



Northern Illinois University

**Department of Political Science
Graduate Handbook**

2006-2007 Academic Year

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Introduction

The faculty and staff of the Department of Political Science welcome you to Northern Illinois University. The Department has a diversified and distinguished faculty of about 26 members, who are available to assist you in your graduate studies. In recent years, the Department has graduated a large number of excellent M.A. and Ph.D. recipients, who have pursued challenging and successful careers in a variety of academic positions and other professions. We hope that you will soon join them. In the meantime, the department is committed to providing you with an intellectually stimulating and professional environment in which to pursue your degree and mature as a scholar.

This handbook is to assist and guide masters and doctoral students in the Department of Political Science toward the completion of their degrees. It contains the most complete and accurate information available and, should be read carefully by all students.

Arrival at NIU

Interim Advisor: All new students have been assigned an interim advisor, normally the coordinator of the student's major field, who will provide basic guidelines and information (including advice on the selection of first-semester courses). Please see your advisor upon your arrival. You should discuss with him/her who will be the most appropriate permanent advisor for you. (Students are always free, and welcome, to talk to any of the faculty members while they are contemplating their choice of advisor.) The procedures for choosing your permanent advisor are specified under "Advisory Committees" below.

Reporting Date for Graduate Assistants. Graduate assistantships are required to arrive on campus by August 15, or the first working day thereafter and, should meet with their assigned faculty member upon their arrival. Students with assistantships who will arrive at NIU after August 15 must obtain permission in advance and in writing to report late from the Assistant Chair of the Department.

If you experience any difficulties with your assistantship assignment, please see the Director of Graduate Studies or the Assistant Chair.

I-9 and Informational Forms. For students with graduate assistantships, you must complete the I-9 form and return it to the Graduate Secretary upon your arrival at NIU. If this form is not completed immediately, you will face the probability of being paid late, for your first month of service as a graduate assistant.

In addition, the student is required to complete the Department's Information Form. This form lists pertinent information on the student for Departmental files and will facilitate the student's progress through the graduate program.

Address Notification. Students should provide the Graduate Secretary with their current postal and email addresses and telephone number at the beginning of each academic year. The Graduate Secretary should also be notified promptly of all address, email and telephone number changes. It is also helpful to have the "permanent" telephone number of an immediate family member who can be contacted quickly when the student is away from DeKalb. The Graduate School also should be notified of address changes.

Off-Campus Housing. The Office of Student Housing Services is located in the lobby of Neptune East (Tel. 753-5105, noon to 4:00 p.m.). This office has lists of current off-campus housing possibilities. For students wishing to live on campus, there are residence-hall floors for students aged 21 and over.

English Language Skills. Students whose native language is not English may be required to register for 400-level (ENGL 451, 452, 453) rhetoric and composition coursework, depending on the results of a diagnostic test administered during the international students' orientation program. These courses count toward international students' required 9 hour per semester course load. Students' committees may also require them to take other programs to develop their oral and written English skills.

Graduate Assistant Discount at Bookstore. Graduate assistants are eligible to receive a 10% discount on books purchased at the Holmes Student Center Bookstore. A copy of the G.A. offer letter must be presented at the time of purchase in order to receive the discount.

Advisory Committees

Prior to your registration for the second semester of study, you will be required to select a permanent advisor and, in consultation with your advisor, an advisory committee. This committee is responsible for advising you and seeing that your course of study meets Departmental requirements. Membership on this committee is at your invitation with the concurrence of those you invite. You may change your advisor or other members of your committee at any time prior to a major decision point (e.g., qualifying or comprehensive exam, dissertation proposal) in your program at NIU. You can do this by filling out a new Graduate Advisory Committee form available in the Department Office.

M.A. advisory committees will normally consist of three individuals, two in the first field (one of whom is designated as committee chair) plus one other who has supervised the outside starred paper.

Ph.D. advisory committees will consist of at least three faculty members, including a committee chair, who serves as the student's primary advisor. The advisor should be selected with care and should be someone with interests similar to the student's and with whom the student feels at ease. The Ph.D. advisory committee should include two representatives from the student's first field, and one representative from the second field.

Students who opt for an area of study or a third field, must have at least three political scientists on their committee and include at least one representative from each field or area of study; a professor outside of the Department may be named as an additional member of the committee.

Program-of-Courses

Immediately after selecting an advisory committee students should prepare, with the advice and direction of their advisory committee, the program-of-courses form that lists the courses that they will offer in fulfillment of degree requirements. Program-of-courses forms are available from the Graduate Secretary. The form should be filed with the Department and the Graduate School, and is subject to Graduate School review *and approval*. Master's students should file their program of courses immediately upon approval by their advisory committee, during the first month of their second semester.

Doctoral students should prepare a draft of their program of courses before their qualifying examination and file the program-of-courses form immediately after their examination.

This form, once approved by the Graduate School, entails a contract with the University. Any changes in the program of courses must be approved by the advisory committee, the Department, and the Graduate School.

REGISTRATION AND COURSE LOAD

Students may obtain a copy of the Schedule of Classes and other registration forms from the Office of Registration and Records. Registration procedures are covered in the Schedule.

In addition to consulting with their interim advisor before registering for their first semester, students are well advised to consult with their advisor before registering for their second, and perhaps even their third semester of study.

Both master's and doctoral students funded by the Department are required to register for a minimum of 12 credit hours each semester, which may include 590 or 591. Students funded wholly or in part through any other unit of NIU or students with tuition waivers should carry a minimum of 9 credit hours each semester, and 6 credit hours during the summer session if they are paid a stipend during the summer. Master's and doctoral students not funded by the Department must take 590 for a minimum of 3 and 6 credit hours, respectively. Doctoral students who have an approved dissertation proposal and master's students who have an approved thesis proposal may register for either POLS 590 or POLS 699A or POLS 599. Students who do register for POLS 699A or 599 are required to maintain continuous registration in POLS 699A or 599 every term, including summer terms, until the document is completed and approved by the Graduate School, unless a leave of absence is granted. Students who fail to register continuously may be withdrawn from the program. A student whose continuous enrollment lapses is required to rectify that by enrolling for *each* term in which enrollment was required under the continuous-enrollment policy. They must also pay tuition and fees for all these hours.

The normal full load for a graduate student is 9 hours per semester during the academic year and 6 hours during the summer session.

International students will be required, under federal visa rules and university policy, to register for a minimum of 9 hours each semester of the regular academic year. This course load includes any courses taken, such as the 400-level English courses many international students are required to take, undergraduate deficiency course work, and courses audited.

Assistantships, covered in greater detail below, come in the following categories:

1. full-time (20 hours per week)
2. three-quarter-time (15 hours per week)
3. half-time (10 hours per week)

Funded doctoral students in their last semester as verified by the chair of their dissertation committee may be permitted an underload of six hours. If they do not finish all requirements they should return to a full load of nine credit hours the following semester (unless they are unfunded).

Unfunded domestic students who have already met credit requirements should register for a course load commensurate with utilization of faculty time. As a general guideline, an M.A. student working on two starred papers may be permitted an underload of six hours and an M.A. student working on one starred paper may be permitted an underload of three hours (subject to Graduate School approval). Doctoral students preparing for comprehensive exams or working on their dissertations should register for three hours.

Any student who is employed full-time, on whatever shift, is advised not to attempt more than 6 hours per semester.

M.A. DEGREE REQUIREMENTS

M.A. Coursework

All Master's students must take POLS 590 for an accumulated total of at least 3 credit hours. This requirement may be fulfilled in one, two or three semesters or summer terms. Credit hours of POLS 590 may not count toward the minimum of 9 credit hours in one field. No more than 3 credit hours may count toward the 30 credit hour minimum for the Master's degree.

M.A. students must complete 30 semester hours at the graduate level, including at least 9 hours in one of the Department's seven fields. Each field has its own course requirements or recommendations, described in the "Field Policies" section below. Students not writing theses may apply all additional semester hours to graduate elective courses. Students must take a minimum of 15 hours in 500- or 600-level seminars. No more than 3 semester hours may normally be applied to courses outside the Department.

POLS 502 and POLS 503 are strongly recommended for all M.A. students considering pursuing a Ph.D. in political science and may be required by the student's advisory committee. These courses are designed to provide an introduction to the philosophical underpinnings, scope, methods, and research design of political science.

Starred Papers and Theses

M.A. students have two research options. The first option is to submit two papers, known as "starred papers," to the Department. These are essays of exceptional quality, representing the student's best written work. Starred papers are normally prepared to meet term-paper requirements in regular graduate coursework. It should not be assumed, however, that such papers will automatically be accepted as starred papers. Students should consult in advance with the instructor in order to ascertain whether the paper may be counted for starred-paper status and what revisions are necessary. Instructors may establish their own criteria for starred papers. Starred papers represent a perfected piece of scholarship, and an instructor may require several revisions of a research paper before accepting it in fulfillment of starred-paper requirements.

Students electing the starred paper option are required to submit one paper from within their field and one from outside. The papers must be written under different faculty members in the Department, and each paper must receive the written approval of the faculty member for whom the paper was prepared prior to its submission to the Department.

Starred paper approval forms are available from the Graduate Secretary. At least one starred paper should be completed during the first year of study.

M.A. Thesis

The second option is to write a master's thesis. Generally this option involves a significant amount of time and should be discussed with the student's advisory committee. Occasionally a well-focused student may write a thesis that will become a major chapter in a Ph.D. dissertation, and a good thesis (or even a starred paper) may indeed contain publishable findings. A student intending to write a thesis must identify a prospective faculty director for the thesis, who must approve the topic, be willing to serve as thesis director, meet Graduate School qualifications, and be approved by the Department.

M.A. Examinations

For students selecting the starred paper option, the M.A. examination will consist of an oral defense of the starred papers before a faculty committee. All members of the student's M.A. committee and faculty members who supervised the student's starred papers (or thesis director) will be invited to attend the examination. At least one starred paper instructor (or the thesis director) and three faculty members in total must be present.

Students wishing to complete their M.A. examination in the fall semester must submit their signed approval forms to the graduate secretary by November 1. Those wishing to complete their M.A. examination in the spring semester must submit their signed approval forms and papers by April 1. It should not be assumed that faculty will otherwise be available. Students who wish to take their examination during the summer term, or who fail to meet the above requirements, may sit for their examination only if their committee members are available and consent. Students are urged to submit draft papers considerably earlier, however, in order to complete any revisions requested by the instructor. Students wishing to graduate must also meet Graduate School deadlines on reporting results of comprehensive examinations.

For students electing the thesis option, the M.A. examination will consist of a defense of the thesis, conducted by a faculty committee consisting of at least three members (including the student's thesis advisor).

The committee shall be appointed by the Director of Graduate Studies or the Chair, in consultation with the thesis advisor, and may establish its own procedures for the defense, within Graduate School guidelines.

M.A. examinations will be assigned one of three grades: (1) pass with a recommendation that the student be admitted to the Department's doctoral program; (2) terminal pass, with a recommendation that the student not be admitted to the Department's doctoral program; or (3) fail. The recommendation is then transmitted to the Department's Graduate Committee if the student subsequently applies for admission to the Department's doctoral program. Students who fail will be granted one opportunity to retake the examination. Students completing the M.P.A. program will have this additional designation relating to Ph.D. program admission added to their comprehensive examination score only if they so request when filing their form announcing the intention to take the examination.

ADMISSION TO THE PH.D. PROGRAM

Students in the final semester of their M.A. or M.P.A. program may apply for the Ph.D. program.

The Department usually does not begin consideration of an application until the file is complete. Admission to the Ph.D. program requires the following materials:

1. Completed application form, together with a statement of academic goals and interests, and primary interest form (available from the Graduate Secretary) indicating the intended fields of doctoral study.
2. At least three letters of recommendation from individuals who are able to speak authoritatively concerning the applicant's background and ability to pursue graduate studies. Letters from faculty members are preferred.
3. Official transcripts of undergraduate and graduate work at all colleges and universities previously attended.
4. Graduate Record Examination (GRE) scores. Scores from the General Test--which consists of verbal, quantitative, and analytical sections--are required. The subject test in Political Science is not required.
5. Test of English as a Foreign Language (TOEFL) is required for international students whose native language is not English, unless the student has a baccalaureate or higher degree from a university in the U.S., U.K., Canada, Ireland, Australia or New Zealand at which English was the language of instruction.

Doctoral applicants should have a graduate GPA of at least 3.2 and normally GRE scores of 600 or higher on the Verbal and Quantitative parts of the test. These are minimum standards for consideration and do not guarantee admission to the doctoral program.

Completed application forms with supporting documents are submitted as a package to the Department's Graduate Committee. Decisions of the Graduate Committee are final, and will be communicated in writing to the applicant.

Applicants who have only completed a baccalaureate degree may be considered for direct admission to the Ph.D. program with a 3.75 or better undergraduate GPA, exceptional scores on all relevant sections of the GRE examination and strong letters of recommendation. (Higher standards are required for less competitive colleges and universities.) These are minimum standards for consideration and do not guarantee direct admission to the doctoral program.

Students who are admitted directly to the Ph.D. program must pass an oral qualifying examination in their second semester of study. Second, they must write and successfully defend either two starred papers or an M.A. thesis prior to the second month of their fourth semester in the program. Third, they are strongly advised to apply for and be awarded the M.A. degree prior

to taking their Ph.D. candidacy examinations. In applying to receive the M.A. degree, they need not repeat the application fee or supporting documentation. However, they will be assessed the graduation fee.

PH.D. DEGREE REQUIREMENTS

All doctoral students will complete the requirements in two of the seven fields of graduate study offered by the department. At their discretion, students may also choose a third field or area of study completing a minimum of 12 hours of coursework and any additional requirements of the field or area of study. Students have the choice of taking comprehensive examinations in the third field or area of study, although exams are not required to claim an additional field. If an exam option is chosen, it must be completed within the examination schedule described below.

Ph.D. Qualifying Examinations

The qualifying examination is required of all new doctoral students. It is an oral examination conducted by the student's full advisory committee, and should take place by February 15 of the student's second semester in the program (or October 1, for students who matriculate in the spring semester). Since their preparation for the doctoral program has already been ascertained, the purpose of the examination for students who received their M.A. or M.P.A. at NIU is to review, make any necessary modifications, and approve the student's draft program of study (i.e. the second purpose below).

The qualifying examination has two purposes. First, it is to confirm that the student is adequately prepared for doctoral-level work in political science, especially in the fields of intended doctoral study. The student's committee may require that deficiencies be corrected before the student is permitted to engage in further work towards the degree. Students who fail the qualifying examination are allowed one additional attempt to pass the examination in the next semester.

Second, it is an opportunity for the student's full committee to review the student's draft doctoral program of study and to make changes in the program, especially in light of strengths or weaknesses demonstrated during the qualifying examination.

Ph.D. Coursework

A student seeking the Ph.D. degree in Political Science at NIU is expected to complete a program of at least 90 hours beyond the B.A./B.S. degree. Appropriate coursework credit from the M.A. or M.P.A. degree is usually included in this total. These 90 hours are commonly allocated as follows:

-30 hours of work toward the master's degree, either at NIU or accepted in transfer from another university;

-At least 30 hours of post-master's-level course work; and up to 30 hours of credit in POLS 699A and POLS 699B.

All Ph.D. students must take POLS 502 and POLS 503 as part of their 90 hour Ph.D. program. These courses are designed to provide an introduction to the philosophical underpinnings, scope, methods, and research design of political science. Students who have not completed the scope and methods sequence prior to entering the Ph.D. program should do so in their first year of doctoral studies. Students with a field in Public Administration or Public Policy may substitute PSPA 504 for POLS 502 with the approval of their advisory committee. Students who have taken the equivalent of either POLS 502 or POLS 503 may request an exemption. Requests for exemption from a course are initiated by the instructor currently teaching the course, and approved by the Director of Graduate Studies and the Graduate School.

Doctoral students must take POLS 590 for a minimum of 6 credit hours beyond any hours required for the master's degree. This course provides indispensable socialization into the Department and the profession, opportunities for peer assistance and review, and bridges between theories and applications. POLS 590 may be repeated to a maximum of 24 credit hours and counted toward the 90 hours required for the Ph.D. degree, but is not accepted toward the minimum course requirement in either of the two fields. Doctoral students who have passed candidacy examinations are required to register for 3 credit hours of POLS 590 each semester until their dissertation proposal has been approved.

Research tools courses or graduate-level language courses in the elective category, may be counted toward the 60 hours of non-dissertation required coursework for the Ph.D. degree.

It is the function of the student's academic advisor and advisory committee to advise and approve the program of courses the student will offer to satisfy the requirements in each field. It is the student's responsibility to consult with all committee members on a continuing basis to develop and, when necessary, update the program of courses.

Graduate students in the doctoral program are required to take comprehensive written and oral examinations (candidacy exams) in at least two fields of the discipline and may, if they choose, also take an exam in a third field or area of study. If an exam is not taken, it will be considered a minor field.

A student shall complete at least 12-15 hours in each of two fields offered by the Department. Each student shall designate one field as a first field. The student shall take at least 15 hours in the first field; course work in this field will normally be more extensive than in the other. Students shall take at least 12 hours in the second and any additional fields or area of study. Each field has its own course requirements or recommendations; these are described in the "Field

Policies" section, below. Doctoral students must take a minimum of three 500- or 600-level seminars in their first field and a minimum of two 500- or 600-level seminars in their second field. The 15 or 12 hour minima in each field may include course credits transferred from another university or prior master's program. Students who take only 12 hours in any field may not count any independent-study courses in the 12 hours. No more than one course outside of political science may be counted toward the hours required in any one field, and a total of no more than 15 hours may be taken outside political science. Petitions for exceptions to any of these rules must be submitted in writing to the Department's Graduate Committee, through the student's advisory committee chair, and also approved by the Graduate School.

A student shall have at least three members of the Department on his/her advisory committee: two from the first field and one from the other field.

Additional Field or Area of Study Option. A student may choose to complete an additional (third) field or area of study. This minor field requires 12 hours in the department. An area of study requires 12 hours. Neither this field nor an area of study require a written comprehensive exam. However, a student may choose to take a comprehensive exam. In that case, the field is designated as his/her third major field.

It is the function of the student's advisory committee to advise and approve the program-of-courses which the student will offer to satisfy the requirements in each field. It is the student's responsibility to consult with the committee members on a continuing basis to develop and, where necessary, to update the program-of-courses that will be offered in fulfillment of degree requirements.

These distribution requirements leave considerable leeway for individual students. Elective hours may be used to develop specialized competence in the student's own choice of fields or to pursue coursework outside the Department. However, students shall normally take, but not be required to have at least three courses outside their first two fields.

Languages and/or Research Tools

Students working toward a Ph.D. in political science must demonstrate a proficiency to use a language(s) or research tool(s). The choice of specific language/research tools will relate to the student's field of study, and will be made with the approval of the student's advisory committee. Proficiency in any foreign language can be demonstrated in accordance with the procedures described in the *Graduate Catalog* section on "Ph.D. Language and/or Research-Tool Requirement" under "Requirements for Graduate Degrees." This includes the possibility of demonstrating average proficiency in French, German, or Spanish through the reading courses indicated. In addition, with the approval of the appropriate faculty member of the Department of Foreign Languages and Literatures, average proficiency in other languages can be demonstrated by passing a translation exam administered as part of the final exam in the fourth or later semester of study. High proficiency in any language can be demonstrated only through a

translation examination. Proficiency in a research tool is normally demonstrated by successfully completing designated courses with a grade of A or B. In certain cases, a student's committee may request from the Graduate School, through the Director of Graduate Studies, approval for the use of a proficiency examination in lieu of course requirements for the research tool. Any one of the following options will satisfy the languages and/or research tools requirement.

1. Two languages, average reading proficiency.
2. One foreign language, high level of reading proficiency.
3. One foreign language, average reading proficiency, and one research tool, average proficiency.
4. One research tool, high level of proficiency.
5. Two research tools (with special approval), average proficiency.

The language or research tool requirements must be completed or nearing completion before the student sits for doctoral candidacy examinations. The intent of this requirement is not to impede students who may face special deadlines to complete their program from taking candidacy examinations merely because of the timing of required courses. For example, students who have completed average-proficiency coursework, and are enrolled in or pre-registered for a spring or summer tool course, may receive a waiver to sit for spring candidacy examinations. However, students who receive such waivers may not complete their candidacy examinations (e.g., the oral portion of the examination) until all language and research-tool requirements are satisfied.

Students must select the language(s) or research tools which they will offer in fulfillment of Ph.D. language and/or research tool requirements in consultation with their advisory committee. Student preferences for satisfying the language and/or research tool requirements are not necessarily honored by a student's advisory committee. Advisory committees have the authority to require a student to select a particular language or research tool option. The committees also have the authority to refuse a student permission to offer a particular research tool or language in fulfillment of degree requirements. Indeed, the faculty in some fields may require that all students working in that field offer a particular research tool or language.

Certain additional characteristics of these requirements are of considerable importance to the student:

1. tool courses, as well as POLS 502-503 (PSPA 504), count toward the required number of semester hours in the Ph.D. program;
2. tool courses must be passed with at least a B grade; in no case will a lesser grade satisfy the requirement;
3. tool course requirements and programs must be approved by the student's Advisory Committee *in advance*;

4. the Graduate School must also approve specific courses that will be used to satisfy tool requirements, and *advance* approval is desirable.

Language and research tools requirements are a constantly changing portion of the graduate curriculum in every institution of higher education. It is incumbent upon the student to remain up-to-date on additional requirements the Department may institute or whatever relevant modifications in current proficiency schedules may be made.

Foreign Language Option. In the event the student elects the foreign language option, the following conditions apply:

1. achieving "average proficiency" in two foreign languages; or
2. "average proficiency" in one foreign language and "average proficiency" in one research tool;
or
3. "high proficiency" in one foreign language.

Students wishing to demonstrate competence in foreign languages must do so either through course work or translation examination. Students who have studied as regular students for at least two years in a university at which the language of instruction is other than English may ask the Director of Graduate Studies to request a waiver from the examination requirement in that language at the average level of proficiency. Graduate School approval of such a waiver, however, is not automatic unless the student has a baccalaureate or higher degree from a university at which the language of instruction is other than English.

Students wishing to demonstrate proficiency in a language through translation examination must file their request with the office of Testing Services, and four weeks should be allowed for test preparation.

The student should bear in mind the following additional conditions and criteria: (1) Average competence is deemed to be comparable to *two years* of undergraduate instruction; (2) High competence may be roughly comparable to *four years* of undergraduate and graduate instruction. Students should consult with NIU's Testing Services office regarding the length of the examinations, types of material translated, and other exam rules. The relevant literature used in translation exams is defined to mean literature in the field of political science and usually in the student's chosen area of interest/concentration. High proficiency examinations make use of professional journals in the candidate's field of concentration. These exams are graded on a Pass/Fail basis.

Students pursuing the Southeast Asian Studies concentration should be aware that the conditions and requirements associated with that concentration are somewhat different from those given

above. Specific course requirements affecting the student's progress in that concentration should be checked with the Director, Center for Southeast Asian Studies.

Research Tools Option. Students electing the research tools option normally demonstrate competence through the successful completion of coursework, normally coursework offered in the Political Science Department. After having completed POLS 502 (or PSPA 504), "Average proficiency" in quantitative research tools is achieved by successfully completing:

1. POLS 541 Introductory Analysis of Political Data or
PSPA 501 Data Analysis in Public Administration and
2. POLS 542 Intermediate Analysis of Political Data I

"Average proficiency" in qualitative research tools is achieved by successfully completing:

1. POLS 541 Introductory Analysis of Political Data or
PSPA 501 Data Analysis in Public Administration and
2. POLS 545 Qualitative Research Tools.

Students choosing two average proficiency research tools will take POLS 545 plus an additional qualitative research course with approval of their advisory committee.

"High proficiency" in research tools is achieved by successfully completing:

1. POLS 541 Introductory Analysis of Political Data or
PSPA 501 Data Analysis in Public Administration,
2. POLS 542 Intermediate Analysis of Political Data
and 6 credit-hours between
3. POLS 543 Advanced Analysis of Political Data (3 or 6 hours)
4. POLS 545 Qualitative Research Tools

POLS 543 will be taught as modules (e.g., time series analysis using ARIMA, latent variable structural equation modeling using LISREL or AMOS). Students offering high proficiency in research tools may repeat POLS 543 up to 6 credit hours as the module changes. While students may not repeat the same module for credit toward the minimum 12 hours of high-proficiency credit, special arrangements will be made to allow individual students to register for variable credit (e.g. 1.5 hours) to take a module they have not previously completed. Variable credit may

also be granted for special summer advanced methods training (e.g., at the Michigan Consortium).

Students who wish to offer an alternative program of methods coursework appropriate to state-of-the-art political research tools may, with the approval of their academic advisory committee, petition the Department's Graduate Committee for its approval. If there is not an appropriate member of the Research Tools Committee on the Graduate Committee, then the Director of Graduate Studies should consult with the Research Tools Committee. Examples of such alternative programs include mathematical modeling (e.g., ECON 491, 590, and 690), or mathematical statistics (e.g., STAT 472, 473, 474, 478, and 575). The Graduate Committee shall recommend such a program if and only if the program is determined to be (a) as rigorous as or more rigorous than the standard POLS proficiency requirements and (b) offered regularly by highly qualified members of the graduate faculty. Further, requests for exceptions from normal requirements must be secured *in advance* of undertaking the desired pattern of work in fulfillment of research tool requirements.

In certain cases, a student's advisory committee may allow competency examinations in the relevant research tools in lieu of course work, subject to Graduate School approval which is rarely given. This may be allowed in consideration of extraordinary research tools preparation at the undergraduate or early graduate level. The Graduate Committee will administer research tool examinations in such instances.

All students, especially those entering with a master's degree, should begin their research tool coursework during their first year, so they will have taken prerequisite courses if it is advisable to take POLS 543 or 544 during their second year.

The Research Tools Subcommittee meets annually in the fall to recommend staff who would offer required methods courses.

Teaching Skills Requirement

All Ph.D. students are required to demonstrate teaching competence. Teaching options include: (1) teaching discussion sections of a professor's introductory course, (2) taking responsibility for several class meetings of a graduate or undergraduate course under the supervision of the course professor, or (3) for advanced graduate students, teaching their own undergraduate course. Exceptions to this rule may be recommended by the student's committee and approved by the graduate committee.

The primary purpose of this requirement is to improve the student's teaching ability. All first year doctoral students are also required to take for one hour credit POLS 591 which is a general orientation for teaching political science. It is taught as a seminar and graded on an S/U basis. It may not be repeated except by students who are teaching assistants. With departmental approval, teaching assistants may repeat the course for credit to a maximum of 18 credit hours.

Credit may not be applied toward the minimum 30 credit hours required for a master's degree and is not accepted toward field requirements for the doctoral degree but it may be counted toward the 90 hours required for the Ph.D. degree. Teaching assistants repeating the course design it with agreement of the assigned professor and the course shall involve learning and skills development beyond simply meeting assigned classes.

The Ph.D. Dissertation

Once students have passed both the written and oral candidacy examinations in the Ph.D. program, they are admitted to Ph.D. candidacy and shall prepare and defend a doctoral dissertation. This dissertation is expected to be an original and significant contribution to the field of the discipline in which the student has chosen to concentrate.

A student who has reached this stage is expected to consult with the Department Chair regarding the appointment of a new faculty committee--the dissertation committee--which will advise the student on the selection of a dissertation topic, direct the student's efforts in preparation of the dissertation, and conduct the dissertation defense. Faculty nominated to serve on this committee are selected on the basis of their interest in, and ability to contribute to the development of the student's dissertation topic. Faculty members who have previously served on the student's Ph.D. advisory committee will not necessarily continue to serve on the student's dissertation committee. Selection of the dissertation advisor should be made as soon as possible after the student has passed both the written and oral examinations.

The chair of the student's dissertation advisory committee will be the dissertation director, the faculty member under whom the student will work most directly and intensively in the development of the dissertation topic and who assumes primary responsibility for supervising the student's dissertation preparation. The dissertation director need not be the faculty member who served as chair of the student's Ph.D. advisory committee. The dissertation director shall hold senior graduate faculty status; a full member of the graduate faculty may only co-direct a dissertation, as provided by Graduate School regulations.

In conjunction with the dissertation director, the student is expected to submit to all committee members a suitable "prospectus." This prospectus should include the following elements:

1. a researchable proposition, hypothesis, theory, or situation, the analysis of which will contribute to political science knowledge.
2. a preliminary review of the relevant literature currently available in the area chosen for further concentration.
3. a preliminary analysis of whatever additional materials, data, or information will be needed to complete the project successfully.

4. a preliminary timetable and projection of the work to be done.

After the committee has approved the prospectus, an abstract must be submitted to the entire Department faculty for their comments.

Once the dissertation proposal has been approved by the student's committee, work may begin. Before beginning any data collecting involving human subjects, students should consult with their dissertation director about Institutional Review Board (IRB) requirements. The student may register for POLS 590, or for POLS 699A, which requires a minimum registration of 3 credit hours each term until the dissertation is successfully defended. Students who have successfully completed the oral defense of the dissertation and received departmental approval of the final revisions to the dissertation may substitute registration in POLS 699B (1 credit hour). Students who will be engaged in dissertation research away from NIU may make arrangements for POLS 590 registration, or for continuous registration in POLS 699A or 699B. Students planning on working on their dissertations outside the State of Illinois are advised to consult with the Director of Graduate Studies or the Graduate Secretary.

The actual dissertation must be presented in accordance with certain guidelines. First and foremost, the student is urged to obtain a copy of the *Graduate School Manual for Theses and Dissertations*. Second, students should consult with their committee to determine their preferences for certain procedures that may affect data presentation, citation and notes, etc. The student is urged to obtain the most recent edition of Kate L. Turabian's *A Manual for Writers* for general advice. The student may use any common humanities or social science style system (e.g., MLA, APA/ASA, APSA) as long as the style is used consistently within the work.

Upon completion of the dissertation, the student must make a public presentation and oral "defense" of the work. The public presentation may or may not be held in conjunction with the oral defense before the student's dissertation committee, at the discretion of the committee. One copy of the draft dissertation must be received by the Dean of the Graduate School at least *two* weeks before the examination. The defense normally is conducted by the dissertation defense committee, but other faculty members of the University are welcome to sit in and participate in the examination. Dissertation defenses are open to the public; it should not be assumed that they are *pro forma*. In addition, the Dean of the Graduate School serves *ex officio* as a non-voting member on all committees to conduct the oral defense of the dissertation. The Dean or the Dean's designee may be present at examinations and may question the candidate.

GENERAL COURSE AND CREDIT POLICIES: M.A. AND PH.D. PROGRAMS

Courses and "Fields"

Many courses in the Department's curriculum are normally counted toward fulfilling the requirements in a student's field, but no graduate course is necessarily assigned to any field.

Many courses deal with materials that are relevant to two or more fields, and the course consequently may be offered by the student in fulfillment of requirements in any of several different fields. For instance, PSPA 572--"Administrative Problems of Less Developed Countries" is frequently used to satisfy requirements in the fields of Comparative Politics, Public Administration or Public Policy. A student may list a course in more than one field but may not list the same course as fulfilling the minimum hour requirements in more than one field, or double-count the course toward the 30- or 60-hour minimum course requirement for the M.A. or Ph.D. degree.

Transfer and S.A.L. Credit

With the approval of the Department and the Dean of the Graduate School, a maximum of 15 semester hours of graduate credit may be accepted from other accredited colleges and universities to meet the credit hour requirements for the M.A. degree. Up to 15 hours of graduate credit earned as a student-at-large may be credited toward the M.A. degree. However, credits transferred from other universities, plus S.A.L. hours, may not exceed a total of 15 hours.

Up to 30 hours of transfer credit from master's-degree programs completed at other accredited universities may be applied toward the requirements of the doctoral degree. In addition, up to 15 hours of graduate coursework, taken subsequent to the master's degree and completed with a grade of B or better, may be applied as credit toward the doctoral degree. However, transfer credits and NIU S.A.L. hours taken subsequent to the master's degree may not total more than 15 hours.

M.A. and Ph.D. transfer/S.A.L. coursework and proficiency exam credit must fit into a program of study approved by the student's advisory committee. At the Ph.D. level, however, transfer credits from a prior master's program may be used to reduce the number of required hours of dissertation (POLS 699) credit.

Independent Study

Independent study is both permitted and encouraged. Sometimes such courses are utilized when relevant courses and materials are not offered when needed by the student. More routinely, independent-study courses are intended to provide a vehicle through which a student may pursue reading and research topics not covered in the regular curriculum or to pursue reading and research on a topic more intensively than the topic is normally treated in the curriculum. Arrangements for independent study courses must be negotiated individually between the student and the faculty member who will supervise the course. However, the Department will not permit enrollment in POLS 590 or POLS 596/696 unless the student and supervising faculty member first file a contract in the Department office which describes the work to be undertaken on an independent study basis, the requirements which must be met by the student, and a time period within which the course is expected to be completed.

Independent study hours may not be included in the minimum course requirements which the student must take in each field or area of study. There is a nine-hour limit on the total number of independent study hours which may be accumulated.

Time Limitations

Students have 9 years to complete a doctoral program and *at the discretion of the department* the limit need not apply to some or all of the earliest 30 hours. In practice this means that unless the department indicates the desire to "protect" up to 30 hours, the calculation of the time limit will start with the oldest course listed on the program.

"Doctoral-level study" refers to course work taken beyond the highest degree in the field held at the time of admission which is accepted by the student's advisory committee as part of the doctoral Program of Courses.

The Graduate School stipulates that if a course taken to complete the requirements for the master's degree does not fall within the six-year period allowed for the degree, the student must demonstrate current knowledge of the subject matter by passing a departmental proficiency exam or by retaking the course.

Course-level Requirement

Masters students must take a minimum of 15 hours in 500- or 600-level seminars. Doctoral students must take a minimum of three 500- or 600-level seminars in their first field and a minimum of two 500- or 600-level seminars in their second field.

Grades

Grades, as given by the Department in accordance with University and Graduate School guidelines, are as follows:

A = 4.0 grade points; B = 3.0; C = 2.0; D = 1.0; F = 0.0.

WP = Withdrawal from a course, doing passing work at the time of withdrawal.
Failing at time of withdrawal is designated by "WF".

S = Satisfactory and U = Unsatisfactory--is applicable only to certain courses, and where used, applies to all students in the class. An S is not included in the calculated GPA, though a U would be calculated as the equivalent of an F.

- O = Audit; in order to have the audit recorded on the transcript, the student must satisfy requirements as determined in advance between the student and the course instructor. An unsatisfactory audit appears as a grade of "OW."
- I = Temporary Incomplete. See *Graduate Catalog* for regulations regarding incompletes; grades of incomplete in POLS 599 and 699 are exempt from normal completion regulations.
- IN = Permanent Incomplete; if a grade of I is not removed within the specified time, it will be recorded permanently as IN and will not be counted in the computation of the grade point average.

Grade Appeals

On occasion, there may be a major conflict between an instructor and a student concerning an assigned grade. Only when a student has grounds to believe that he/she has been graded capriciously, as that is defined by the University, is there a right to appeal the assigned grade. The student should understand that the University will accept grade appeals only on the following grounds:

1. the assigning of a grade on the basis of some other factor(s) or condition(s) than performance in the course.
2. the application of unequal standards to the students enrolled in any course.
3. the assigning of a grade on the basis of standards other than those indicated during the first fourth of the term.

The Department will *NOT* review any instructor's judgments of a particular student's work. Students are advised to bear in mind two things: (1) charges against faculty members for capricious grading are very serious charges and should not be undertaken lightly; and (2) the burden of proof lies with the student filing such charges.

Conflicts over grades should and will be resolved as follows. The student should first consult with the instructor. If this does not result in agreement, an appeal is made to the Chair of the Department (for PSPA courses, the Director of the Division of Public Administration); the Chair (or Director) will confer with both in an attempt to resolve the conflict. If these two steps are not effective, the student may then petition for a review by the Grade Review Board of the Political Science Department (or Division of Public Administration).

Petitions for review of a grade by the Grade Review Board must be initiated within four weeks of the beginning of the semester (fall or spring) following the one in which the disputed grade was assigned. Thus, student inquiries regarding disputed grades should be instituted at the beginning of the semester following the one in which the disputed grade was assigned, if not

earlier. Further information on the procedural steps involved in grade appeals may be obtained from the Department office, the Graduate School, or from the office of the University Ombudsman.

Probation and Dismissal

Graduate students must maintain a cumulative grade point average of 3.0 or better to be considered in good academic standing and show acceptable progress toward the degree. Under Graduate School rules, students whose cumulative grade point average in all graduate courses taken falls below 3.0 are placed on academic probation. Students on probation must raise their cumulative grade point average to a minimum of 3.0 during the next nine hours of graduate work (excluding S/U courses, but including IN courses), or upon any enrollment in three subsequent terms, in order to be removed from probation. Failure to do so results in dismissal from the Graduate School. Students who receive 6 hours of D, F, or U grades will also be dismissed by the Graduate School. Students who are placed on academic probation may not be appointed graduate assistants. More details on these rules are available in the *Graduate Catalog*.

Variations and Exceptions

The Graduate School requires approval of any variances from rules listed in the NIU *Graduate Catalog*, including rules listed in the Department's sections of the *Catalog*. A student should not presume that approval has been obtained for any exception to catalog requirements unless the necessary approval has been secured in *writing*, preferably in advance. Any variance from *Catalog* rules requires the recommendation of the student's advisory committee, endorsement by the Director of Graduate Studies, and approval by the Associate Dean of the Graduate School.

ASSISTANTSHIPS AND OTHER FUNDING OPPORTUNITIES

The Department offers a number of assistantships to graduate students in order to enable them to pursue their studies.

Assistantships are normally awarded to begin the fall semester of the academic year. The assignment of an assistant to work with a specific faculty member is made by the Department Chair and the Assistant Chair after accepting requests for such assistance from the faculty. When specific relationships between faculty and graduate students develop as a result of joint projects, such mutual interests are a consideration in assignments.

All departmental assistantships are teaching assistantships. Some TA's are assigned to lead discussion sections of POLS 100. Others are assigned to assist professors in their teaching-related duties, or to staff the Department's microcomputer lab. Some experienced, senior Ph.D. students, upon the recommendation of the field in which a particular course is taught, are assigned to teach their own sections of undergraduate courses.

Illinois universities are under obligation of state law to ensure that persons who teach course sections are competent in spoken English. The Graduate School thus requires that any person whose native language is not English take the Test of Spoken English (TSE) or the Speaking Proficiency English Assessment Kit (SPEAK) and earn a score of at least 220 in order to hold a teaching assistantship involving oral instruction.

The Department will also assist qualified graduate students in arranging appropriate research assistantships, (e.g., at the Center for Governmental Studies), area studies fellowships, (e.g., under the FLAS program), tuition-waiver scholarships, and other forms of support for their graduate studies. Funding opportunities depend upon current funding and specific openings in other areas of the University. The student should consult with his/her advisor and the Director of Graduate Studies about these additional funding opportunities in other College and University offices. Further, grants made to individual faculty for major research projects may include opportunities for graduate student participation and funding. The Department office maintains and posts information on notices received on funding opportunities outside the Department. The Graduate School has a list of units on campus that regularly employ graduate assistants.

"Full-time" assistants work 20 hours per week; three-quarter time assistants work 15 hours per week; half-time assistants work 10 hours per week. The 2006/2007 stipends for "full-time" Departmental assistantships are currently:

1. for M.A. students, \$942.20/month (\$8479.80/academic year)
2. for Ph.D. students, \$1059.58/month (\$9536.22/academic year)

When funds are available, a few assistantships are awarded during the summer session. Teaching assistantships in the Department are based on summer teaching program needs (e.g., teaching undergraduate introductory courses). General graduate-assistantship funding is normally not available through the department, but research or other assistantships may be available on faculty projects or in other university offices for qualified graduate students. Summer graduate assistants are required to register for 6 hours of coursework (or receive approval for an underload).

Students who hold assistantships receive, in addition, a full waiver of NIU tuition (annually currently worth about \$4800 for in-state students and about \$9600 for out-of-state students) during the academic year of the appointment. Graduate assistantships include a summer tuition waiver; if the assistantship covers a full academic year, the summer tuition waiver may be taken in either the summer before or after the assistantship (but not both). If the assistantship is for one semester, the summer waiver may be taken only in the adjacent summer session. Graduate assistants, however, must pay NIU's fees (as distinct from tuition).

Teaching assistantships in the Department are awarded by the Graduate Committee for the coming academic year during the latter half of the spring term. All of the Department's

assistantships must be awarded by May 15. Mid-year assistantships are not generally available in the Department.

Students must file a TA application with the Graduate Secretary for renewal of the award *each year*. The application deadline is March 1. In addition, to be considered for Teaching Assistantship by the Department, applicants must apply for Work-Study funding; applicants need not be determined eligible for Work-Study to receive TA funding, but they *must apply for it*. To apply, you must complete, also before March 1, (1) the NIU Screening Form (two copies), which will be mailed to you when it is available; (2) the NIU Financial Aid Verification Form (available at <http://www.fa.niu.edu/verif2.htm>); and (3) the Free Application for Federal Student Aid (FAFSA) Form, which should be completed online at <http://www.fafsa.ed.gov>. The Screening Form must be returned to the Department. The requirement to complete these forms will be waived for applicants who are not U.S. citizens, or for those who have compelling reasons for *not* completing the form.

To be funded, students must have *no temporary incompletes* (i.e., no I's) on their record; must be able to document satisfactory progress in the chosen program; and must have received good reviews on past performance as an assistant. Individuals who meet these criteria compete for the following year's awards along with other students--new and returning. Thus, no student should assume that renewal of an assistantship is automatic.

Students who hold an assistantship must be in good academic standing, (an NIU cumulative graduate GPA of 3.0 or greater) at the beginning of an assistantship appointment. The Graduate School will rescind the assistantship of any student who fails to regain good academic standing after one semester of academic probation.

Department policy is that a student will not be supported for more than 2 years of M.A. work and no more than 2 additional years if the student continues for the Ph.D. at NIU. Students entering NIU's Ph.D. program with an M.A. from another university are eligible for 3 years of Departmental support. Students who require funding after these limits have been exceeded will not be considered by the Department for assistantship funding. The Department will make an appropriate effort to locate additional funding sources, but cannot guarantee success.

The Graduate School maintains a program of one-year Dissertation Completion Fellowships for outstanding Ph.D. students who plan to finish their dissertations within the term of the grant. These awards are given in two categories. Full-time awards consist of a nine-month stipend, tuition-waiver scholarship, and up to \$500 to defray research expenses. Part-time awards are similar except they do not include a stipend. Applicants must be nominated by the Department and must submit a proposal in the form specified by the Graduate School. The deadline for submission of the proposal to the Department is generally in early January for funding during the coming academic year, with completion of the dissertation expected during the coming calendar year. (For example, a successful proposal submitted in January 2007 would receive funding

from August 2007 through May 2008, with completion of the dissertation due during calendar year 2008.) Applicants should meet with their advisor and consult with the convener of their primary field so that a competitive proposal can be ready by early January for submission to the Graduate Secretary for Graduate Committee review.

Ph.D. CANDIDACY EXAMINATIONS

Ph.D. candidacy examinations are given once each semester. They are offered during the last two weeks of September and during the first two weeks of February.

Students who wish to sit for their examinations must file a specific "Request to Sit for Comprehensives" form, which should be submitted to the Graduate Secretary by August 15 for an examination in September and by December 15 for an examination in February.

Administrative Procedures

The following procedures shall govern administration of the graduate comprehensive examinations:

1. Students must file, at least one month in advance, a signed statement with the Department office indicating an intention to take the examinations and attesting that all academic requirements will be met at the end of the semester preceding the examination. Please see your advisor if certain requirements will only be completed during the period of the comprehensive examinations.
2. The Department office will verify that all requirements have been met and that all incomplete grades have been made up. Students who have not completed all requirements, including the removal of all incomplete grades, will not normally be allowed to take their comprehensive examinations.
3. Any student wishing to withdraw from the examination must do so at least 72 hours before the scheduled date of his/her first examination. Withdrawals after that time, or failure to take any examination on schedule, will normally result in the missed examination(s) being recorded as a failure. Examinations missed because of demonstrated ill health will be made up as soon as possible, and normally within one week, of the scheduled examination date.
4. Students shall pick up their examination in the Department office any time after 8:30 a.m. on the day scheduled for the exam. They shall then proceed to the room assigned for the examination. Examinations are to be turned in no later than 5 p.m. of the same day. Failure to turn in examinations by the designated time will result in the examination being scored a failure.

5. All written exams must be typed or word-processed. Students may either type the examination in the Computer Lab or hand-write the exam. If hand-written, the exam answers will be photocopied by the department graduate secretary, then given to the student to type in the Computer Lab or another approved room within 3 days. No changes may be made when typing the examination. The written and typed exams will be compared and any changes other than spelling and grammar will be grounds for failure.

To expedite the process of typing your exam answers from hand-written copy, the following suggestions are provided:

You will need to provide lined 8 1/2 X 11 white paper and black-ink pen.

Number your pages prior to taking the exam. This saves mix-up when your exams are copied.

On each page--write your name, date, and the field on which you are being examined. Please double-space.

6. Subject to the procedures stated in the present document, policies concerning the structure of exams may vary from one field of study to another. Public Policy, for example, has developed its own procedure for administering comprehensive exams that differs somewhat from that used in other fields. The field coordinator, whose name is available from the graduate secretary, should be contacted concerning the specifics applicable to the field.
7. Students are not permitted to consult with each other during the course of an examination. All examinations, except Public Policy, will be closed book examinations. Evidence of violation of these rules shall be considered prima facie grounds for the assignment of a failing grade on the examination.
8. All examinations shall be scored on the basis of pass with distinction, pass, or fail; a marginal examination in any field shall be considered a failure.
9. Students will be tested in two fields. A student must take both examinations in one exam period. (The exam for an additional major field may be taken in the next exam period.) If a student fails one or both examinations, any retake(s) must be authorized by her/his advisory committee and occur in the next exam period. A student who fails an exam may redesignate an additional field as one of the two primary fields if he or she has completed all course work in this new field and has the permission of its convener and her/his advisory committee. In such a case, the student must take the exam of the new field at the next offering and sit for any retake in the following exam period. A student who fails two written examinations in the same field, or more than three in different fields, will not be permitted to continue doctoral work in the Department of Political Science.

Examinations test scholarly achievement in the fields of the exams and are not limited to courses taken by the candidates. Students are thus advised to devote a considerable period to intensive preparation. Particularly, they should make good use of the reading lists that may be available on the fields and should consult with faculty members for additional bibliographic and other guidance.

Questions that have been administered to students in previous examinations are on file in the Department office; students are free to use them as the basis for preparation for future exams. The Department does not, however, guarantee any continuity in the form, subject matter, or type of questions which are asked from year to year. The students are advised to consult with their advisory committees and the field conveners regarding preparation for exams.

After receiving the result of each exam from the field conveners, the Director of Graduate Studies notifies the student and the student's advisor. As soon as the results of all three exams are known, the chair of a student's advisory committee summarizes the comments of faculty readers on all exams and communicates this summary to the student. Both the faculty and the student are encouraged to consult with one another concerning the student's performance on the examination(s). The department will, upon request, provide students with copies of their individual evaluations.

Within the limitations specified in this *Handbook*, policies concerning the structure of the exams vary among the department's fields. See the fields' policies, below, for specific direction.

When doctoral students have successfully completed their written comprehensive examinations and all other applicable requirements, they will request to meet with their candidacy examination committees for a two-hour oral examination. During this examination, the faculty members on the student's committee are entitled to query the students concerning any aspect of their substantive and theoretical preparations for further progress in the Ph.D. program.

POLICY ON ACADEMIC INTEGRITY

The Northern Illinois University *Graduate Catalog* states: "The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. . . . Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university." A record of each suspected incident is required to be filed by the faculty member with the university judicial office.

Many students are unfamiliar with what constitutes plagiarism. In research for a course paper or scholarly product, you should use concepts and models that others have written. Such use is part of the literature review that forms the basis of your work. Use of these ideas is perfectly

acceptable--when you give proper credit to the source. This credit can be provided in a footnote or other clear acknowledgment, such as an ASA-style citation immediately after the passage that incorporates the source's ideas. **Anything you use that does not represent your own ideas, thoughts, or opinions must be cited**, unless it is common knowledge. Err on the side of being too careful. (As an example, much of this section has been adopted by the department's graduate committee from the parallel section of the *M.P.A. Student Handbook*.)

Examples of plagiarism or violations of academic integrity include:

Copying word-for-word from the work of an author or any other person without proper citation;

Heavily paraphrasing the work of another without proper citation;

Using another's concepts, ideas, or frameworks without acknowledging their contribution to your work;

Falsification of methodology or results.

If you are in doubt about whether a specific citation or procedure is in order, consult your course professor or advisor.

FIELD POLICIES

American Government

Course work in the American Government field is designed to expose students to prominent theoretical, institutional and behavioral approaches to the study of American government and politics. All students are expected to demonstrate a general competence in the field of American Government. Some may also choose to develop special expertise in the subfield of Public Law. All students should plan their course of studies in consultation with their advisory committees.

Core Courses. The core courses in American Government include a proseminar in American government (POLS 500), Political Parties (POLS 505), the Chief Executive (POLS 507), and Legislative Process (508), and Judicial Process (POLS 510). All students should take the proseminar and at least two of the latter four courses to ensure adequate exposure to issues that are likely to appear on their comprehensive exams. Since most of the Department's graduate seminars are offered only every other year, students are urged to take advantage of core course offerings as soon as they become available on the class schedule.

Public Law Concentration. In addition to satisfying the core course requirements for the field of American Government, students who wish to develop an area of concentration in Public Law

should take Judicial Process (POLS 510) and two of three courses in the Constitutional Law series (POLS 410-412). Additional courses in Public Law may also be available as electives.

Students who do not opt for a formal concentration in Public Law may still take Public Law courses as electives in their programs of study. Additional electives available to American Government students include Intergovernmental Relations (POLS 506), Roots of Political Behavior (POLS 509), Political Attitude Formation (POLS 407), and Interest Group Politics (POLS 403). In consultation with their advisory committees, students may also select relevant courses from other fields to round out their programs in American Government after satisfying core course requirements. POLS 450 (American Political Thought), for example, may be appropriate for some programs of study even though it is normally listed as a Political Theory course.

Comprehensive Exams. American Government comprehensive exams typically are written and graded by all American Government faculty able to participate. Candidates offering American Government as a first field must answer a field question and three of five additional questions. Candidates offering American Government as a second field must answer the field question and two additional questions.

Comparative Politics

Types of Comparative Politics Graduate Courses. Comparative Politics offerings include thematic and configurative courses. Thematic courses emphasize comparative theory. POLS 560, a thematic course that is required of all Ph.D. students, provides a rigorous survey of theoretical approaches and methodological issues. Other thematic courses, listed below, focus on specific topics across countries and regions, using pertinent theories. Configurative courses deal with specific countries and regions, using appropriate theoretical perspectives and building contextual knowledge.

Thematic Courses:

- POLS 560 Seminar in Comparative Political Analysis
- POLS 521 Comparative Public Policy
- POLS 562 Seminar in Political Culture
- POLS 567 Seminar in Political Development
- POLS 568 Seminar in the Political Economy of Developing Areas
- POLS 569 The Politics of Economic Policy in Industrialized Countries
- PSPA 571 Public Management in a Globalized Environment
- PSPA 572 Administrative Problems of Less Developed Countries
- POLS 575 Seminar in Comparative Political Institutions and Processes

Configurative Courses:

- POLS 432 Public Administration in Southeast Asia
- POLS 469 Politics of South America

POLS 566 Russian Politics and Government
POLS 570 Reading Seminar in Southeast Asian Politics
POLS 573 Foreign Area Politics
 C. Africa
 E. The Middle East
 G. East Asia
 J. Western Europe
 K. Latin America
 M. Communist Political Systems
 N. Thailand
 R. Indonesia

Other courses in the Graduate Catalog, such as POLS 495 and 596, may be designated as thematic or configurative courses by the student's advisory committee if their content in a given semester is appropriate.

No course can be used to meet the requirements of both Comparative Politics and another field or an area of study.

M.A. Requirements. Students who select Comparative Politics as their M.A. field must complete at least nine hours of Comparative Politics courses. There is no distribution requirement at the M.A. level, other than the departmental limit on 400-level graduate courses.

M.A. students are not required to take POLS 560. However, those considering taking it should consult with the instructor before registering for the course.

Ph.D. Requirements. All Ph.D. students for whom Comparative Politics is a first, second, or third field must complete POLS 560, at least one thematic course other than POLS 560, and at least one configurative course. Independent studies courses may not be used to meet either the thematic or configurative requirement.

First field students must take at least 15 hours of Comparative Politics courses. In addition, they must take POLS 602. Second and third field students must take at least 12 hours in Comparative Politics. However, second-field students typically take at least 15 hours of Comparative Politics courses.

Ph.D. Comprehensive Exam. Each exam is individually tailored to reflect the student's coursework at NIU. Students are responsible for the concepts, methodologies, and readings covered in courses as well as the additional readings on the Ph.D. comprehensive exam list of each CP course that they have taken. Students applying courses completed at other universities toward their CP field requirements must consult with the CP field coordinator to determine the readings for which they will be responsible.

Comprehensive exams are normally divided into core and field sections with latitude for choice among questions in each. The core section is based on 560 and thematic courses the student has taken, and the additional readings for those courses. The field section is based on configurative courses the student has taken and the additional readings for those courses.

Each student answers four questions, at least two from the core. If a student's coursework has had a thematic focus, he or she may be required to write three questions from the core section or even be assigned exclusively core questions. Each student will be advised in advance of the structure of his or her exam.

The Comparative Politics representative on the student's advisory committee will summarize in writing the field's evaluation of the exam. The chair of the advisory committee makes this summary available to the student, along with the result (high pass, pass, fail).

International Relations

Comprehensive Exams. International Relations comprehensive exams are drawn up and evaluated by all International Relations faculty able to participate. Students must answer one field question and one question from each of three lists. Ph.D. examinations must not just exhibit well organized knowledge of theory and practice but also must show evidence of capacity for creative scholarship beyond sound logic, knowledge, and skill in analysis. There are no differences between exams for first, second and third fields. An International Relations reading list is on file with the graduate secretary, which students are expected to consult in preparation for their comprehensive examinations.

Required Course. POLS 580T must be completed by all Ph.D. students who have selected International Relations as a field of study. M.A. students with a field in International Relations, particularly those planning on pursuing a Ph.D., are strongly encouraged to complete this course. Students should plan their programs of study in consultation with their advisory committees.

Political Theory

The Basic Problems in Ancient and Modern Political Philosophy (POLS 550-551) are the core courses for students doing their master's and doctoral work with Political Theory as a primary field. Students doing their doctoral work in Political Theory are also expected to take the Seminar in Political Philosophy (POLS 650). The topics covered in the Basic Problems courses and the Seminars change from semester to semester and therefore the courses may be repeated, up to 12 hours for POLS 550, 15 hours for 551 and up to nine hours for POLS 650.

Master's students doing a second field in Political Theory must take POLS 550 and 551 as part of their minimum nine-hour requirement, subject to exceptions in special cases with the approval of the field. Students with a first field in Public Administration are an exception to this rule. Such students may take Political Theory as a second or (for doctoral students) a third field by taking

POLS 551 or 650 and up to three courses in American Political Thought (POLS 450, 451, 452, 552, 553).

The comprehensive examinations in Political Theory are drawn up by the field faculty from whom the student took courses; all of the field faculty read the exams. Whether Political Theory is being offered as a first, second or third field is also taken into consideration in evaluating exams.

Politics and the Life Sciences

Course work in Politics and the Life Sciences focuses on subject areas such as biopolitical theory, biotechnology and political structures, biomedical policy, technology policy, international biotechnology policy, biotechnology and political values, health policy, and research seminars in biopolitics. Students are trained in both the theoretical and policy dimensions of this area. All students in biopolitics are required to take the core course in biopolitical theory, POLS 530, as well as meet all Departmental requirements for the M.A. or Ph.D. degree.

Within the biopolitics field, two more sharply focused concentrations of courses are possible, depending on the interests of students and their career plans. For those students most interested in the political dimensions of biology, a likely grouping of biopolicy-oriented courses includes selections from the following list:

- POLS 530 Biopolitical Theory
- POLS 531 Biomedical Policy
- POLS 532 Biotechnology and Political Structures
- POLS 526 Health Policy
- POLS 533 International Biotechnology Policy
- SOC 451 Medical Sociology
- SOC 462 Aging and Society
- SOC 482 Sociology of Death and Dying

For students with an interest in the theoretical dimensions, courses can be selected from the following:

- POLS 530 Biopolitical Theory
- POLS 537 Evolution and Political Theory
- BIOS 459 Animal Behavior
- BIOS 477 Human Genetics
- PHIL 552 Philosophy of Science
- PHIL 431 Contemporary Ethical Theory

It must be emphasized that these groupings of courses are suggestions only; indeed, students might select courses from both groupings. The area of study in biopolitics for any student will depend on the needs and interests of the individual student. A study plan will be organized in consultation between the student and an advisor upon entrance into the program.

Public Administration

Required Courses. The required courses for students taking Public Administration as their first field at the Ph.D. level consist of at least 15 hours, as follows:

PSPA 561 Theory and Analysis in Public Administration

plus four additional courses appropriate to the individual student's preparation that are selected in consultation with the student's advisor. Students should also recognize that both POLS courses and PSPA courses may be appropriate for a student's program. Doctoral students are encouraged to take at least one of the more advanced PSPA courses, such as PSPA 555 or 564.

For a Ph.D. second or third field or M.A. first field in Public Administration, course requirements total at least 12 hours: PSPA 561, and three additional appropriate courses.

Comprehensive Exams. The comprehensive examination in Public Administration consists of two separate parts. Part 1 contains a single question, which the student is required to answer, drawn from the core literature of the academic field of Public Administration much of which is surveyed in PSPA 561. Part 2 consists of questions developed with regard to the student's individual pattern of study and preparation within the field of Public Administration. The format of Part 2 may vary: the student may be given a free choice of two questions out of the total of five or more questions; alternatively, the questions on Part 2 may be divided into categories, with the student limited to answering no more than one question in any category.

After consulting with the faculty of PA, the field convener chooses a field question. The same field question is used on all Public Administration examinations administered at any given time. Part 2 of the comprehensive examination is prepared on an individualized basis for each student. The member of the Public Administration faculty on the individual student's advisory committee has full responsibility for the preparation of the second part of the student's examination, including the coverage, format, and questions asked on Part 2. That faculty member either writes the questions or asks other faculty members to assist in this task. When two or more faculty members represent the field on a student's advisory committee, the two faculty members collaborate in the preparation of Part 2 of the student's examination. Students are advised to consult with the faculty representing Public Administration on their advisory committees regarding the scope of Public Administration materials in Part 2 of the examination.

At least two members of the Public Administration faculty read each comprehensive examination. The representative(s) of the Public Administration field on a student's advisory committee will read the entire examination.

In addition, one member of the Public Administration faculty (normally the field convener) will read and grade all Public Administration examinations administered at any given time. Third readers may be asked to evaluate individual questions or, in instances of substantial division of opinion with respect to a student's performance, to render an opinion on the entire examination.

Public Policy

The field of Public Policy deals with the formation, implementation, and impact of domestic and cross-national public policies. It reflects diverse theoretical and epistemological approaches and demands competent and often rigorous research methods. Students in the Public Policy field are expected to (1) become familiar with a range of theoretical approaches to public policy making in the U.S. and cross-nationally, (2) acquire methodological skills necessary for policy evaluation, and (3) develop substantive or technical expertise in at least one policy area.

Courses. The core course in the Public Policy field is POLS 520, The Study of Public Policy. Students with a field in public policy are encouraged to take PSPA 504, Public Program Evaluation Methods, which has been a key course for Part A of the Public Policy comprehensive examination.

Ph.D. students for whom Public Policy is a first field must complete at least 15 hours in the field consisting of: POLS 520, normally PSPA 504, and at least three policy electives, listed below (or equivalent courses from a prior M.A. program outside the Department); among their electives, first-field public policy students are expected to take a comparative or international policy course, such as POLS 521, 533, 568, or 584. First field Public Policy students are required to achieve high proficiency in research tools (as described above, page 13).

Ph.D. students for whom Public Policy is a second (or, if applicable, third) field must complete at least 12 hours in the field consisting of POLS 520, normally PSPA 504, and at least two policy electives (listed below). Ph.D. students for whom Public Policy is a second (or third) field are required to achieve average proficiency in research tools (described above, page 13).

M.A. students with Public Policy as their primary field must complete at least nine hours in the field, consisting of POLS 520 and two policy electives. For an M.A. program of courses, PSPA 504 normally may not be listed as a policy elective.

Skills in policy analysis significantly enhance an M.A. student's employment options and are also necessary for research work at the Ph.D. level. Students should also be educated in a substantive policy area and should have a cross-national appreciation of policy. Thus, Ph.D. students for whom Public Policy is a second (or third) field and M.A. students for whom Public

Policy is the primary field are strongly advised to take some advanced research tools coursework and a comparative or international policy course, such as POLS 521, 533, 568, or 584.

Elective courses in Public Policy include:

- POLS 521 Comparative Public Policy
- POLS 524 Natural Resources Policy
- PSPA 526 Social Policy
- POLS 526 Health Policy
- POLS 529 Topics in Public Policy
- POLS 531 Seminar in Biomedical Policy
- PSPA 531 Planning and Zoning
- POLS 532 Biotechnology and Political Structures
- POLS 533 International Biotechnology Policy
- PSPA 535 Local Economic Development Policy
- PSPA 564 Politics of Budgeting
- POLS 568 Political Economy of Developing Areas
- POLS 569 Economic Policy in Industrialized Countries
- POLS 584 Political Economy of International Relations

In consultation with their field advisor, students may also examine syllabi for any given semester for the following courses to see if any would qualify as a Public Policy elective: PSPA 552, PSPA 559, PSPA 572, POLS 414, POLS 493, POLS 506, or POLS 580. Courses with a policy focus taken outside the Department (e.g., GEOG 453-455, IDSP 441, SOCI 581-589) that are beyond the minimum hours for the field may be listed on the policy section of the student's program of courses. PSPA 420 will not be counted toward the required hours in Public Policy.

Comprehensive Exams. Ph.D. students are responsible for using the standard form to (1) let the field convener know they intend to take the comprehensive exams, (2) note whether Public Policy is their first or second (or third) field, and (3) list all policy courses they will have taken by the date of the exam.

Exams for Ph.D. students consist of two parts. Part A, Policy Evaluation Methods, is an in-house exam that covers research design and tools material. Part B, Theory and Concepts of Public Policy Making, is a take-home exam that covers theory oriented material such as that taught in POLS 520 and substantive policy elective courses.

All Ph.D. students will answer one question from Part A. Ph.D. students for whom Public Policy is a first field will answer three questions from Part B, and Ph.D. students for whom Public Policy is a second (or third) field will answer two questions from Part B. Part B usually poses at least six questions from which to choose.

The field convener will ask faculty members to submit exam questions. The questions will cover the policy field generally and will not merely replicate exam questions asked in individual

courses. The field convener will try to include questions reflecting the range of courses taken by individual students. Each student's exam will be read by the field convener, the public policy representative(s) on the student's committee, and other field members whose questions are answered by that student. Thus, generally two to four faculty members will read each student's exam. An additional faculty member will serve as a tie-breaker if the original readers disagree. Annual Meeting. An annual policy field meeting is held in late November or early December. Students are invited to attend this meeting to help plan both undergraduate and graduate policy course offerings for the next academic year and to discuss curricular and other matters of interest to field members.

Research Experience. Policy students are strongly encouraged to participate as research assistants in research projects with NIU principal investigators. Research assistantships are a good source of graduate-level funding and they also enhance a student's career development. Many of these projects are administered through NIU's Regional Development Institute (RDI) and the Center for Governmental Studies (CGS), both located at the William Monat building. Students are encouraged to learn about the research projects and assistantship procedures for the RDI and CGS.

APPLYING FOR GRADUATION

Graduation is not an automatic procedure. When students have completed the coursework, examination, and research requirements for the degree they seek, an "Application for Graduation" must be filed. The deadline for filing is given in the Graduate School calendar and in the class schedule booklet for each term. Since the student must file early in the term in which the degree will be granted, very little additional work should remain uncompleted.

At the time of filing, students should have provided a complete list of the program of courses for the degree sought; information on these requirements may be found in this handbook, as well as in the *Graduate Catalog*. Naturally, actual graduation is contingent upon completion of all the necessary prerequisites and requirements of the University and the Department of Political Science. Students uncertain of their status with respect to satisfying graduation requirements should ask the Department's Graduate Secretary to review their file and degree-progress checklist and consult with their records officer in the Graduate School.

ESTABLISHING CREDENTIALS

Students are strongly advised to establish, utilize, and maintain a credentials file with the Career Planning and Placement Center. The credentials service available from the Center can be of great assistance in students search for employment. Students are eligible to establish credentials if they are in a degree program and will have earned a total of at least 15 hours at NIU in the semester in which they register for services. Preparation and collection of materials for a credentials file is easier during residency, so students are strongly urged not to postpone it until after graduation and departure from campus.