

School of Politics, Philosophy, and Public Affairs

Graduate Student Handbook 2011-2012

The *School of Politics, Philosophy, and Public Affairs 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 unless they choose to follow the rules put forth in a subsequent handbook. Students are responsible for familiarizing themselves and following the guidelines in both sources. The School of Politics, Philosophy, and Public Affairs will aid students in understanding the rules and regulations in both documents but ultimately the responsibility for compliance rests with each student.

Revised: 12/07/2011

TABLE OF CONTENTS

- I. INTRODUCTION AND PROGRAM OVERVIEW
 - II. GRADUATE PROGRAMS IN SCHOOL OF POLITICS, PHILOSOPHY, AND PUBLIC AFFAIRS.
 - General Program Requirements
 - Requirements for Masters Degree in Political Science (*Global Justice and Security Studies Certificate Program Option only*)
 - Requirements for Graduate Certificate Program in Bioethics
 - Requirements for Masters Degree in Public Affairs (*available Vancouver only*)
 - Requirements for Ph.D. in Political Science
 - Program Development and Committee Process
 - Ph.D. in Political Science Course Requirements
 - Research Tools and Methods Courses
 - Foundational Training Area Seminars
 - Field of Emphasis Courses
 - Matriculation Examination
 - Ph.D. Preliminary Qualifying Examinations
 - Preliminary Examination Procedures
 - Dissertation Prospectus Defense
 - Final Oral Examination of Dissertation
 - Teaching and/or Research Requirement
 - III. ADMINISTRATION OF GRADUATE STUDIES
 - Graduate Studies Committee
 - Director of Graduate Studies
 - Academic Coordinator
 - Chair
 - IV. FUNDING OPPORTUNITIES
 - Types of Funding
 - Disqualifications from Eligibility for Departmental Funding
 - Travel Funding
 - V. TEACHING ASSISTANTSHIP AWARDS, ASSIGNMENT, AND DUTIES
 - Criteria for Teaching Assistant Awards
 - Procedures for Application
 - Assignment of T.A. to Courses
 - Evaluation of T.A. Performance
 - VI. ANNUAL EVALUATION OF ACADEMIC RECORD
 - VII. FACILITIES FOR GRADUATE STUDENTS
- APPENDICES
- I. Departmental Faculty

Revised: 11/13/2011

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, with History becoming its own department. For the next twenty-eight years, the Criminal Justice Program was part of the Political Science Department until it left to become a stand-alone department again in 2011. At this point, an opportunity arose to pursue a dynamic merger integrating the Departments of Philosophy and Political Science in Pullman into one school, along with the M.A. Program in Public Affairs in Vancouver. From this, the School of Politics, Philosophy, and Public Affairs was born – a program offering undergraduate majors in Political Science, Philosophy, and Public Affairs, an M.A. in Political Science in Global Justice and Security Studies (which is also a Graduate Certificate Program), an M.A. in Public Affairs, and a Ph.D. in Political Science. The Pullman campus awards the M.A. and Ph.D. in Political Science. The Vancouver campus grants the M.A. in Public Affairs, independently from Pullman.

Over the years, WSU has granted more than 225 M.A.s and over 100 Ph.D.s in Political Science, and in an average year, there are approximately 50 political science students on the Pullman campus. In recent years, the graduate program has gone through a great number 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 2010, we have placed the great majority of our 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 have co-authored publications with graduate students.

The 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, Global politics, Public Policy/Administration, Philosophy, 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 must 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. Our Ph.D. is designed to give students substantive flexibility in mapping out their program of study. Currently, students choose from one major foundational training area within which they will focus for their preliminary exams (Institutions and Processes; Behavior and Psychology; Theory and Philosophy), as well as a specialization field (American politics; Global politics; Public Policy/Public Administration). The foundational training areas allow students flexibility in structuring the courses they take in order to allow them to take advantage of the areas of particular strength within our department, such as political psychology, global justice and security studies, philosophy, and gender, while building critical skills in research and methodology. 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 SCHOOL OF POLITICS, PHILOSOPHY, AND PUBLIC AFFAIRS.

General Program Requirements

Introduction - The following descriptions in this section outline the school'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 – it is found at <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/>.

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 must form an advising committee***, composed of three *graduate* faculty, one of whom will serve as the chair. 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.

All graduate students must submit a Program Statement to the Graduate School 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, Bonnie Kemper, 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 the Academic Coordinator, the Director of Graduate Studies, or the faculty who normally offer the course in order to anticipate when it will be offered. Course requirements for Ph.D. and M.A. 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 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 one credit professionalization practicum normally taught in the Spring Semester -- PS 539. This course will be 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, teaching, conference participation, publication strategies, 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 both the Director of Graduate Studies and 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, or 504). Requests to count such a transfer course from another institution should be directed to the Graduate Director and the GSC, who will make the final decision.

Independent Readings Criteria - Students may arrange to conduct independent reading with individual faculty members (PS 600) for one to three 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 PS 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 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 Program Option*)

The M.A. degree in Political Science is only offered with an emphasis in *Global Justice and Security Studies* (GJSS) – which is also a graduate certificate program.¹ This non-thesis, terminal degree is designed to provide students with a *specialized* qualification better suited for the pursuit of professional careers in federal, state, or local government. The GJSS program targets students intending to pursue largely non-academic, governmental careers as practitioners, whether it be in the field of homeland security, law enforcement, not-for-profit organizations, NGOs, or as analysts within the U.S. intelligence or defense communities. The Masters in GJSS is geared towards providing students with maximum of flexibility in constructing their specific areas of specialization, while at the same time providing the common elements needed for a coherent program of study. Faculty work closely with students to tailor the GJSS program of study in order to best fit their own individual professional needs.

Hours: Minimum of 30 hours total credit 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 non-graduate (400-level) graded course work.

Program Required Courses

- **Pol S 531** - International Security
- **Pol S 424** – U.S. National Security Policy
- **Crim J 505** – Comparative Criminal Justice Systems
- **Crim J 572** – Seminar in Comparative Policing
- **Fifteen hours of Electives** (selected from among the following courses or ones approved by Director of MA in GJSS program in consultation with student):
 - Pol S 402, 427, 428, 429, 435, 514, 530, 533a, 533b, 536, 540, & 600.
 - Crim J 530, 555, 570, 591, 592, & 600

¹ Students in the Ph.D. program receive an general M.A. in Political Science after passing their preliminary examinations, but it is not a degree that is offered on its own for applicants to pursue. Only the MA in Political Science with the GJSS Certificate is open to incoming students as a specific program of study.

Requirements for Graduate Certificate Program in Bioethics -

As science expands medical boundaries, society faces tough new questions on such topics as assisted suicide, genetic testing and stem cell research. WSU's online Graduate Certificate in Bioethics program teaches students how to weigh competing social and individual interests using ethical theories. The certificate enhances employment opportunities in three main areas:

- Health care, including the bio-tech industry as well as hospitals, nursing homes, and public health organizations.
- Legal work, including law firms, hospital consulting, bioethics centers, medical societies, international organizations, and non-governmental organizations.
- Academic, including such fields as philosophy, anthropology, biology, history, politics, and sociology.

Required Courses: (15 semester credits)

The Graduate Certificate Program in Bioethics requires a minimum of nine credit hours. Eight of those hours are in the core courses. The additional credit is to be completed by directed study or by additional coursework.

- PHIL 520 - Seminar in Ethical Theory (3 cr)
- PHIL 530 - Bioethics (2 cr)
- PHIL 535 - Advanced Biomedical Ethics (3 cr)
- PHIL 600 - Directed study or graduate course - as approved by departmental adviser (1 or more cr)

Once all courses are completed, students can download the form to apply for the online Graduate Bioethics Certificate.

Requirements for Masters Degree in Public Affairs (MPA available at Vancouver campus only)

All of the MPA concentrations require the following prerequisites and core course work: Bachelor's Degree from an accredited institution; Graduate Record Examinations (GRE); and an Introductory Statistics Course approved by the admissions committee.

Hours: Minimum of 37 hours total credit required. *Of those 37 hours:*

- 30 hours minimum of graded course work, 24 of which must be at the 500-level.
- 4 hours minimum of 700.
- 6 hours maximum of non-graduate (400-level) graded course work.

Program Required Courses

- **Pol S 502** – Seminar in Political Theory
- **Pol S 503/Soc 520** – Introduction to Political Science Research Methods
- **Pol S 514** – Seminar in Public Policy
(Students beginning classes prior to the Spring of 2011 may use Mgt 587 – Business Ethics – as a core course in place of Pol S 514).
- **Pol S 540** – Seminar in Public Administration
- **Pol S 541/Crm J 540** – Seminar in Research Evaluation
(Pol S 503 or Soc 520 is a pre-requisite for this course)
- **Pol S 700** – Master's Thesis – 4 hours minimum.
- **Fifteen hours of Electives** (selected from among one of the following five concentrations in public affairs):
 1. **The Public Administration Concentration** provides a broad foundation in public administration and related subjects for a career in public service such as government and non-profit organizations.
 2. **The Applied Policy Studies Concentration** provides options for students with career interests requiring a general background in public policy and politics. To accommodate the varying interests of these students, programs are individually tailored by each student in consultation with an advisor.
 3. **The Health Policy and Public Service Concentration** provides options for students whose interests are in the areas of health care policy, health care administration and management. To accommodate the varying interests of these students, programs are individually tailored by each student in consultation with an advisor.
 4. **The Justice Studies Concentration** provides students with a broad foundation on justice issues. Students can focus on issues involving the criminal justice process, issues of law and legal process, race and inequality and gender and inequality.
 5. **The Environmental Policy Concentration** provides options for students with career interests in environmental policy and politics. To accommodate the varying interests of these students, programs are individually tailored by each student in consultation with an advisor.

Required Coursework for Each of the Five MPA Concentrations:

Public Administration Concentration -

Two of the following:

- Pol S 443 Administrative Jurisprudence
- Pol S 445 Public Personnel Administration
- Pol S 446 Public Budgeting
- Pol S 547 Seminar in Public Administration

Three of the following electives:

- Pol S 417, 420, 436, 445, 447, 450, 495, 512 (repeatable up to 6 credits), 514, 532, 542 (repeatable up to 6 credits - summer workshops limited to 3 credits unless students have written approval.), 543, 544, 552.
- Mgt 501, 585, 590, 593.

Applied Policy Studies Concentration -

Two of the following:

- Pol S 416 Policy Analysis
- Pol S 515 Government Policy and Program Analysis
- Pol S 532 Seminar in International Political Economy

Three of the following electives:

- Pol S 402, 416, 417, 420, 432, 436, 448, 450, 495, 512 (repeatable up to 6 credits), 513 (repeatable up to 6 credits), 515, 534, 536 (repeatable up to 6 credits), 542 (repeatable up to 6 credits - summer workshops limited to 3 credits unless students have written approval), 552.
- HPA 501
- Mgt 585

Health Policy and Public Service Concentration -

Two of the following:

- Pol S 436 Disability, Aging and Public Policy
- Pol S 446 Public Budgeting
- Nurs 507 Health Care Policy Analysis

Three of the following electives:

- Pol S 436, 443, 445, 512 (repeatable up to 6 credits), 542 (repeatable up to 6 credits - summer workshops limited to 3 credits unless students have written approval),
- Anth 405, 561.
- HD 580, 500, 502, 515, 572.
- Mgt 582, 585, 593.
- Nurs 507, 447/577.
- Soc 546.

Justice Studies Concentration -

The following course:

- Crm J 530 Criminal Justice: Process and Institutions

One of the following:

- Crm J 400 Issues in the Administration of Criminal Justice
- Crm J 550 Planned Change in Criminal Justice
- Soc 567 Seminar in Crime and Delinquency

Three of the following electives:

- Crm J 403, 405, 420, 424, 426, 427, 428, 450, 541, 550, 570, 591, 592 (may be repeated for maximum of 6 credits - summer workshops limited to credits unless students have written approval).
- Pol S 402, 404, 516, 547.
- Soc 461, 480, 542, 560, 568, 580.

Environmental Policy Concentration -

Both of the following courses:

- Pol S 430 Politics of Natural Resource and Environmental Policy
- ES/RP 544 Environmental Assessment

One of the following:

- Pol S 512 Seminar in American Institutions
- Pol S 536 Special Topics in Comparative Politics

Two of the following:

- Pol S 443 Administrative Jurisprudence
- Pol S 512 (if not already taken as required course above), 514, 536 (if not already taken as required course above).
- Engl 472 Ecological Issues and American Nature Writing
- ES/RP 481, 504, 544, 586.
- NATRS 538
- Soc 532

Graduate Courses at Portland State University – No more than three semester credits, as approved by advisor (keep in mind that a 3 quarter credit class transfers in as 1.7 semester credits)

NOTE: ANY RELEVANT GRADUATE COURSE MAY BE USED AS AN ELECTIVE WITH APPROVAL OF YOUR COMMITTEE.

Full MPA Handbook for Vancouver students available at

<https://cla.vancouver.wsu.edu/sites/cla.vancouver.wsu.edu/files/public-affairs/MPA%20Handbook%209-30-2011.pdf>

Requirements for Ph.D. 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, before the end of the student's second 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 of study 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 of study 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 School of Politics, Philosophy, and Public Affairs 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.

Credit Hour Requirements:

- 54 hours minimum total credits
- 34 hours minimum from graded courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses (400-level)
- Note: 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 more than the minimum hours that the graduate school imposes as the minimum graded graduate credit. Students should also recognize that training adequately for exams and a career in the field means they should take as many courses as they can in their areas of interest when these are available. At minimum, graduate students have to

take at least ten credit hours per semester to be considered full time at WSU (usually this takes the form of 3 seminars/courses and 1-2 credit hours of 700 or 800-level credit). All graduate students are required by the Graduate School to enroll in one or two 700 or 800 level credits per semester.

PH.D. IN POLITICAL SCIENCE COURSE REQUIREMENTS

There are **three different types of course requirements for the Ph.D. program: Research Tools and Methods Courses; Foundation Training Area Seminars; and Field of Emphasis 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.

Research Tools and Methods Courses

The Research Tools and Methods courses are intended to provide students with a well grounded background in the scope and methods of the social sciences. All Ph.D. candidates are expected take these classes. These courses form the backbone of the PhD matriculation examination (see below), that is taken by all students in the program during the fourth semester of residence 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. The Research Tools and Methods courses *are only offered every other year* in a set sequence, so it is important for graduate students to take these courses when offered if they know they will be taking their matriculation exams before they are available again. It is acceptable to be taking one of these seminars during the semester in which the matriculation exam is taken.

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: Theories and Concepts, Measurement, Sampling, Data Sources, Experimental and Quasi-Experimental Designs, Field and Historical Designs, and Survey Research.

Pol S 504 - Quantitative Methods in Political Science - Applied statistical skills and theories of probability, enabling understanding of substantive political and social questions. (Students are expected to have taken a basic statistics course covering descriptive statistics, means comparisons and ANOVA (but not necessarily regression) prior to taking PS504. If they have not, they should take a stats course covering such material, like CJ504, prior to taking PS504).

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

Foundational Training Area Seminars

Doctoral students select one Foundational Training Area in which to test in their preliminary exams from among the following three:

1. **Institutions and Processes**
2. **Behavior and Psychology**
3. **Theory and Philosophy**

The courses making up a student’s Foundational Training Area can be selected from specific ‘baskets’ of class offerings falling within broad areas of political science focusing upon: institutional/structural/macro-social approaches to studying politics; behavioral/psychological approaches to studying politics; or on normative/philosophical approaches to studying politics. It is expected that students have at least four 500-level seminars/courses falling within their chosen Foundational Training Area, with the selection of courses being agreed upon between the student and their committee. Any 400-level courses taken in these areas should be viewed as supplementing your knowledge of the area, but the material covered will not be subject to examination during preliminary examinations. The flexibility afforded students in selecting courses falling within these Foundational Training Areas allows them to also build expertise in specialized sub-fields (e.g., political psychology within the Behavior and Psychology area).

Foundational Training Area ‘Baskets’ of Courses

<i>Institutions and Processes</i>	<i>Behavior and Psychology</i>	<i>Theory and Philosophy</i>
PS 510 – Intro to American Institutions and Processes	PS 510 – Intro to American Institutions and Processes	PS 502 – Seminar in Political Theory
PS 512 – Seminar in American Institutions	PS513 - Seminar in American Political Behavior	PS 511 – Seminar in American Political Thought
PS 514 – Seminar in Public Policy	PS 530 – Theoretical Approaches to International Relations	PS 530 – Theoretical Approaches to International Relations
PS 516 – Seminar in Law and Courts	PS 533a – Seminar in Political Psychology.	PS 531 – International Security
PS 534 – Seminar in Comparative Politics	PS533b – Seminar in Political Leadership and Decision Making.	PS 534 – Seminar in Comparative Politics
PS 536 – Special Topics in Comparative Politics (Comparative Political Parties).	PS 536 – Special Topics in Comparative Politics (Comparative Political Parties).	PHIL 501 – Advanced Logic
PS 537 – Concepts and Methods in Comparative Politics.	PS 428 – Intro to Political Psychology	PHIL 507 – Seminar in Philosophy of Religion
PS533b – Seminar in Political Leadership and Decision Making.	PS 429 – Special Topics in Foreign and Defense Policy.	PHIL 510 – Seminar in the History of Philosophy
PS540 – Seminar in Public Administration.		PHIL 520 – Seminar in Ethical Theory
PS 429 – Special Topics in Foreign and Defense Policy.		PHIL 522 - Seminar in Metaphysics
PS443 – Administrative Jurisprudence		PHIL 524 – Seminar in Epistemology
		PHIL 530 – Bioethics
		PHIL 532 – Seminar in Business Ethics
		PHIL 543 – Philosophy of Language
		PHIL 535 – Advanced Biomedical Ethics
		PHIL 540 - Ethics and Social Science Research
		PHIL 570 – Philosophy of Law
		PHIL 413 – Mind of God and the Book of Nature: Science and Religion
		PHIL 420 – Contemporary Continental Philosophy
		PHIL 442 – Philosophy of Mind
		PHIL 472 – Social and Political Philosophy.

Field of Emphasis Courses

Doctoral students will also select one of the following Field of Emphasis Area in which they will test during preliminary exams:

1. **American Politics**
2. **Global Politics**
3. **Public Policy/Public Administration**

It is expected that students have at least four 500-level seminars/courses falling within their chosen Field of Emphasis Area, with the selection of courses being agreed upon between the student and their committee. Any 400-level courses taken in these areas should be viewed as supplementing your knowledge of the area, but the material covered will not be subject to examination during preliminary examinations. Courses may ‘double-count’ (i.e., count as meeting a requirement in both Field of Emphasis and Foundational Training Areas simultaneously), though students are still expected to fill out these areas with as many courses as possible in meeting their minimum 34 hours of graded credit in the Ph.D. program and 54 hours minimum of total credits required. Recognize that in either area, your ability to successfully answer preliminary examination questions will be driven by how deep your expertise is in these areas (e.g., the variety of courses you have taken), as well as by your mastery of reading lists provided by these areas.

Field of Emphasis ‘Baskets’ of Courses

<i>American Politics</i>	<i>Global Politics</i>	<i>Public Policy/Public Administration</i>
PS 510 – Intro to American Institutions and Processes	PS 530 – Theoretical Approaches to International Relations	PS 514 – Seminar in Public Policy
PS 511 – Seminar in American Political Thought	PS 531 – International Security	PS533b – Seminar in Political Leadership and Decision Making.
PS 512 – Seminar in American Institutions	PS 533a – Seminar in Political Psychology.	PS 540 – Seminar in Public Administration
PS513 - Seminar in American Political Behavior	PS533b – Seminar in Political Leadership and Decision Making.	PS 544 – The Politics of the Policy Process
PS 516 – Seminar in Law and Courts	PS 534 – Seminar in Comparative Politics	PS 541 – Seminar in Research Evaluation
PS 536 – Special Topics in Comparative Politics (Comparative Political Parties).	PS 536 – Special Topics in Comparative Politics (Comparative Political Parties).	Pol S 547 Seminar in Public Administration
PHIL 570 – Philosophy of Law.	PS 537 – Concepts and Methods in Comparative Politics.	PHIL 532 – Seminar in Business Ethics
PS 402 – Civil Liberties	PHIL 507 – Seminar in Philosophy of Religion.	PS 404 – The Judicial Process
PS 404 – The Judicial Process	PHIL 520 – Seminar in Ethical Theory	PS 416 – Policy Analysis
PS 417 – Elections and Voting	PS 424 – U.S. National Security Policy	PS 417 – Elections and Voting
PS 420 – Political Parties & Pressure Groups	PS 427 – American Foreign Policy	PS 424 – U.S. National Security Policy
PS 424 – U.S. National Security Policy	PS 429 – Special Topics in Foreign and Defense Policy.	PS 427 – American Foreign Policy
PS 427 – American Foreign Policy	PS 434 – American Political Thought	PS 429 – Special Topics in Foreign and Defense Policy.
PS 429 – Special Topics in Foreign and Defense Policy.	PS 443 – Administrative Jurisprudence	PS 430 – Politics of Natural Resources and the Environment
PS 434 – American Political Thought	PS 448 – Urban Politics & Policy	PS 432 – Comparative Public Policy
PS 443 – Administrative Jurisprudence	PS 449 – Intergovernmental Administration	PS 450 – The Legislative Process
PS 448 – Urban Politics & Policy	PS 450 -The Legislative Process	PS 445 Public Personnel Administration
PS 449 – Intergovernmental Administration	PS 455 – The Presidency	Pol S 446 Public Budgeting
PS 450 -The Legislative Process		
PS 455 – The Presidency		

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 Methods 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. **Matriculation examinations are held in March each Spring semester.** Grading will be conducted anonymously. Students with M.A.s may get a waiver from taking any core courses (501, 502, 503, 504) that they have equivalent training in already (to be determined and approved by the Graduate Director and GSC). Students who successfully pass the written examinations will be asked to schedule a formal advising committee meeting, at which time 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 cut from the Ph.D. program. However, they will be allowed the possibility of scheduling an MA essay defense with their advising committee; upon successful completion of which, 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 a long-term health problem; has taken advanced courses in foreign languages or statistics outside the department, etc.). 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, these seminars alone are not sufficient. Students will want to read additional materials so as to demonstrate a breadth of knowledge that transcends any one seminar. **Preliminary examinations are held in March each Spring semester** (though students may petition under extraordinary circumstances the Graduate Director and GSC for an exception to allow the taking of prelims during the Fall semester in October).

Students will be expected to master the materials covered in one Foundational Training Area (Institutions and Processes; Behavior and Psychology; Theory and Philosophy) **and one Field of Emphasis Area** (American Politics; Global Politics; Public Policy/Public Administration). 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 and to obtain additional reading lists.

PRELIMINARY EXAMINATION PROCEDURES

Preliminary examinations are taken over two days and are closed book. Each portion of the questions for the primary examination fields (i.e., the Foundational Training Area and the Field of Emphasis) will be developed by the faculty in these areas and will be common to all students taking preliminary examinations that semester. Students will then be able to select from among this series of questions within each component in writing their prelim essays. No notes may be used during the examination. The answers will be graded by the student's graduate committee, with input from any faculty member who wrote a question for the exam the student answers during their written prelims (if not already on the graduate student's committee), who will make written recommendations to the committee as to whether it is a passing/failing answer. But ultimate authority for passing prelims rests with the student's committee, who will conduct the oral exam. A student must successfully pass both portions of the examination and the oral exam in order to pass the preliminary examinations.

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 two days of examinations. After grading the exam, the student's committee members each give written feedback to the student at least two days 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, students who fail their preliminary exams may be allowed to retake the exams once, after a three month waiting period.

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 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

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 School of Politics, Philosophy, and Public Affairs 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. The Graduate School Policies and Procedures Manual and forms involved can be found at <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/>.

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 for oversight of the School of Politics, Philosophy, and Public Affairs 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 five faculty representatives (including one from Vancouver campus), one graduate student representative (non-

voting), the Chair of the Department (ex officio), and the Academic Coordinator (non-voting).

The Director of Graduate Studies interprets University and Departmental rules and regulations; advises 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 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 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 School 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. Decisions on who receives assistantships and other funding is determined by the Graduate Studies Committee and Graduate Director, in consultation with the Chair.

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. Assistantships are not available to students in the terminal GJSS M.A. program.

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): Outside of our department is an applied research unit, directed by Michael Gaffney. 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 your curriculum vitae to the DGSS main office (Bryan Hall).

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 students should see the Graduate Coordinator.

Extended Degree Programs--Graders and instructors are needed. Interested students should see the Graduate Coordinator.

Adjunct Instructor Positions — The third type of funding is 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 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 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 (not counting summer semesters). 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 School has a limited amount of funding available to assist students 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 as the School may fund shared modes of travel and hotel rooms). 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 outline 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 teach 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. appointment should encourage their referees to speak to their potential class room strengths.
4. Faculty Evaluations of Current Students - All Ph.D. students will be evaluated in writing by the Chair of their committee in terms of their performances 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 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 do 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 for the following academic year is February 1st. 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. 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 are available, 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 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 for a half-time appointment and 10 hours per week 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. Any exceptions would have to be negotiated with the Graduate School.
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 graduate students. 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 (see T.A. Contract Appendix III). 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 the

faculty instructor and the 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 his/her 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, advisers 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. The Graduate Coordinator will be responsible for ensuring that this is done.
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 the Chair in consultation with the Graduate Director and other relevant faculty.

VI. ANNUAL REVIEW OF PH.D. GRADUATE STUDENTS

In compliance with Graduate School policies, at the end of each academic year (Spring Semester) the Director of Graduate Studies will send out the *Graduate Student Annual Evaluation Form* (see Appendix B) to all Ph.D. graduate students to fill out and return to the Graduate Coordinator. This will be given to their Program Committee Chairs to evaluate and comment upon, after which a meeting will be scheduled between the student and their Program Committee Chair to discuss their annual review and progress in the program.

In addition, the Graduate Coordinator reviews all graduate student files each year for academic deficiencies. If any deficient students are identified, the Program Committee Chair 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, along with their Annual Evaluations.

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 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. 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.

Mailboxes. ALL graduate student mail is put into file folders for each student in a Graduate Student file cabinet in the main office. Phone calls for graduate students are received in the main office where messages will be taken.

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

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, Associate Professor and Director, Masters of Public Affairs Program (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

AARON BUNCH, Assistant Professor (Ph.D., Loyola University Chicago)

Years at WSU: Fall 2006 - present

Areas of Research Interest: Kant, German Idealism

JOSEPH CAMPBELL, Professor and Chair (Ph.D., University of Arizona)

Years at WSU: Fall 1996 - present

Areas of Research Interest: Epistemology, Metaphysics, Hume

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, C.O. Johnson Distinguished Professor and Director of the Institute for the Study of Intercommunal Conflict (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

CHRISTOPHER FARICY, Assistant Professor, (Ph.D, University of North Carolina Chapel Hill)

Years at WSU: Fall 2010 - Present

Areas of Research Interest: American Institutions, Public Policy, Social Policy

BILL KABASENCHE, Assistant Professor (Ph.D., University of Tennessee)

Years at WSU: Fall 2007 - present

Areas of Research Interest: Bioethics, Moral Psychology, Practical Ethics (particularly virtues)

CAROLYN LONG, Associate Professor (WSU Vancouver), (Ph.D., Rutgers University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: Public Law, American Institutions

NICHOLAS P. LOVRICH, Professor Emeritus (Ph.D., University of California, Los Angeles)

Years at WSU: Fall 1977 - present

Areas of Research Interest: Public Administration, Public Policy

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

MICHAEL MYERS, Professor (Ph.D., University of Hawaii)

Years at WSU: Fall 1991 – present

Areas of Research Interest: Philosophy of Religion, Asian and Comparative Philosophy

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

THOMAS PRESTON, C.O. Johnson Distinguished Professor and Associate Chair/Graduate Director (Ph.D., The Ohio State University)

Years at WSU: Fall 1994 - present

Areas of Research Interest: International Relations, American Foreign and Defense Policy, International Security, 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

DAVID SHIER, Associate Professor (Ph.D., Wayne State University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: Philosophy of Language, Philosophy of Mind, Epistemology

STEVEN STEHR, Associate Professor (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

MATT STICHTER, Assistant Professor (Ph.D., Bowling Green State University)

Years at WSU: Fall 2007 – present

Areas of Research Interest: Ethical Theory, Applied Ethics, Political Philosophy, Philosophy of Law

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

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, Associate 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. GRADUATE STUDENT ANNUAL REVIEW: OVERVIEW AND SAMPLE FORM

All active graduate students are required to complete a **Graduate Student Annual Evaluation Form**. Failure to complete this form could result in loss of funding and/or termination from the graduate program. This form is to be *filled out by the graduate student*, and must be *discussed with the student's program committee chair* prior to submission to the Graduate Coordinator. It will be used for a variety of purposes, including but not limited to:

1. Evaluating applications for Teaching Assistantships
2. Evaluating applications for adjunct teaching assignments
3. Provision of graduate student travel awards through department funds
4. Graduate student excellence awards
5. Evaluating student assignments for summer teaching opportunities
6. Miscellaneous funding opportunities

The Graduate Student Annual Evaluation in time will become a cumulative assessment tool that incorporates your previous annual review scores and combines them with your most recent score. This allows graduate student performance to be reviewed over an extended period and provides a fair overall assessment of student performance and progress toward degree completion. It should be noted, of course, that both student performance **and** timely progression through the degree program are important elements of the annual evaluation. Consequently, graduate students late in their programs will tend to have an advantage over more recent graduate students. To counterbalance this effect, however, our assessment tool divides the performance scores by the number of semesters a student has been within his or her degree program. Credit for any item of noteworthy accomplishment is given only once. Thus, for example, if a graduate student is given credit for a paper in press, that accomplishment will not be counted again when it is published.

Numerical scores (on a scale of 0.00 to 4.00) will be assigned by the faculty members on the **Graduate Studies Committee** to the following assessment categories:

I. **Progress and Promise (50% of total). This category includes the following items:**

1. **Program filed at time of evaluations?**
2. **Prelims successfully completed?**
3. **Grant Activity (both successful and unsuccessful grant applications will be considered)**
4. **Publications: Professional publications (in press or in print) during the review period. This would include contributions to an edited volume, journal articles, authoring a report, writing a book review, or other scholarly contributions.**
5. **Paper presentations at professional conferences.**
6. **Poster presentations**
7. **Other conference participation (Panel Chair, discussant, conference attendance).**
8. **Colloquium**
9. **Service Activities (Department, College, University, Professional, Community)**
10. **Field work, Archival Research, Data Collection**
11. **Honors**
12. **Internships**

II. **Quality of Performance (50% of total). This category includes the following items:**

1. **Student's Grade Point Average in the graduate program.**

2. Evaluations of student's teaching performance either in independent section or as teaching assistant (if student is a Research Assistant, this aspect of performance will be evaluated in place of teaching performance).

Two faculty members of the GSC will score each annual review, and the average of the two scores for each weighted category will be recorded for each student.

Period: Spring and Fall Academic Year

Date Submitted: _____

WSU ID _____ Name: _____

Number of Semesters completed for current degree: _____

Grade Point Average: _____

Is your Program Statement filed? Yes ___ No ___

Members of your program committee: _____

If applicable, have you successfully completed the Matriculation Exam? Yes ___ No ___

If applicable, have you passed your prelims? Yes ___ No ___

How many semesters of departmental support have you received up to this point? _____

NOTEWORTHY ACCOMPLISHMENTS FOR: Spring and Fall, 2010

Grants: List any external and/or internal successful or unsuccessful grant applications; please attach a copy of the award letter corresponding to each successful application.

Publications: List any professional publications (in press or in print). Attach copies of these publications

Professional Meetings: List all papers presented at professional meeting(s). Attach any program/meeting announcement listing your name.

Poster Presentations: List all poster presentations at professional meetings. Attach any program/meeting announcement listing your name.

Other forms of meeting participation (e.g., session organizer, chair, discussant, etc). Attach any program/meeting announcement listing your name.

Colloquia: List all departmental/university presentations (colloquium, brown bag, GPSA research presentation, etc.) during the evaluation period.

Service: List all departmental, university, or community service performed during this review period.

Fieldwork/data sets/archival work: List all field and other research work completed during this review period. Give dates.

Honors: List all scholarships and other awards during this review period.

Progress: Describe in your own words you progress toward degree completion.

Teaching: Describe the courses you have taught, characterize your student and mentor evaluations, and give your own assessment of your strengths and weaknesses as a teacher. Include evaluation summaries.

Internships: Describe the internship location, duration and responsibilities. Provide letter of acceptance.

Program Chair Review and Comments

Students must meet to review and discuss the Graduate Student Annual Evaluation Form with their Program Committee Chair. Faculty comments and goals and expectations for the next year must be recorded here:

Comments:

Goals and Expectations:

Program Committee Chair: _____
(Signature) **Date:** _____

Student's signature: _____
Date: _____

III. TEACHING/RESEARCH ASSISTANTSHIP CONTRACTS

POLITICAL SCIENCE/PHILOSOPHY CONTRACT AND GUIDELINES FOR T.A.S ASSISTING FACULTY

Course/Semester:

Student:

Faculty:

Time Commitment:

1/2 Time (20 hours per week for 15 weeks) _____

1/4 Time (10 hours per week for 15 weeks) _____

According to Graduate School guidelines, T.A.s on half-time appointment are expected to work 10 hours per week for 15 weeks. T.A.s on full-time appointment are expected to work for 20 hours per week for 15 weeks. Faculty instructors should meet with their T.A. as soon as they are assigned to discuss their expectations and to fill out this contract. It is also expected that faculty instructors should meet regularly with the T.A. to clarify and update T.A. obligations. This contract formalizes what the T.A. is expected to do during her/his period of employment and what the faculty instructor will be looking for in her/his evaluation of the T.A. The completed form will be checked by the Graduate Coordinator and placed in the student's file. The faculty instructor will also submit a written evaluation of the student's overall performance at the end of the semester. It will be placed in the student's file and be given directly to the student. This evaluation will be used in future appointment decisions. Any questions about this process should be addressed to the Graduate Director, Dr. Nicholas Lovrich.

Outline of T.A. Responsibilities (Office Hours, Regular Attendance of Class, Grading, Aid in Course /Assignment Design, Discussion Sections, Other Administrative Duties, etc.)

T.A. Signature _____ **Date** _____

Mentor Signature _____ **Date** _____

Please return this form to Bonnie Kemper, 801 Johnson Tower.

Graduate Director Approval _____ **Date** _____

**POLITICAL SCIENCE/PHILOSOPHY
CONTRACT AND GUIDELINES FOR GRADUATE
(G.A.)TEACHING INDEPENDENT SECTIONS**

Course/Semester:

Student:

Faculty Mentor:

The faculty mentor and student should meet at least three times during the semester. First, they should meet in the beginning of the semester to discuss the syllabus and general course issues and to arrange a time to observe the class. The second meeting should consist of the faculty evaluating the graduate student in the classroom. The third meeting should be to discuss the faculty evaluation of student classroom performance. Obviously, these are just the minimum number of meetings. Faculty mentors will be assigned the semester prior to teaching assignments so that students may get faculty feedback on their syllabi and book orders prior to the beginning of the semester. This contract formalizes what the graduate adjunct is expected to do during her/his period of employment and what the mentor will be looking for in her/his evaluation of the graduate adjunct. The G.A. and Mentor should agree upon the responsibilities of the G.A. and the time frame for the meetings between the G.A. and mentor on this form in the beginning of the semester. The completed form will be checked by the Graduate Director and placed in the student's file. The mentor will submit a written evaluation of the student's overall performance at the end of the semester. It will be placed in the student's file and to be given directly to the student. This evaluation will be used in future appointment decisions. Any questions about this process should be addressed to the Graduate Director.

Outline of G.A. Responsibilities (Course Design, Syllabus, Office Hours, Lectures, Grading, etc.)

Time Frame for Meetings Between T.A. and Mentor

T.A. Signature _____ Date

Mentor Signature _____ Date

Please return this form to the Graduate Director.

Graduate Director Approval _____ Date

**POLITICAL SCIENCE/PHILOSOPHY
CONTRACT FOR GRADUATE RESEARCH ASSISTANTS (GRA)**

Student:

Faculty Research Supervisor:

Project Name:

Unit (DGSS/ Departmental):

Semester (s) or Time Period:

Estimated Number of Hours per week: Wages: \$ per hour

Faculty and GRAs should use this form to articulate formally expectations for research responsibilities. The precise information to be included in this contract will be determined by the faculty and R.A. involved and obviously will depend on the project. At the end of the R.A.'s work, the faculty should fill out the checklist below and add any additional comments and share it with the R.A. A copy of this completed contract will be placed in the student's file. Feel free to use additional pages.

R.A. Responsibilities (type of research; tasks and deadlines for completion of research)

Signatures indicate agreement on the above responsibilities.

R.A. Signature _____ Date _____

Faculty Signature _____ Date _____

Please return this form to the Graduate Director

Graduate Director Approval _____ Date _____

Evaluation

I. Overall Performance of R. A.

Excellent _____ Good _____ Average _____ Poor _____

Additional Comments:

2. Ability to Complete Specific Tasks (e.g., making deadlines, attending meetings, etc.)

Excellent _____ Good _____ Average _____ Poor _____

Additional Comments:

3. Quality of Final Research Product (e.g. bibliography searches, literature reviews, collection of data, recording and/or coding of data, analysis of data, archival research, etc.)

Excellent Good Average Poor Additional Comments: