



**COLLEGE OF ARTS AND SCIENCES
SCHOOL OF POLITICS, PHILOSOPHY AND
PUBLIC AFFAIRS**

**Graduate Student Handbook
2022-2023**

The School of Politics, Philosophy, and Public Affairs (PPPA) 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.

Table of Contents

Introduction and Program Overview	3
New Student Information.....	5
Graduate Programs Requirements	6
General Program Requirements.....	6
Requirements for M.A. in Political Science with Certificate in Global Justice and Security Studies.....	8
Requirements for General M.A. in Political Science.....	9
Requirements for Graduate Certificate Program in Bioethics	10
Requirements for Ph.D. in Political Science.....	11
Program Development and Committee Process	11
Credit Hour Requirements:.....	12
Ph.D. in Political Science Course Requirements	13
Obtaining an M.A. in Political Science as a Ph.D. Student	16
Ph.D. Preliminary Qualifying Examinations	16
Dissertation Prospectus Defense.....	18
Final Oral Examination of Dissertation	19
Teaching and/or Research Requirement	20
Professional Conduct	20
Administration of Graduate Studies.....	22
Funding and Assistantships.....	23
Funding Opportunities	23
Disqualification from Eligibility for Funding.....	24
Teaching Assistantships.....	24
Criteria for Teaching Assistant Awards.....	24
Assignment of TAs to Courses	25
Evaluation of TA Performance	26
Annual Review of Ph.D. Graduate Students.....	27
General Information.....	28
APPENDICES	29
I. Learning Outcomes: PhD Program.....	29
II. Learning Objectives for the M.A. in Political Science with Global Justice and Security Studies Certificate.....	30
III. Learning Objectives for the General M.A. in Political Science	31
IV. Graduate Student Annual Review: Overview and Sample Form	33
V. Teaching/Research Assistantship Contracts (See Graduate Coordinator).....	37
VI. Independent Teaching Contract (See Graduate Coordinator)	37
VII. Graduate Research Assistants Contract (See Graduate Coordinator)	37
VIII. Checklist for Preliminary Exams for Graduate Students	38
IX. Credit Hour Requirements for PhD	41

Introduction and Program Overview

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, the Department of Philosophy and the Department of Political Science merged 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, a graduate certificate in Bioethics, an M.A. in Political Science, an M.A. in Political Science with a certificate in Global Justice and Security Studies, a Master of Public Affairs, and a Ph.D. in Political Science. The Pullman campus awards the graduate certificates, M.A., and Ph.D.

Over the years, WSU has granted more than 243 M.A. degrees and over 116 Ph.D. degrees in Political Science, and in an average year, there are approximately 30 political science students on the Pullman campus. In recent years, the graduate program has gone through a great number of changes. Responding to the growing number of applicants and the goal of a smaller, higher quality program, we have become increasingly selective. With the competitive student body and research-active faculty, we are enhancing an already strong reputation. The major aim of all 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 2020, 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 nationally and internationally. A general overview of the faculty and their interests, along with current faculty curricula vitae can be found on the [PPPA website](#). In addition to being highly active in their fields, our faculty work 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 can select a faculty advisor. This faculty member will normally come from the field or area of student interest. Students should rely upon their faculty advisor 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 at least 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.

New Student Information

Graduate School Policies and Procedures – 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 [Graduate School Policies and Procedures](#). All graduate students should read these policies and procedures carefully.

Online Training – Students complete online training on [Discrimination and Sexual Harassment Prevention](#), and the [Responsible Conduct of Research](#). Students must complete one other training session offered by the university, such as a teaching workshop or a grant-writing seminar. Students must provide proof to the Graduate Coordinator that all these training sessions have been completed.

Transfer Credits – Graded graduate-level course work (with a grade of B or higher) taken toward a master's degree at an accredited institution may be used toward a doctoral degree at WSU (these courses cannot be older than 10 years) with the approval of the student's committee and the program director. However, graded graduate-level course work (with a grade of B or higher) taken toward a completed master's degree at an accredited institution may NOT be used toward another master's degree at WSU. All other graded graduate-level course work (with a grade of B or higher) taken as a graduate student, but not taken toward a completed graduate degree, may be used toward a master's degree or a doctoral degree at WSU with the approval of the student's committee and program director. ***In all transfer cases, the number of such credit hours is limited to no more than half of the total graded course credits required by the program that is listed on the Program of Study.*** None of this credit may be applied toward another advanced degree. Individual departments/programs may choose to limit transfer credits to an amount less than what is specified above.

Residency Requirements – For newly admitted students who are U.S. citizens or permanent residents but who are not residents of Washington State, non-resident waivers are available but cannot be guaranteed beyond one year. These students should contact the Graduate School for information regarding residency requirements and establishing residency, more information is located on the Graduate School's [Establishing Residency webpage](#).

I-9, W-4 Forms, Tax and Payroll Information – For all these, please see our administrative manager, Brandy Wiser, for assistance.

Graduate Programs Requirements

General Program Requirements

Program Planning: Committee Formation, Program of Study and Departmental Checklists –

Students are responsible for planning their own graduate programs (with the advice of their committees) and for following program 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 at least three graduate faculty, one of whom will serve as the chair. The committee chair will be the student's major advisor throughout their degree work at WSU. Students should meet with their entire committee to plan their program, shortly after it is formed. The Director of Graduate Studies will be the student's advisor until they form their committee. The faculty advisor provides support with committee formation and with course selection.

Independent Readings Criteria – Students may arrange to conduct independent readings with individual faculty members (POL_S 600) for one to three ungraded (S/U) graduate credit(s). Students may use independent readings to 1) pursue special topics of interest, 2) prepare for Ph.D. preliminary exams, or 3) substitute for existing courses. Independent readings may not be used to substitute for POL_S 501, 502, 503 or 504, except in rare circumstances. Reading courses may only be substituted for regularly offered seminars under extenuating circumstances, e.g., unavoidable scheduling conflicts. Such reading courses must be for three 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 through the graduate coordinator) with the supervising faculty member and select the type of evaluation as well as purpose of the course. Such courses place an additional, non-remunerated burden on faculty and so should be considered only as an option of last resort by students.

POL_S 702/800 Requirement – All graduate students must register for at least one credit of POL_S 702 or POL_S 800 each semester. Masters students and doctoral students who have not yet received their MA in political science should register for POL_S 702; doctoral students with an MA in political science should register for POL_S 800. These are research/exam credits that do not come with additional responsibilities. These credits are graded on a satisfactory/unsatisfactory (S/U) basis. Students should receive a grade of U if any of the following occurred during the semester:

- The student failed to file a program of study in a timely manner.
- The student failed to remove an incomplete grade from their transcript.
- The student did not take their preliminary exams by the end of their sixth semester and did not have the explicit permission of their committee to delay these exams (PhD only).
- The student failed their preliminary exam (PhD only).
- The student failed to enroll in or complete required coursework.
- The student earned a grade below B-.

- The student failed to maintain a GPA of at least 3.00.¹
- The student failed to defend their dissertation prospectus within one year of passing their preliminary exams (PhD only).
- The student failed to meet any other guidelines clearly articulated to the student in writing by their committee chair.

If the student is given a U, the student's advisor will write a letter explaining the reasons for this grade. If this is their first U, the letter will also outline the steps the student must take to improve and warn of potential consequences if they do not improve. Copies of this letter will be placed in the student's file and sent to the Graduate School. This performance will also be noted on the student's annual review. A student who receives two U's in POL_S 702 and/or POL_S 800 will be dismissed from the program.

All Political Science Graduate Students are REQUIRED to take the Graduate School and Office of Research Responsible Conduct of Research online training.

¹ Committee chairs should communicate with the students' instructors during exam week to determine whether grade-based criteria are met.

Requirements for M.A. in Political Science with Certificate in Global Justice and Security Studies

NOTE: The requirements below have been approved by the PPPA faculty but the Faculty Senate is taking its sweet time in approving them. Please see the 2020-21 edition of this handbook for the current official requirements.

The M.A. in Political Science with a Global Justice and Security Studies Certificate (GJSS) is a non-thesis, terminal degree 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 to best fit their individual professional needs.

Hours: Minimum of 30 hours total credit required. Of those 30 hours:

- At least 26 hours of graded course work, 17 of which must be at the 500 level.
- No more than 9 hours of non-graduate (400 level) graded coursework.

Program Required Courses:

- **POL_S 531** – International Security
- **POL_S 424** – U.S. National Security Policy
- **Twenty hours of Electives** (selected from among the following courses or ones approved by Graduate Director in consultation with student):
 - POL_S 400, 402, 427, 428, 429, 501, 502, 503, 504, 510, 513, 514, 530, 533a, 533b, 536, 537
 - CRM_J 405, 572
 - HISTORY 455, 476, 564
 - PHIL 475
 - PSYCH 550, 592

Requirements for General M.A. in Political Science

The general M.A. in Political Science is designed for those students who seek a *terminal graduate degree* and whose career goals include education, public service, not-for-profit organizations, or non-governmental organizations. Students may focus on Political Science and public policy broadly defined, or they may concentrate more specifically on American politics or global politics. The core courses will provide students with a strong background in Political Science as a field, and the substantive courses allow students to pick their focus.

Hours: A minimum of 31 credit hours are required for the Masters of Arts degree. Of those 31 credit hours:

- **27 hours** shall be graded graduate credit course work;
- **24 hours** shall be graded Political Science course work, no more than **six hours** of which shall be 400 level courses which provide graduate credit in their program statement to the Graduate School;
- **3 out of 4 core courses** in Political Science including:
 - **POL_S 501 – The Scope of Political Science** (Basic issues in social science epistemology, elements of social science theory-building, theoretical framework, and intellectual history of political science.)
 - **POL_S 503 – Research Methods in Political Science** (Introduction to general topics in social science research design including: Theories and Concepts, Measurement, Sampling, Data Sources, Experimental and Quasi-Experimental Designs, Field and Historical Designs, and Survey Research).
 - One of the following:
 - **POL_S 502 – Seminar in Normative Theory** (Basic training in normative political theory).
 - **POL_S 504 – Quantitative Methods in Political Science** (Applied statistical skills and theories of probability, enabling understanding of substantive political and social questions).
- A minimum of four hours of Political Science 702

Final oral exam: To be scheduled during the final semester of the degree program.

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: (9 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 credits)
- PHIL 530 – Bioethics (2 credits)
- PHIL 535 – Advanced Biomedical Ethics (3 credits)
- PHIL 600 – Directed study or graduate course – as approved by departmental advisor (1 or more credits)

Students can find the application for graduate certificate [here](#).

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; the Director of Graduate Studies will be assigned as the student's advisor until they have selected one. 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.

The student and their advisor should take into consideration the students' likely foundational training area and field of emphasis (see below) when putting together a committee. **At the time of their preliminary qualifying exams, a students' committee must have a minimum of two faculty members claiming expertise in their foundational training area and two faculty members claiming expertise in their field of emphasis** (a committee member may "double count" if they have expertise in both). Below is a list of graduate faculty and their areas of expertise:

Faculty Member	Foundational Training Areas			Fields of Emphasis		
	Institutions & Processes	Behavior & Psychology	Theory & Philosophy	American Politics	Global Politics	Public Policy/Admin.
Campbell			X			
Clayton	X		X	X		
Ellenwood						X
Glazebrook			X			X
Goldsby			X			X
Hoard	X				X	X
Kabasenche			X			X
Leeb			X			
Lewis		X			X	
Long	X			X		
Lopez		X			X	
Mazur	X				X	X
Noll			X			X
Preston		X		X	X	X
Ridout		X		X		
Salamone	X	X		X		
Stehr	X			X		X
Stephan			X	X		X
Stichter			X			
Thiers					X	X

No later than the student's second semester in residence, the student and their 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 of study and submit to the Graduate Coordinator. **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, Global Program courses, grant projects or related activities.

If the student enters WSU without an M.A. degree in Political Science, the student should complete a program of study for an M.A. degree. After obtaining the M.A. degree, the student would fill out a program of study for a Ph.D. Students who enter the program with an M.A. degree in Political Science (or a closely related field), may bypass the M.A. with the approval of the student's advising committee and the Director of Graduate Studies. In this case, the student would complete a program of study for a Ph.D.

All changes in an approved Ph.D. program must be made on forms obtained from the Graduate School webpage or from the Graduate Coordinator. 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 Director, or Graduate Director of PPPA and the Dean of the Graduate School.

All forms must go through the Graduate Coordinator to submit to the Graduate School through the Graduate Records Management (GRM) system. Students cannot submit forms directly to the Graduate School.

Credit 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 (400-level)
- *NOTE: courses for audit may not be used for the program of study*

The 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. Students typically take more than the number of hours that the Graduate School imposes as the minimum. 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 must take at least ten credit hours per semester to be considered full time at WSU (usually this takes the form of three seminars/courses and one credit hour of POL_S 702 or POL_S 800). All PPPA graduate students are required to enroll in one or two POL_S 702 or POL_S 800 credits per semester. Students pursuing a terminal M.A. degree and pursuing a Ph.D. who do not have an M.A. degree in Political Science (or a closely related field) should register for POL_S 702 research credits. Students who have already obtained an M.A. degree in Political Science at WSU or elsewhere should register for POL_S 800 research credits.

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; Foundational 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 background in the scope and methods of the social sciences. All Ph.D. students are expected take these classes. It is highly recommended that students who do have prior graduate experience complete these research tools at Washington State University. Because the Research Tools and Methods courses *are only offered every other year* in a set sequence, it is important that graduate students take these courses when first offered.

POL_S 501 – The Scope of Political Science: This course covers 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, because political theory is a core area of political science. However, if necessary, POL_S 511 or POL_S 543 may substitute with the approval of the student's advising committee and Director of Graduate Studies.

POL_S 503 – Research Methods in Political Science: This course provides an 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: In this course, students will learn applied statistical skills and theories of probability, enabling understanding of substantive political and social questions. SOC 521 may substitute for this course. Students who have minimal knowledge of statistics may consider taking a basic statistics course prior to taking POL_S 504 or SOC 521 (please talk to the Graduate Coordinator and/or Director of Graduate Studies for recommendations).

POL_S 539 – The Political Science Profession: All Ph.D. students are required to enroll in this one-credit professionalization practicum, which is normally taught every other spring semester. This course will be graded on a pass/fail (S/U) basis. Students will be required to attend three in-house sessions on topics such as publishing, how to write a vita or how to make a conference presentation. Students may sign up for POL_S 539 at any point during their graduate career.

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 take at least four 500-level seminars/courses falling within their chosen Foundational Training Area, with the selection of courses being agreed upon between students and their committees. 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 Courses²

<i>Institutions and Processes</i>	<i>Behavior and Psychology</i>	<i>Theory and Philosophy</i>
POL_S 510 – Seminar on American Institutions and Processes	POL_S 510 – Seminar on American Institutions and Processes	POL_S 502 – Seminar in Normative Theory
POL_S 512 – Seminar in American Institutions	POL_S 513 – Seminar in American Political Behavior	POL_S 511 – Seminar in American Political Thought
POL_S 514 – Seminar in Public Policy	POL_S 530 – Seminar in Global Politics	POL_S 530 – Seminar in Global Politics
POL_S 516 – Seminar in Law and Courts	POL_S 533a – Seminar in Political Psychology	POL_S 531 – International Security
POL_S 534 – Seminar in Comparative Politics	POL_S 533b – Seminar in Political Leadership and Decision Making	POL_S 534 – Seminar in Comparative Politics
POL_S 536 – Special Topics in Comparative Politics (Comparative Political Parties)	POL_S 536 – Special Topics in Comparative Politics (Comparative Political Parties)	POL_S 543 – Topics in Public Administration and Policy (Ethics and Public Policy)
POL_S 537 – Concepts and Methods in Comparative Politics	POL_S 428 – Intro to Political Psychology	PHIL 501 – Advanced Logic
POL_S 533b – Seminar in Political Leadership and Decision Making	POL_S 429 – Special Topics in Foreign and Defense Policy	PHIL 507 – Seminar in Philosophy of Religion
POL_S 540 – Seminar in Public Administration		PHIL 510 – Seminar in the History of Philosophy
POL_S 429 – Special Topics in Foreign and Defense Policy		PHIL 520 – Seminar in Ethical Theory
POL_S 443 – Administrative Jurisprudence		PHIL 522 - Seminar in Metaphysics
		PHIL 524 – Seminar in Epistemology
		PHIL 530 – Bioethics
		PHIL 532 – Seminar in Business Ethics

² These “baskets” were developed quite a while ago, and there is widespread understanding that they could use some revision. However, the faculty has not yet taken the time to make these revisions. In the meantime, students should use these lists as a loose guide while having a more detailed conversation about your program of study with their committees.

		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 to test during preliminary exams:

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

It is expected that students will take at least four 500-level seminars/courses falling within their chosen Field of Emphasis area, with the selection of courses being agreed upon between students and their committees. 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 72 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 in these areas.

Field of Emphasis “Baskets” of Courses³

<i>American Politics</i>	<i>Global Politics</i>	<i>Public Policy/Public Administration</i>
POL_S 510 – Seminar on American Institutions and Processes POL_S 511 – Seminar in American	POL_S 530 – Seminar in Global Politics POL_S 531 – International Security POL_S 533a – Seminar in Political	POL_S 514 – Seminar in Public Policy POL_S 533b – Seminar in Political Leadership and Decision Making

³ The caveat regarding foundational training area courses applies here, too.

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 536 – Special Topics in Comparative Politics (Comparative Political Parties) PHIL 570 – Philosophy of Law POL_S 402 – Civil Liberties POL_S 404 – The Judicial Process POL_S 417 – Elections and Voting POL_S 420 – Political Parties & Pressure Groups POL_S 424 – U.S. National Security Policy POL_S 427 – American Foreign Policy POL_S 429 – Special Topics in Foreign and Defense Policy POL_S 434 – American Political Thought POL_S 443 – Administrative Jurisprudence POL_S 448 – Urban Politics & Policy POL_S 449 – Intergovernmental Administration POL_S 450 – The Legislative Process POL_S 455 – The Presidency	Psychology. POL_S 533b – Seminar in Political Leadership and Decision Making. POL_S 534 – Seminar in Comparative Politics POL_S 536 – Special Topics in Comparative Politics (Comparative Political Parties) POL_S 537 – Concepts and Methods in Comparative Politics PHIL 507 – Seminar in Philosophy of Religion. PHIL 520 – Seminar in Ethical Theory POL_S 424 – U.S. National Security Policy POL_S 427 – American Foreign Policy POL_S 428 – Intro to Political Psychology POL_S 429 – Special Topics in Foreign and Defense Policy. POL_S 432 – Comparative Public Policy POL_S 472 – European Politics PHIL 420 – Contemporary Continental Philosophy	POL_S 540 – Seminar in Public Administration POL_S 541 – Seminar in Research Evaluation POL_S 543 – Topics in Public Administration and Policy POL_S 544 – The Politics of the Policy Process POL_S 547 – Seminar in Public Administration PHIL 532 – Seminar in Business Ethics POL_S 404 – The Judicial Process POL_S 416 – Policy Analysis POL_S 417 – Elections and Voting POL_S 424 – U.S. National Security Policy POL_S 427 – American Foreign Policy POL_S 429 – Special Topics in Foreign and Defense Policy. POL_S 430 – Politics of Natural Resources and the Environment POL_S 432 – Comparative Public Policy POL_S 450 – The Legislative Process POL_S 445 – Public Personnel Administration POL_S 446 – Public Budgeting
--	--	---

Obtaining an M.A. in Political Science as a Ph.D. Student

Ph.D. Students who enter the program without a master’s degree in political science will receive one after meeting all the requirements for the M.A. This typically occurs at the end of the student’s fourth semester. To receive an M.A., students will need to schedule an oral exam with their committee. These exams are pro forma and generally amount to a discussion between the committee and the student about the student’s future plans in the program (including their ideas for the dissertation). The M.A. oral exam must be formally scheduled with the Graduate School through the Graduate Coordinator.

Ph.D. Preliminary Qualifying Examinations

Ph.D. students becomes eligible to attempt their preliminary qualifying examinations (“prelims”) when they are in the process of completing the final courses included in their Ph.D. program. This will normally be during their sixth semester; however, in exceptional cases, students may petition the Graduate Studies Committee to delay their preliminary exam for good cause (e.g., the student has a long-term health problem, has taken advanced courses in foreign languages or statistics outside the department, etc.). Only after a student has

successfully passed prelims do they formally become a “Ph.D. candidate” (sometimes referred to as “ABD,” which stands for “All But Dissertation”).

The written preliminary examinations are held during the week prior to Spring break each year. Oral exams must be formally scheduled with the Graduate School through the Graduate Coordinator.

The examinations include both a written and an oral component, both of which must be satisfactorily completed. The written exam is divided into two portions and is taken over two days (one day per portion) and are closed book. Each day’s written portion will focus on one of the student’s examination fields (i.e., the Foundational Training Area and the Field of Emphasis). The questions for each portion will be developed by the faculty in these areas and will be common to all students taking that area’s prelim that semester. On each written portion, students will be able to select two questions to answer from a series. Each student will have up to eight hours to complete each of the two written portions.

The answers will be graded by the student’s graduate committee, but that committee may request evaluations of the written answers from members of the faculty, who will make written recommendations to the committee as to whether it is a passing/failing answer.⁴ A student must successfully pass both portions of the written examination (as well as the oral exam) in order to pass the preliminary examinations.

After grading the written exam, the student’s committee members each give written feedback to the student at least 72 hours before the oral exam. The oral exam is normally held within three weeks of completion of the written portion and must be attended by the all the student’s advisory committee members. 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.

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 a minimum of two 800 credits and have paid the fees entailed by such registration for the school term in which the examination is scheduled.

⁴ In accordance with Chapter 8D of the Graduate School’s Policies and Procedures Manual, all PPPA graduate faculty may participate in and cast ballots after the oral exams. However, it is best practice for those participating and balloting to have also participated in the assessment of the written exam.

As noted above, 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 should also 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 to demonstrate a breadth of knowledge that transcends any one seminar.**

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. This should be done at the beginning of the fall semester in preparation for exams in the spring semester.

There is no 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.

If a student fails prelims, the student may re-take the exams once after a three-month waiting period. The School of Politics, Philosophy, and Public Affairs requires that the second prelim attempt be taken no later than October 15 in the fall semester following the spring semester of the failed exam. A second failed attempt will result in termination from the Ph.D. program.

Dissertation Prospectus Defense

The next requirement for the Ph.D. candidate beyond 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 at least 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 *workdays* 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 present 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. **Topic or Problem:** Identify the specific focus in researchable terms and place the topic or problem in the literature.
3. **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. The oral exam must include a 15-20 minute presentation by the student outlining the project's design. 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 submission to the University's dissertation publishing program. The final oral examination 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 to take place only 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 School of Politics, Philosophy, and Public Affairs conforming to Graduate School requirements. Please refer to the Thesis and Dissertation Final Checklist for all Graduate School requirements and final submission of the dissertation to the Graduate School. The checklist is found with the [scheduling form](#).

Students need to be in regular contact with their committee chair with regard to a schedule for completing the dissertation. Students cannot expect committees to suddenly schedule a defense if they produce the entire manuscript unexpectedly. Student should have an agreed-upon schedule for completing the dissertation with their chairs and should be submitting chapters regularly. The other committee members must be given at least 15 working days to read over the final version, only *after* the chair has approved the dissertation. This process takes time. All committee members must sign-off on a defense date. Students are ultimately responsible for scheduling their defense, reading the Graduate School's requirements for their degree program, and using the checklist and other resources available to them on the Graduate School's website. Students should begin to review the requirements for defense and graduation the semester before they plan to graduate.

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 for PPPA satisfies this teaching requirement. Collecting original data also fulfills this requirement.

Professional Conduct

All graduate students are expected to behave in a professional manner toward one another, the staff, and the faculty. This includes coming to seminars prepared to discuss course material, attending colloquia, getting paperwork done in a timely manner, asking for letters of recommendation and other materials from faculty and staff well in advance of due dates, not engaging in discriminatory behavior, keeping personal relationships away from the workplace, sharing office space with others respectfully, and avoiding infighting, gossiping, and using social media to undermine other students, staff, or faculty. Students should read the policies and procedures of the Graduate School at <https://gradschool.wsu.edu/policies-procedures/> and Student Standards of Conduct at <https://conduct.wsu.edu/> for the official WSU policies.

Graduate students may choose to have a link to their personal websites from the PPPA website. Indeed, it is wise for all scholars to have a presence on the Internet. Graduate students' websites that can be accessed from PPPA's website must maintain professional standards, including but not limited to accepted norms of civility and collegiality. Additionally, linked websites must be geared toward scholarly research and/or the academic job market, and they must not expose the School, College, or University to liability. The Director of the School or the Director of Graduate Studies may choose to remove links from the PPPA website to a graduate student's personal website at any time. Such removals have an indefinite duration and may

only be reinstated upon the approval of both (1) the faculty members of the Graduate Studies Committee and (2) the Director of the School.

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 at least four faculty representatives, one graduate student representative (non-voting), the Director of the School (ex officio), and the Graduate Coordinator (non-voting).

The Director of Graduate Studies interprets University and Program rules and regulations; advises students until they have advanced to form a program committee; acts as 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 Graduate Coordinator is responsible for assisting the Director of Graduate Studies, the administrative details of the graduate program, maintaining graduate files and providing students with information concerning the program, fields, and forms, examinations on file, placement information, and access to handbooks and generating official letters to graduate students.

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

Funding and Assistantships

Funding Opportunities

The School and other units at WSU have several types of funding for graduate students, listed below. Decisions on who receives assistantships and other funding is determined by the Graduate Studies Committee and Director of Graduate Studies, in consultation with the Director of the School.

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 usually for up to four years, with a fifth year possible. Students are expected to work 20 hours per week. Assistantships generally are not available to students in the terminal M.A. programs.

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. Typically, 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. 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. Only citizens of the U.S. are eligible for work study.

Research Assistant Positions from Faculty Grants within the School: 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): DGSS is an applied research unit outside of the School. 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 in Hulbert Hall.

Other Employment opportunities outside of the School:

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 – The GPSA 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.
Global Campus – Graders and instructors are sometimes needed.

Instructor Positions: The third type of funding is teaching for courses. Grad students are typically only given instructor positions for summer courses. The PPPA Director makes all decisions on teaching in consultation with the Graduate Director and/or pertinent faculty. Instructors are paid a flat rate per course. No tuition waivers are involved. Ordinarily, students will have their master's degree and will have had experience as a teaching assistant before being given the opportunity to teach an independent course. Graduate students should not be hired as instructors if they are enrolled in any credits. Students who have obtained ABD status, those with teaching experience (either within or outside WSU) and those with expertise related to a specific course's content will be given priority in assigning instructor positions.

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, MPSA) 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 Director. The procedure for applying for travel funds varies from year to year. Please check with the Director of Graduate Studies.

Disqualification from Eligibility for 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 or file a Program of Study shall normally be denied continuance in any assistantship or other kind of PPPA employment.

Teaching Assistantships

Criteria for Teaching Assistant Awards

The awarding of teaching assistantships is a very competitive process. There are two types of teaching assistants (TA's): support and independent section TAs. Support TA positions involve assisting a faculty member teaching a large course, usually over 40. Independent section TAs teach their own class. These TAs generally 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 TAs. The following criteria (not necessarily in order of rank) are used in awarding teaching assistantships:

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 classroom 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 TA 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 TAs who have performed well on the job are more likely to be continued than are TAs who do not perform well.
8. Special Concerns - Some of the TA slots include instructional duties, including teaching independent sections and leading sections of large POL_S 101, 102 or 103 classes. For these slots, previous TA 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 students' potential for effective performance in the classroom.

Assignment of TAs to Courses

1. The Director of PPPA will be responsible for preparing initial TA teaching assignments for independent sections. Independent section assignments for the Spring semester will be discussed no later than December; assignments for the Fall semester will be discussed no later than August. Instructional support TA assignments will be made by the Director of Graduate Studies.
2. Appeals of TA assignments should be directed to the PPPA Director who shall have final determination of the matter.
3. Both support and independent section TAs 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 Director of Graduate Studies should be contacted. The Graduate School's policy on this issue is as follows:

The Graduate School strongly discourages graduate assistants from working additional hours beyond their .50% FTE because the additional work often has a negative impact on the student's academic progress and time toward completing a degree. At the same time, the Graduate School realizes that work opportunities often can provide students with professional development, support their specific career goals, and/or provide additional financial resources. Consequently, the Graduate School recommends the following guidelines for programs that have graduate assistants who want to work additional hours beyond the .50% FTE appointment:

- Ideally, the additional work should add to the professional development of students or support their specific career goals.
- More than 5 hours per week is strongly discouraged.
- In cases of more than 5 additional hours per week, the graduate program director should **review and approve the additional work in writing** and routinely screen the student to ensure that he/she is making good progress in the program. The following should be considered in the review process: (1) the student's current status in the department (performance and longevity); (2) the student's timeline for degree completion; and (3) how the work involved contributes to the student's academic work and progress. The program director should ensure, **in written memo to the Dean of the Graduate School**, that if the student does not complete the degree requirements in a timely manner that the department will continue to fund them until they do.

4. WSU Political Science graduate students must not evaluate other graduate students in this program.

Evaluation of TA Performance

1. All Political Science students who are performing TA work for the department, either as assistants in classes or having independent responsibilities, will be evaluated. The evaluation of TA work will be based on the completion of agreed upon TA responsibilities (see TA 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 TA responsibilities will require consultation and agreement between faculty advisor and TA.
2. Each TA 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 TA will meet to discuss TA responsibilities. At this time, the TA and the advisor will agree, in writing (on the Advisor/TA Agreement Form) to these duties. Any changes in TA responsibilities will require consultation and agreement between the faculty instructor and the TA.

3. For TAs 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 TAs teaching independent sections. The faculty supervisor and the graduate instructor will sign a TA 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 TA is involved primarily in grading, these opportunities are recognized to be limited. In these cases, advisors are encouraged to have their grading TA 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. 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 PPPA Director in consultation with the Graduate Director and other relevant faculty.

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 students and their Program Committee Chairs 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. Students who do not have any academic deficiencies 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 Director of the School, 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 of Study 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 may be terminated from the program and the Graduate School.

General Information

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

Mailboxes. All graduate students have mailboxes in the main office.

APPENDICES

I. Learning Outcomes: PhD Program

Graduate Program Learning Objectives	Graduate Student Learning Outcomes	Data Gathered, Sources, When Collected
<p>To prepare students to achieve their professional goals and prepare them to pursue professional careers</p>	<p>Students demonstrate expertise in appropriate concepts, theories and emerging methodologies in political science.</p> <p>Students demonstrate professional skills such as creating high quality curriculum vitae, learning about theories of teaching, ethics associated with human subjects research and how to get published in disciplinary based journals</p> <p>Students present original research in peer-reviewed journals or in conference papers given at regional and national professional association meetings.</p>	<p>Performance on written preliminary examinations, course grades, and instructor comments on performance in PS 501 (The Scope of Political Science) and PS 539 (Professionalization Practicum).</p> <p>Course grades in core methodology seminars, PS 501, 502 (Seminar in Political Theory), 503 (Intro. To Political Science Research Methods), and PS 504 (Quantitative methods in Political Science).</p> <p>Conference presentations and publications by graduate students gathered from vitas.</p> <p>Completion of online training in ethics and human subjects research.</p>
<p>To prepare students to be effective researchers in the disciplines of Political Science or Philosophy.</p>	<p>Students read and synthesize the literature in a variety of subfields in Political Science or Philosophy.</p> <p>Students identify research questions and generate hypotheses that are appropriate to an original research problem.</p> <p>Students gather, organize, analyze, and report data on an original research topic.</p> <p>Students communicate research effectively in both written and oral forms.</p>	<p>Seminar grades and annual evaluations of students.</p> <p>Rubrics that will be filled in by each committee member at student’s oral defense.</p>

<p>To improve students competitiveness for job placement through program training, quality, and reputation.</p>	<p>Students receive effective mentoring from faculty leading to successful completion of graduate education in a timely manner.</p> <p>Students are hired into faculty positions in their desired field of study after graduation.</p>	<p>Data from student applications (number of applicants, last school attended, etc.) provided by the Graduate School.</p> <p>Time to degree data provided by Graduate School.</p> <p>Job placement data provided by the Graduate Director.</p> <p>Unit Productivity Report provided by the Director of the School.</p>
--	--	--

II. Learning Objectives for the M.A. in Political Science with Global Justice and Security Studies Certificate

<p>Graduate Program Learning Objectives</p>	<p>Graduate Student Learning Outcomes</p>	<p>Data Gathered, Sources, When Collected</p>
<p>To prepare students to achieve their professional goals and prepare them to pursue professional careers</p>	<p>Students develop expertise in appropriate concepts, theories and emerging methodologies in Political Science and Criminal Justice.</p> <p>Students develop skills in interdisciplinary social science and its utility in public policy analysis.</p> <p>Students learn the functions of the security system, policy making process, and issues, problems, and consequences of policy implementation both domestically and internationally.</p>	<p>Grades in core courses, PS 531 (Seminar in National Security), CJ 505 (Comparative Criminal Justice Systems); 572 (Comparative Policing) and PS 424, U.S. National Security).</p> <p>Assessment of their preparation during their final oral exam.</p>
<p>To prepare students to be effective researchers in the</p>	<p>Students read and synthesize the literature in a variety of subfields in Political Science and Criminal Justice.</p> <p>Students identify research questions and generate</p>	<p>Seminar grades and annual evaluations of students.</p> <p>Rubrics that will be filled in by each committee member at student's oral defense.</p>

<p>disciplines of Political Science and Criminal Justice</p>	<p>hypotheses that are appropriate to an original research problem.</p> <p>Students gather, organize, analyze, and report data on an original research topic.</p> <p>Students communicate research effectively in both written and oral forms</p>	
<p>To improve students competitiveness for job placement through program training, quality, and reputation.</p>	<p>Students receive effective mentoring from faculty leading to successful completion of graduate education in a timely manner.</p> <p>Students are hired into public policy positions or research analyst positions in domestic and/or international government or private organizations related to global justice and security.</p>	<p>Data from student applications (number of applicants, last school attended, etc.) provided by the Graduate School.</p> <p>Time to degree data provided by Graduate School.</p> <p>Job placement data provided by the Graduate Director.</p> <p>Unit Productivity Report provided by the Director of the School.</p>

III. Learning Objectives for the General M.A. in Political Science

<p>Graduate Program Learning Objectives</p>	<p>Graduate Student Learning Outcomes</p>	<p>Data Gathered, Sources, When Collected</p>
<p>To prepare students to achieve their professional goals and prepare them to pursue professional careers</p>	<p>Students develop expertise in appropriate concepts, theories and emerging methodologies in Political Science.</p> <p>Students develop skills in interdisciplinary social science and its utility in public policy analysis.</p> <p>Students learn the functions of the policy making process, and issues, problems, and consequences of policy implementation domestically and internationally.</p>	<p>Grades in core courses, PS 501 (Scope of Political Science), PS 503 (Research Methods); and 502 (Political Theory) or 504 (Quantitative Methods)</p> <p>Assessment of their preparation during their final oral exam.</p>

<p>To prepare students to be effective researchers in the disciplines of Political Science and Criminal Justice</p>	<p>Students read and synthesize the literature in a variety of subfields in Political Science. (American politics and institutions, global politics, political theory).</p> <p>Students identify research questions and generate hypotheses that are appropriate to an original research problem.</p> <p>Students gather, organize, analyze, and report data on an original research topic.</p> <p>Students communicate research effectively in both written and oral forms</p>	<p>Seminar grades and annual evaluations of students.</p> <p>Rubrics that will be filled in by each committee member at student’s oral defense.</p>
<p>To improve students competitiveness for job placement through program training, quality, and reputation.</p>	<p>Students receive effective mentoring from faculty leading to successful completion of graduate education in a timely manner.</p> <p>Students are hired into public policy positions or research analyst positions in domestic and/or international government or private organizations.</p>	<p>Data from student applications (number of applicants, last school attended, etc.) provided by the Graduate School.</p> <p>Time to degree data provided by Graduate School.</p> <p>Job placement data provided by the Graduate Director.</p> <p>Unit Productivity Report provided by the Director of the School.</p>

IV. 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 for Teaching Assistantships
2. Evaluating for instructor positions
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.

Period: Spring and Fall Academic Year

Date Submitted: _____

WSU ID _____ Name: _____

Number of Semesters completed for current degree: ____

Grade Point Average: ____

Is your Program Of Study 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 THE YEAR

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: _____ Date: _____
(Signature)

Student's signature: _____ Date: _____

Certification of Assistantship Duties (if applicable):

If the student served in an assistantship position during the past year, please have the student review and sign below, along with the student's faculty advisor or supervisor.

Student: The graduate assistantship position that you have held during this past year and the related tuition waivers were contingent upon factors as outlined in your offer letter. By signing below you certify you have met the following contingent factors for the preceding semester(s) during which you held an assistantship (circle all that apply: fall / spring / summer / year: _____):

- I remained enrolled full time (at least 10 credits as defined in Graduate School policy manual, chapter 9) during the period of the appointment.
- I maintained a 3.0 cumulative GPA during the period of the appointment.
- I met the service requirement of an average of 20 hours per week for 0.5 FTE as scheduled by my department/supervisor (or based on hours required for partial FTE appointment).

Student Sign/Date

Faculty Advisor/Supervisor Sign/Date

V. Teaching/Research Assistantship Contracts (See Graduate Coordinator)

VI. Independent Teaching Contract (See Graduate Coordinator)

VII. Graduate Research Assistants Contract (See Graduate Coordinator)

VIII. Checklist for Preliminary Exams for Graduate Students

The following checklist should be used by graduate students to figure out their Foundational Training Area and Field of Emphasis ‘baskets’ of courses for preliminary examinations. Understand that while some of the courses you take may be ‘double-counted’ in both Foundational and Field of Emphasis categories – this does NOT reduce the required HOURS you must have in order to obtain a Ph.D. in our program (in other words, hours are NOT double-counted).

- I.) **Foundational Training Area** – (Select ONE out of the following Three Foundational Training Areas. It is expected that students have **at least four 500-level seminars/courses falling within their chosen Foundational Training Area** – the 400-level classes are considered only supplements).

<i>Institutions and Processes</i>	<i>Behavior and Psychology</i>	<i>Theory and Philosophy</i>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.

These courses that can be used to meet these requirements are found in the table below from the Graduate Handbook:

<i>Institutions and Processes</i>	<i>Behavior and Psychology</i>	<i>Theory and Philosophy</i>
POL_S 510 – Intro to American Institutions and Processes POL_S 512 – Seminar in American Institutions POL_S 514 – Seminar in Public Policy POL_S 516 – Seminar in Law and Courts POL_S 534 – Seminar in Comparative Politics POL_S 536 – Special Topics in Comparative Politics (Comparative Political Parties) POL_S 537 – Concepts and Methods in Comparative Politics POL_S 533b – Seminar in Political Leadership and Decision Making POL_S 540 – Seminar in Public Administration POL_S 429 – Special Topics in Foreign and Defense Policy POL_S 443 – Administrative Jurisprudence	POL_S 510 – Intro to American Institutions and Processes POL_S 513 - Seminar in American Political Behavior POL_S 530 – Theoretical Approaches to International Relations POL_S 533a – Seminar in Political Psychology POL_S 533b – Seminar in Political Leadership and Decision Making POL_S 536 – Special Topics in Comparative Politics (Comparative Political Parties) POL_S 428 – Intro to Political Psychology POL_S 429 – Special Topics in Foreign and Defense Policy	POL_S 502 – Seminar in Political Theory POL_S 511 – Seminar in American Political Thought POL_S 530 – Theoretical Approaches to International Relations POL_S 531 – International Security POL_S 534 – Seminar in Comparative Politics PHIL 501 – Advanced Logic PHIL 507 – Seminar in Philosophy of Religion PHIL 510 – Seminar in the History of Philosophy PHIL 520 – Seminar in Ethical Theory PHIL 522 - Seminar in Metaphysics 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
--	--	--

II.) **Field of Emphasis** - (Select ONE out of the following Three Field of Emphasis Areas. It is expected that students have **at least four 500-level seminars/courses falling within their chosen Field of Emphasis** – the 400-level classes are considered only supplements).

<i>American Politics</i>	<i>Global Politics</i>	<i>Public Policy/Public Administration</i>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.

These courses that can be used to meet these requirements are found in the table below from the Graduate Handbook:

Field of Emphasis ‘Baskets’ of Courses

<i>American Politics</i>	<i>Global Politics</i>	<i>Public Policy/Public Administration</i>
POL_S 510 – Intro 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 536 – Special Topics in Comparative Politics (Comparative Political Parties) PHIL 570 – Philosophy of Law POL_S 402 – Civil Liberties POL_S 404 – The Judicial Process POL_S 417 – Elections and Voting POL_S 420 – Political Parties & Pressure Groups POL_S 424 – U.S. National Security Policy POL_S 427 – American Foreign Policy POL_S 429 – Special Topics in Foreign	POL_S 530 – Theoretical Approaches to International Relations POL_S 531 – International Security POL_S 533a – Seminar in Political Psychology. POL_S 533b – Seminar in Political Leadership and Decision Making. POL_S 534 – Seminar in Comparative Politics POL_S 536 – Special Topics in Comparative Politics (Comparative Political Parties) POL_S 537 – Concepts and Methods in Comparative Politics PHIL 507 – Seminar in Philosophy of Religion. PHIL 520 – Seminar in Ethical Theory POL_S 424 – U.S. National Security Policy POL_S 427 – American Foreign Policy POL_S 428 – Intro to Political Psychology POL_S 429 – Special Topics in Foreign	POL_S 514 – Seminar in Public Policy POL_S 533b – Seminar in Political Leadership and Decision Making POL_S 540 – Seminar in Public Administration POL_S 541 – Seminar in Research Evaluation POL_S 543 – Topics in Public Administration and Policy POL_S 544 – The Politics of the Policy Process POL_S 547 Seminar in Public Administration PHIL 532 – Seminar in Business Ethics POL_S 404 – The Judicial Process POL_S 416 – Policy Analysis POL_S 417 – Elections and Voting POL_S 424 – U.S. National Security Policy POL_S 427 – American Foreign Policy POL_S 429 – Special Topics in Foreign and Defense Policy.

<p>and Defense Policy</p> <p>POL_S 434 – American Political Thought</p> <p>POL_S 443 – Administrative Jurisprudence</p> <p>POL_S 448 – Urban Politics & Policy</p> <p>POL_S 449 – Intergovernmental Administration</p> <p>POL_S 450 –The Legislative Process</p> <p>POL_S 455 – The Presidency</p>	<p>and Defense Policy.</p> <p>POL_S 432 – Comparative Public Policy</p> <p>PS 472 – European Politics</p> <p>PHIL 420 – Contemporary Continental Philosophy</p>	<p>POL_S 430 – Politics of Natural Resources and the Environment</p> <p>POL_S 432 – Comparative Public Policy</p> <p>POL_S 450 – The Legislative Process</p> <p>POL_S 445 – Public Personnel Administration</p> <p>POL_S 446 – Public Budgeting</p>
--	---	---

IX. Credit Hour Requirements for PhD

All Graduate Students in Designing Their Programs of Study (POS) and Deciding Upon Courses For Their Foundational Training and Field of Emphasis Areas **MUST Bear in Mind the Credit Hour Requirements for Ph.D.:**

- 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 (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 per semester). All graduate students are required by the Graduate School to enroll in one or two 700 or 800 level credits per semester.

Program of Study for Ph.D.

- ♣ 72 hours minimum total credits
- ♣ 15 hours minimum from graded graduate-level (500-level) courses
- ♣ 20 hours minimum 800-level research credits
- ♣ 9 hours maximum of non-graduate courses (300- or 400-level)
- ♣ courses for audit and courses graded Pass/Fail may not be used for the program of study

I have read and understand the Graduate Student Handbook issued by the School of Politics, Philosophy, and Public Affairs.



Name

Date