, for M.A. or doctoral theses, or for developing professional publications.

DGSS has a particularly close relationship with local governments through the Program for Local Government Education (PLGE). This program brings into partnership DGSS, WSU Cooperative Extension, the Association of Washington Cities, and the Washington Association of County Officials for the development of applied research pertinent to the needs of local government officials. The department maintains a position funded by Cooperative Extension for a "Local Government Specialist," and this faculty member involves graduate students interested in state and local government in their PLGE work.

APPENDICES

I. DEPARTMENTAL FACULTY

ANDREW APPLETON, Associate Professor (Ph.D., New York University)

Years at WSU: 1989-90, Fall 1994 - present

Areas of Research Interest: Comparative Politics, Political Parties and Participation

DANA BAKER, Assistant Professor (WSU – Vancouver), (Ph.D., University of Texas – Austin)

Years at WSU: Fall 2005 – present

Areas of Research Interest: Disability Policy, Health Policy, Agenda Setting, Issue Definition, Human & Civil Rights

DAVID BRODY, Associate Professor (WSU-Spokane), (Ph.D., University of New York, Albany; J.D. University of Arizona)

Years at WSU: Fall 1997 - present

Areas of Research Interest: Criminal Law, Criminal Procedure, Criminal Court Systems

CORNELL CLAYTON, C.O. Johnson Distinguished Professor and Director of the Foley Institute, (D.Phil., Oxford University)

Years at WSU: Fall 1992 - present

Areas of Research Interest: Law and Courts, American Politics, Normative Theory

MARTHA COTTAM, Professor (Ph.D., University of California, Los Angeles)

Years at WSU: 1981-82, Fall 1991 - present

Areas of Research Interest: International Relations, Comparative Politics, Political Psychology, Political Violence

LAURIE DRAPELA, Associate Professor (WSU-Vancouver), (Ph.D., University of Texas)

Years at WSU: Fall 2001 - present

Areas of Research Interest: Deviance and Delinquency, Drug Policies

ZACHARY HAYS, Assistant Professor (Ph.D., Pennsylvania State University)

Years at WSU: Fall 2008 – present

Areas of Research Interest: Policing and Law Enforcement (especially police use of force), Criminological Theory, Communities and Crime, Social Stratification

CAROLYN LONG, Associate Professor and Director, Masters of Public Affairs Program, (WSU-Vancouver), (Ph.D., Rutgers University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: Public Law, American Institutions

NICHOLAS P. LOVRICH, Professor and Director, DGSS (Ph.D., University of California, Los Angeles)

Years at WSU: Fall 1977 - present

Areas of Research Interest: Public Administration, Public Policy

FAITH LUTZE, Associate Professor (Ph.D., Pennsylvania State University)

Years at WSU: Fall 1995 – present

Areas of Research Interest: Criminology, Corrections, Women and Criminal Justice

OTWIN MARENIN, Professor (Ph.D., University of California, Los Angeles)

Years at WSU: 1979-1983, Summer 1991- present

Areas of Research Interest: Comparative Criminal Justice, Transnational Policing, Criminal Justice in Native American Communities

AMY G. MAZUR, C.O. Johnson Distinguished Professor (Ph.D., New York University)

Years at WSU: 1990-91, Fall 1994 - present

Areas of Research Interest: Comparative Public Policy, Women and Politics, Comparative Politics

CLAIRE METELITS, Assistant Professor (Ph.D., Northwestern University)

Years at WSU: 2007 – present

Areas of Research Interest: Comparative Politics, International Political Economy, Politics of Developing Nations

DAVID NICE, Professor (Ph.D., University of Michigan)

Years at WSU: Fall 1988 - present

Areas of Research Interest: American Institutions, Public Policy, State and Local Government

MATTHEW NOBLES, Assistant Professor (Ph.D., University of Florida)

Years at WSU: Fall 2008 – present

Areas of Research Interest: Interpersonal Violence, Gun Policy, GIS & Spatial Analysis, Quantitative Methods & Criminological Theory

J. MITCHELL PICKERILL, Associate Professor and Director of Graduate Studies (Ph.D., University of Wisconsin; J.D., Indiana University)

Years at WSU: Fall 2000 - present

Areas of Research Interest: Law & Courts, American Politics

THOMAS PRESTON, Professor (Ph.D., Ohio State University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: International Relations, American Foreign Policy, International Security Issues, Political Psychology

TRAVIS RIDOUT, Associate Professor (Ph.D., University of Wisconsin)

Years at WSU: Fall 2003 - present

Areas of Research Interest: American Politics, Political Behavior, Methodology

STEVEN STEHR, Associate Professor and Chair (Ph.D., University of California, Berkeley)

Years at WSU: Spring 1994 - present

Areas of Research Interest: Public Administration, Public Policy

MARK STEPHAN, Associate Professor (WSU-Vancouver), (Ph.D., Princeton University)

Years at WSU: Fall 2001 - present

Areas of Research Interest: Environmental Policy, Grass Roots Political Movements, and State/Civil Society Relations

PAUL THIERS, Associate Professor (WSU-Vancouver), (Ph.D., University of Oregon) Years at WSU: Fall 1999 - present

Areas of Research Interest: Comparative Politics, Chinese Politics, Political Development

BRYAN VILA, Professor (WSU-Spokane), (Ph.D., University of California – Davis)

Years at WSU: Fall 2005 – present

Areas of Research Interest: Policing, Theory of Crime & Crime Control, Research Methods, Capital Punishment, GIS & Street Gang Crime

ED WEBER, Professor (Ph.D., University of Wisconsin, Madison)

Years at WSU: Fall 1996 - present

Areas of Research Interest: Public Administration, Public Policy, Environmental Politics

MATTHEW WEIDENFELD, Assistant Professor (Ph.D., University of Minnesota)

Years at WSU: Fall 2008 – present

Areas of Research Interest: Ancient Greek Political Theory, Phenomenology: Martin Heidegger and Hannah Arendt, Contemporary Political and Social Theory, History of Western Political Thought

DARRYL WOOD, Assistant Professor (WSU- Vancouver), (Ph.D., Simon Fraser University, Canada)

Years at WSU: Fall 2007 – present

Areas of Research Interest: Victimology, Alcohol & Violence, American Indian/Alaska Native Crime & Criminal Justice Issues, Rural Crime & Criminal Justice, Restorative Justice

II. CHECKLIST FOR STUDENT EVALUATION BY GRADUATE DIRECTOR

Student's Name _____ Date _____

Committee Chair _____

SATISFACTORY PROGRESS — We are pleased to find that you are making satisfactory progress in your program of study. Congratulations on a successful year.

PROGRAM STATEMENT — You still have not completed a program statement. This is required of all graduate students and must be submitted to and approved by the Graduate School no later than the semester before graduation. The Department expects program statements to be completed by the second semester for MA students and by the third semester for PhD students, in graduate school. You also need to submit a departmental checklist to the Academic Coordinator.

INCOMPLETE (1st warning) — Your transcript indicates that you have an incomplete on your record from this academic year. Please remember that the Department's policy holds that incompletes must be removed by the end of the semester following the term when the incomplete was assigned (or summer for incompletes earned in the spring term). Incompletes not removed by this deadline will be turned into an "F" by the instructor of that course. No graduate student shall be given departmental aid stalling in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Students receiving one grade below B- in any political science course included in his/her program statement will result in an evaluation of his/her file by the Graduate Studies Director and the Department Chair to determine if the student should be dropped from the program.

INCOMPLETE (2nd warning) — As you know, you have left an incomplete on your record for more than two semesters. The Department's policy holds that incompletes must be removed by the end of the semester following the term when the incomplete was assigned (or summer for incompletes earned in the spring term). Incompletes not removed by this deadline will be turned into an "F" by the instructor of the course. No graduate student shall be given departmental aid starting in *the* Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Students receiving one grade below B- in any political science course included in his/her program statement will result in an evaluation of his/her file by the Graduate Studies Director and a Department Chair to determine if the student should be terminated.

Dissertation — The Department encourages a timely completion of the final written project. It is important that you consult with your committee to determine the cause(s) of the delay in your progress. Please note that after three years have elapsed following your PhD. preliminary exams, you will need to ask the department for one year extension. You are allowed two one year extensions; the second extension will be approved by the graduate faculty. After the second extension, the Graduate School may ask you to retake your preliminary exams.

FAILED EXAMS — As you know, you did not pass your PhD. preliminary exams. You should be working with your committee to plan your next step.

NON ENROLLMENT — You have not completed your coursework for your degree and were not enrolled in any classes this past year. Please be aware that *the* Graduate School allows students four years of non enrollment before the student is asked to submit a new application for that degree.

ONE GRADE BELOW B - — You have received at least one grade below a B-. Our departmental policy is that students receiving one grade below B- in any political science or criminal justice course included in his/her program statement will result in an evaluation of his/her file by the Graduate Studies Director and the Department Chair to determine if the student should be terminated. Please contact the Graduate Coordinator at your earliest convenience.

III. QUICK INFORMATION PAGE

Please note that this information can be found in the various guides that have been sent to you from the Graduate School, International Programs, and the Department. You should have the following guides from the Graduate School: Guide to Graduate Study, Graduate Study Bulletin, Graduate School Policies and Procedures, and a Guide to Life in Pullman. From the Department you should have received summary descriptions of our degree programs and the departmental handbook when you arrive in August. Obtaining these guides and reading them over carefully will contribute greatly to your success in our program and to your life in Pullman during your graduate work.

Home Page Addresses

Department of Political Science and Criminal Justice Program:

<http://libarts.wsu.edu/polisci/>

Graduate School: <http://www.wsu.edu:8080/~gradsch/>

International Programs: <http://www.ip.wsu.edu/iss.htm/>

Useful Phone Numbers/E-Mail Addresses

Department of Political Science: Main Phone Number (509) 335-2544

Faculty Administration:

Chair, Associate Professor, Steven Stehr 335-2544/ stehr@wsu.edu

Director of Graduate Studies, Associate Professor, Mitch Pickerill 335-4544

mitchp@wsu.edu

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Ann Marie Gooch, Finance/Personnel Manager, 335-2634/ amgooch@wsu.edu

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M'Linda Holmgren, Senior Secretary, 335-2544/ holmgren@wsu.edu

Division of Governmental Studies and Services:

Director, Professor Nicholas P. Lovrich 335-4811/ faclovri@wsu.edu

Assistant Director, Michael Gaffney, 335-4611/ mjgaffney@wsu.edu

Program Support Supervisor, Ruth Self 335-4811/ self@mail.wsu.edu

Graduate School 335-3536/ gradsch@mail.wsu.edu

Benefits Office 335-4589

Student Health and Wellness Center 335-3575

Graduate and Professional Student Association 335-9545

On-Campus Housing Office 335-4577

Financial Aid Office 335-9711

International Programs Office 335-4508

IV. POLITICAL SCIENCE PH.D. REQUIREMENTS

Required Courses	
<i>Research Tool Requirements²</i>	<i>Core Courses (three out of five)</i>
<input type="checkbox"/> Pol S 501 - The Scope of Political Science <input type="checkbox"/> Pol S 502 - Normative Theory <input type="checkbox"/> Pol S 503 - Introduction to Political Science Research Methods <input type="checkbox"/> Pol S 504 - Quantitative Methods in Political Science <input type="checkbox"/> Pol S 539 – Professionalization Practicum (1 credit)	<input type="checkbox"/> Pol S 510 - Introduction to American Institutions and Processes <input type="checkbox"/> Pol S 530 - Theoretical Approaches to International Relations <input type="checkbox"/> Pol S 534 - Seminar in Comparative Politics <input type="checkbox"/> Pol S 514 - Seminar in Public Policy <input type="checkbox"/> Pol S 540 - Seminar in Public Administration

Primary Examination Fields (Choose One)		
<i>American Institutions and Processes</i>	<i>Comparative and International Politics</i>	<i>Public Administration and Public Policy</i>
<input type="checkbox"/> Pol S 510 - Introduction to American Institutions and Processes <input type="checkbox"/> Pol S 511- Seminar in American Political Thought <input type="checkbox"/> Pol S 512- Seminar in American Institutions <input type="checkbox"/> Pol S 513- Seminar in American Political Behavior	<input type="checkbox"/> Pol S 530- Theoretical Approaches to International Relations <input type="checkbox"/> Pol S 531- International Security <input type="checkbox"/> Pol S 534- Seminar in Comparative Politics <input type="checkbox"/> Pol S 536- Special Topics in Comparative Politics <input type="checkbox"/> Pol S 537 – Concepts and Methods in Comparative Politics	<input type="checkbox"/> Pol S 514 - Seminar in Public Policy <input type="checkbox"/> Pol S 544 - The Politics of the Policy Process <input type="checkbox"/> Pol S 540 - Proseminar in Public Administration <input type="checkbox"/> Pol S 541 - Seminar in Research Evaluation

Secondary Examination Fields (Choose One)³									
American Institutions	Comparative Politics	Criminal Justice	Gender & Politics	International Politics	Political Theory	Political Psychology	Public Administration	Public Law	Public Policy

² Students entering with previous graduate work may choose to have these requirements waived (except Pol S 501 and 539), upon the advice and consent of their advising committee chair and the Director of Graduate Studies.

³ See Graduate Handbook for recommended courses for each field and note that students' secondary exam field must be different from their primary field. Students may also create an independent field as a secondary examination field with the approval of the advising committee and the Director of Graduate Studies.

V. Four-Year Graduation Plan

Year One		Year Two		Year Three		Year Four	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Pol S 501 Pol S 503 1-2 courses or undergraduate statistics course ⁴	Pol S 502 or 511 ⁵ Pol S 504 Pol S 539 1-2 courses	3-4 courses	3-4 courses	3-4 courses	1-2 courses	None	None
➤	➤	➤	Matriculation Examination⁶ Dissertation Research preliminary prospectus presentation	➤	Preliminary Qualifying Examinations (Primary and secondary fields)⁷	Dissertation Research final prospectus defense	➤

⁴ Recommended for students with little or no prior statistics background.

⁵ Unless exempt from requirement through substitution of two undergraduate courses in normative theory (see Graduate Handbook).

⁶ May be taken in the spring of Year One for students with Master's degrees.

⁷ Taken one year after matriculation exam - may be taken in the Spring of Year Two for students who take and pass the matriculation exam in Year One.