



## **Northern Illinois University**

Department of Political Science  
Graduate Studies Handbook

**2011-2012 Academic Year**

***Welcome from the Department Chair  
Professor Michael Peddle***

**T**he faculty and staff of the Department of Political Science welcome you to Northern Illinois University. The department has a diversified and distinguished faculty of 25 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. students, 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, please know we are a student-centered research department committed to providing you with an intellectually stimulating and professional environment in which to pursue your degree and mature as a scholar.*

***Welcome from the Political Science Department Graduate Support Team!***

**W**e hope you have a richly rewarding experience at NIU during your graduate studies in political science and/or public administration. With the assistance of the Graduate Studies Secretary, I am eager to help you navigate the rules and regulations of the university, as well as encourage you to take intellectual risks in your classes and research. The faculty is eager to work with you in classes and in research, so do not hesitate to get to know them and their research interests. You might be surprised at finding your common interests!

*This handbook is to assist and guide master's 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.*

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## VISION/MISSION STATEMENT

# **The Graduate Studies Program in Political Science at Northern Illinois University**

## **Vision Statement**

*Students and faculty constitute a community of scholars that produces and disseminates knowledge to the academy and the broader public.*

## **Mission**

The mission of the NIU graduate program in political science is to:

- Provide rigorous academic training in the discipline of political science.
  - Provide M.A. degree students with advanced education for careers in government, business, teaching, community agencies, and related endeavors involving public affairs.
  - Train Ph.D. students in the theories and methodologies to expand the knowledge of political science and public administration.
- Mentor graduate students in their own process of discovery and production of knowledge:
  - In their research for conference papers.
  - In their research for theses and dissertations.
- Provide opportunities for graduate students to collaborate with faculty in the pursuit and dissemination of knowledge.
- Provide faculty modeling for scholarship and teaching:
  - In brownbag research presentations
  - In brownbag teaching presentations
  - In collaborative scholarship with students.
- Provide teaching experience and training for each doctoral student.
- Enhance the programs of distinction:
  - In Political Theory
  - In Public Administration
  - In Southeast Asian Studies.
- Strengthen the reputable, foundation graduate programs:
  - In American Government
  - In Comparative Politics

- In International Relations
- In Politics & the Life Sciences

# **CHAPTER 1. GENERAL INFORMATION**

## **ARRIVAL AT NIU**

### **Interim Advisor**

All new students have been assigned an interim advisor in the student's major subfield, 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 your interim advisor who will be the most appropriate permanent advisor for you. Students are encouraged to talk to any and all faculty members while they are contemplating their choice of advisor(s). There is more information provided about this process in the section "Advisory Committees" found in Chapter 3.

### **Student Information Form**

Each 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.

Please be sure to keep your information current with the Graduate Studies Secretary. The secretary keeps a master list of graduate student emails so that faculty and staff can send you notices about program events, alert you to upcoming filing deadlines, and other information. If you change your email address, please notify the secretary promptly or you may miss vital information. And please check the email address that you register with the office at least weekly to check on notices.

Students should also provide the Graduate Studies Secretary with their current postal address and telephone number at the beginning of each academic year. The secretary should be notified promptly of any 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 in case of emergency. The Graduate School also should be notified of address changes.

### **Off Campus and Non-Traditional Student Housing**

The Office of Off-Campus and Non-Traditional Student Services is located in the Lower Level of the Holmes Student Center, rooms 023J and 023K (Tel. 753-999, <http://www.niu.edu/comnontrad/>). This office has information on off campus housing possibilities. For students wishing to live on campus, there are residence hall floors for students aged 21 and over.

### **Student Mailboxes**

Each graduate student has a mailbox space. Mailboxes are shared two students per mailbox and the boxes are located outside the political science office on the 4<sup>th</sup> floor of Zulauf Hall. Students should check the mailbox at least weekly for flyers relating to upcoming Department sponsored events and other information. Most of the department graduate student notifications are done through online announcements, but not all. In addition, you can use the mailbox to receive specific forms and notes from faculty, for returned papers, etc. Please let the Graduate Studies Secretary know if you will not be using your mailbox.

## **Political Science Webpage**

The Political Science webpage contains considerable information about the graduate program, including a searchable PDF version of the Graduate Studies Handbook. So please visit the Political Science webpage and within it the Graduate School webpage, before asking the Political Science Graduate Studies Secretary a question about a requirement or deadline.

## **GENERAL COURSE AND CREDIT POLICIES**

### **Course Load**

The normal full load for a graduate student is nine credit hours per semester during the academic year and six credit hours during the summer session. Any part-time student, who is employed full-time, on whatever shift, is advised not to attempt more than six credit hours per semester. Political Science graduate students with a graduate assistantship take 12 credit hours, three of which are related to the assistantship, often POLS 691 (Teaching of Political Science).

Students may obtain a copy of the Schedule of Classes and learn registration procedures from My NIU. In addition to consulting with their interim advisor before registering for their first semester, students are well advised to consult with an advisor before registering for subsequent semesters of study.

Many courses in the department's curriculum are counted toward fulfilling the requirements in a student's subfield, but no graduate course is necessarily assigned to any subfield. Many courses deal with materials that are relevant to two or more subfields, and the course consequently may be offered by the student in fulfillment of requirements in any of several different subfields. For example, PSPA 672 (Administrative Problems of Less Developed Countries) is frequently used to satisfy requirements in the subfields of Comparative Politics or Public Administration. A student may list a course in more than one subfield but may not list the same course as fulfilling the minimum credit hour requirements in more than one subfield, or double count the course toward the 30- or 60-credit hour minimum course requirement for the M.A. or Ph.D. degree.

### **POLS 690 - Political Science Research**

POLS 690 is a versatile course used by graduate students to earn credit for an assortment of supervised research activities, such as preparing conference papers, writing a master's thesis or starred papers, or developing a doctoral dissertation proposal. POLS 690 can also be used when a student wishes to audit a course related to a student's research interest (earning credit hours that could not be earned if the student registers to audit the course directly). All POLS 690 credit hours are graded as satisfactory/unsatisfactory.

Master's students must take POLS 690 for a minimum of three credit hours. Doctoral students must take POLS 690 for a minimum of six credit hours.

Both master's and doctoral students funded by the department may include POLS 690 credits toward their required minimum of 12 credit hours each semester if they have a graduate assistantship.

### **POLS 691 – Teaching of Political Science**

POLS 691 is required of all doctoral students for one credit hour and may not be repeated except by students who are teaching assistants. This course is an orientation to teaching and is offered

under a number of formats. Teaching assistants (including M.A. students) may repeat to a maximum of 18 credit hours. But credit hours may not be applied toward the hours required for a master's degree, and are not accepted toward subfield requirements for the Ph.D. degree. However, the course may be counted toward the 90 credit hours required for the Ph.D. degree. The basis of grading is satisfactory/unsatisfactory. Graduate teaching assistants and graduate students teaching their own independent courses will normally sign up for three credit hours of POLS 691 under the supervision of the faculty member they are serving as a teaching assistant or their faculty mentor.

### **POLS 696 (M.A.)/POLS 796 (Ph.D.) - Independent Study**

Independent study is both permitted and encouraged. Sometimes these courses are used when relevant courses and materials are not offered which a student needs. Routinely, independent study courses provide a vehicle by 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. Enrollment in POLS 696/796 is not permitted unless the student and supervising faculty member first file a POLS 696/796 contract form with the department office which describes:

- The work to be undertaken on an independent study basis.
- The requirements which must be met by the student.
- A time period within which the course is expected to be completed.

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

### **Transfer and Student-at-Large Credit**

With the approval of the department and the Dean of the Graduate School, a maximum of 15 credit 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 credit hours of graduate credit earned as a Student-at-Large (SAL) may be credited toward the M.A. degree. However, credits transferred from other universities, plus SAL credit hours, may not exceed a total of 15 credit hours. Note: Student-at-Large refers to students who take graduate courses before officially being accepted into one of the Department's graduate programs.

Thirty (30) credit hours of transfer credit from master's degree programs completed at other accredited universities can be applied toward the requirements of the doctoral degree if the program is related to Political Science. In addition, up to 15 SAL credit 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. M.A. and Ph.D. transfer/SAL coursework and proficiency exam credit must fit into a program of study approved by the student's advisory committee.

### **Auditing Classes**

There are several things to consider as you determine whether and how to audit a graduate course. One can audit a class either by signing up as an auditor in the course under the course number or by using POLS 690 to audit the class. If you want to have your presence in a class listed on your transcript then you must sign up as an auditor in that course under the course number.

You cannot sign up as a class auditor (e.g., sign up for POLS 600 as an auditor) if you have already taken the class for credit. You may audit such a class using POLS 690. If you wish to audit a class that you have not taken for credit, we ask that you first seek to audit the class formally instead of using POLS 690 in case the class is under-enrolled. Auditors will be considered formal members of the class to reach enrollment status.

All POLS 690 credit hours are graded as satisfactory/unsatisfactory. The audit “grade” of O does not apply even if you are using POLS 690 for auditing purposes.

If you formally audit a class (e.g., sign up for POLS 600 as an auditor), the hours will count toward your enrollment hours for the semester but will not count toward your 30 credit hours if a master’s student or 90 credit hours if a Ph.D. student.

The table that follows should help to clarify credit and hours issues surrounding audits.

Course	Credit towards requirements for graduation	Credit towards course (hours) load	Can take for audit credit	Can use to audit different course	Audited course will appear on transcript	S/U grading (only)	O/OW grading available	Regular Letter Grading available
POLS 690	YES	YES	NO	YES	NO	YES	NO	NO
POLS 691	YES	YES	NO	YES	NO	YES	NO	NO
Substantive Course (graded)	YES	YES	N/A	NO	N/A	N/A	NO	YES
Substantive Course (audit)	NO	YES	YES	NO	YES	NO	YES (only)	NO
Under-graduate Course	NO (no grad credit)	YES	YES	NO	YES	N/A	YES	YES

N/A = not available, not applicable

## GRADING POLICIES

### 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 grade points
- C = 2.0 grade points
- D = 1.0 grade points
- F = 0.0 grade points

WP= Withdrawal from a course, doing passing work at the time of withdrawal.

WF= Withdrawal from a course, doing failing work at the time of withdrawal.

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

IP= In Progress. Applicable to thesis or dissertation credit hours.

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.

I= Temporary incomplete. Please see the Graduate Catalog for regulations regarding incompletes.

## **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:

- The assigning of a grade on the basis of some other factor(s) or condition(s) than performance in the course.
- The application of unequal standards to the students enrolled in any course.
- 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:

- Charges against faculty members for capricious grading are very serious charges and should not be undertaken lightly.
- 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 the student and the faculty member in an attempt to resolve the conflict. If after these steps are taken a student remains unsatisfied with the outcome the student may 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 semester in which the disputed grade was assigned. Thus, student inquiries regarding disputed grades should be initiated 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.

### **Special Course Repeat Option**

The special repeat option is available only for graduate courses in which the student received a grade of C or lower. In order to repeat a course using this option, a student in a graduate program other than a doctoral program must have written approval of the student's major department; students-at-large and others not in degree programs must have written approval of the office of the Dean of the Graduate School. When a course is repeated on this basis, only the second of the two grades earned for the course is computed in the grade point average. Enrollments resulting in recorded grades of WF or WP, which are not instructor-assigned, and enrollments for audit (no credit), cannot be counted as "repeats" under this policy. No student may repeat more than six credit hours of course work on this basis; no course may be repeated more than once under this option.

**The special repeat option is not available to a student admitted to a doctoral degree program.** However, if a course is required to complete program requirements, it may be repeated once. When the course is repeated, both instances will count in a student's grade point average. The student should submit a Schedule Change form to the Graduate School and in the white space beside the signatures, write a statement such as "Request student be allowed to repeat this course in order to meet degree requirements."

### **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 credit hours of graduate work (excluding satisfactory/unsatisfactory courses), in order to be removed from probation. Failure to do so results in dismissal from the Graduate School. Students who receive six credit 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 variations from the rules listed in the NIU Graduate Catalog, including rules listed in the department's section 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. Any variation from catalog rules requires the recommendation of the student's advisory committee, endorsement of the Director of Graduate Studies, and approval of the Dean of the Graduate School.

## **RESEARCH EXPERIENCES**

The department encourages collaborative research work between graduate students and faculty. Students should not be shy about inquiring with a faculty member about potential collaboration. Research assistantships are a good source of graduate-level funding and they also enhance a student's career development. Some research assistantships are available through NIU's Regional Development Institute (RDI), the Center for Governmental Studies (CGS), and the Public Opinion Lab, all located at the William Monat building on 3<sup>rd</sup> Street, DeKalb. There also may be research opportunities with the Center for Southeast Asian Studies.

## **CONFERENCE TRAVEL**

To help facilitate travel to professional meetings and conferences, at which graduate students present the results of their academic and creative endeavors, the Graduate School normally invites degree-seeking graduate students to submit travel grant proposals. Graduate students invited to present results of their original research or creative activity in the form of a paper, performance/exhibition, or poster session at a professional meeting may submit a proposal through their academic department (Political Science) to the Office of the Dean of the Graduate School. Recipients of travel grants may be awarded matching funds to cover the cost registration, lodging, and transportation.

### **Eligibility Criteria**

Applicants must have completed at least one academic year of study at NIU. They must be in good academic standing and have a 3.5 grade point average. At the time of application, the student must have no unresolved grade of "Incomplete."

Applicants must be presenting results of their own original research or artistic endeavors conducted while enrolled at NIU.

Applicants must be the primary author of the presentation.

Applicants, whether single authors or co-authors, must secure from their academic department and/or college a minimum of \$200 in support.

Preference will be given to doctoral students or students pursuing the terminal degree in their discipline. A request from a master's student will be considered only if the department does not offer a doctoral degree in the student's field of study.

The meeting or conference must be of national or international significance.

At the time of application, the applicant must be registered on a full-time basis (minimum nine credit hours during the Fall and Spring, six credit hours during the Summer). If traveling between semesters, the applicant must be registered for the current semester and the semester or term following travel.

Only one travel request per student may be funded in a fiscal year.

Applicants must not be employed at NIU as an instructor, adjunct, or regular member of the faculty.

### **Instructions**

1. Complete and print the coversheet.
2. Attach the proposal, which must include the following components.
  - a. Title of the presentation and applicant's name
  - b. Synopsis of the presentation (500 words maximum). In the synopsis, explain the significance of the research or artistic endeavor and its relationship to the applicant's ongoing academic program.
  - c. Justification: Explain how the opportunity to present will enhance the applicant's academic or professional experience. Explain why the particular forum is the most appropriate one.
3. Attach supporting materials, including: confirmation of participation, the names, positions, and institutional affiliations of other panelists, moderators, commentators, or jury members (if known).
4. Secure support from one's department Chair or school Director and, as needed, one's college Dean.

### **Due Dates**

For travel between July 1 and September 30 (Deadline: June 24 at 4:30 PM)

For travel between October 1 and January 30 (Deadline: September 2 at 4:30 PM)

For travel between February 1 and June 30 (Deadline: January 20 at 4:30 PM)

If traveling over two periods, the request must be submitted based on the start date of the travel.

Submit applications to Dean, Graduate School, 223 Adams Hall.

### **Reimbursement**

Upon return, applicants awarded a travel grant must file a signed travel voucher with receipts. Successful applicants must file with the travel voucher a brief assessment of the results of the presentation. An estimate of the audience size, formal and informal comments about the presentation, and an assessment of the academic and professional benefits of the experience should be included. Vouchers will not be approved until a final report is received.

Submit vouchers and final reports to Dean, Graduate School, 223 Adams Hall.

### **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." Faculty members are required to file a record of each suspected incident with the NIU Office of Community Standards and Student Conduct office.

Many students are unfamiliar with what constitutes plagiarism. In research for a course paper or scholarly product, you can 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—but, you must 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. 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.

## **FACULTY GRADUATE STUDIES COMMITTEE**

The Director of Graduate Studies is responsible for the daily administration of the graduate program. The Director is supported by the Graduate Studies Secretary. The Director works closely with the department's Faculty Graduate Studies Committee on all policy matters. Most policy decisions of the committee must be ratified by the political science faculty as a whole.

The Faculty Graduate Studies Committee of the Political Science Department consists of six faculty voting members, representing each of the subfields to the greatest extent possible. A graduate student representative also serves on the committee and has voting rights on policy and procedural matters but does not participate in admissions or assistantship decisions or matters involving individual graduate students. The graduate student representative usually is the president of the Political Science Graduate Student Association but another individual could be selected if the president is unable to attend meetings. The Director of Graduate Studies serves as an ex-officio member of the committee and chairs its meetings. The Director of Graduate Studies may serve as a voting member of the Graduate committee if also representing a subfield.

Some of the roles of the Faculty Graduate Studies Committee are:

- Review the policies and procedures of the M.A. and Ph.D. programs of the department and recommend changes in those policies and procedures to the department.
- Affirm or reject applicants for the Ph.D. program who have received admission acceptance by their first and second subfields of interest.
- Allocate graduate assistantships to the department's graduate students.
- Review catalog and curriculum changes regarding graduate courses and submit them to the department for consideration.
- Receive appeals regarding graduate program policies and procedures.
- Develop, review, and implement the graduate program assessment in collaboration with others in the department.

Students are encouraged to raise policy issues with the student representative on the Faculty

Graduate Studies Committee, or directly with the Director of Graduate Studies, if desired.

## **POLITICAL SCIENCE GRADUATE STUDENT ASSOCIATION**

The Political Science Graduate Student Association (PSGSA) is a recently formed organization whose goals include representing the interests of political science graduate students to the department's faculty and staff, the university's student association, and the university. The PSGSA is determined to be a resource for graduate students in such areas as:

- Navigation of degree programs.
- Socialization in the spheres of professional development and research presentation.
- Advocacy within the department and the university.

Furthermore, the PSGSA seeks to strengthen the communal bonds between graduate students and faculty through formal and informal meetings and events. The development of a sense of community will help graduate students to feel more comfortable in their surroundings, to nurture support systems with one another, and to exchange ideas with one another. All political science graduate students are members of the PSGSA. Thus, all are encouraged to attend its meetings, formal events, and informal get-togethers. Meeting and event times and locations will be announced via mass e-mail at least one week prior to each scheduled meeting or event.

Current PSGSA officers work to fulfill the mission of the PSGSA. These officers are also available to assist graduate students with any questions or concerns related to student life, coursework, and professional development opportunities (e.g., academic conferences, university training seminars, etc.) to the best of their respective abilities. No question or concern is too trivial. In fact, many of the lessons that senior graduate students take for granted came through trial and error and other forms of experience. Thus, PSGSA officers may aid graduate students in shortening this learning process. This, in turn, may lead to an enriched experience for the department's more recently enrolled graduate students. The PSGSA looks forward to serving the department's graduate students and cultivating some memorable experiences!

## **CHAPTER 2. M.A. PROGRAM**

### **TWO APPROACHES TO THE M.A.**

There are two approaches to a master's degree in political science. For some students, the M.A. is a terminal degree. These students desire a deeper understanding of the theories behind political actions and pursue the M.A. either to satisfy intellectual curiosity or to gain a credential for an advanced position in teaching, business, a government department, or nonprofit agency.

Other students pursue the M.A. as an interim step toward earning a Ph.D. in political science or a related field. These students gain a deeper understanding of the theories underlying various subfields within political science through advanced coursework. After completing the M.A. coursework, they apply for entry to a Ph.D. program so that they can learn the research skills necessary to become a scholar in the academic community.

These underlying approaches are reflected in the options available to M.A. students in political science at NIU. For all M.A. students, the coursework requirements are the same. The principal difference in the approaches is in the way that students meet the M.A. research requirement to finish the M.A.; students can either write two starred papers or write a thesis. Both efforts are described more fully below. Students who are pursuing the M.A. as an interim step toward a Ph.D. are more likely—but not required—to opt for writing a thesis, because it is an opportunity for a student to demonstrate some level of competence in pursuing independent (though guided) research. The dissertation requirement for the Ph.D. is a much more rigorous requirement of the same nature.

Prior to registration for the second semester of study, students are required to select a permanent advisor who is responsible for advising the student and seeing that the program-of-courses meets departmental requirements. As students plan their starred papers or thesis they will select a three-person committee (one of whom is designated as committee chair) and fill out a Graduate Advisory Committee form and have it on file with the department. Membership on this committee is at the student's invitation with the concurrence of those invited. Students may change advisor or other members of the committee at any time prior to a major decision point in their program at NIU. One does this by filling out a new Graduate Advisory Committee form.

Students should discuss their approach to the M.A. degree with their faculty advisors at the onset of discussions so that the faculty can better advise students regarding coursework and the advisability of pursuing the starred papers or the thesis options. In both instances, students will be required to form a committee of three faculty members who will decide whether the students' written work satisfies department standards (see also M.A. Examinations).

### **Starred Papers**

The starred papers' research option requires M.A. students to submit to their committee two essays that are 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 be accepted as starred papers. Students should consult in advance with the instructor in order to determine whether the paper may be

counted as a starred paper and what revisions are necessary. Instructors may establish their own criteria for starred papers. Starred papers represent a high quality piece of scholarship and an instructor may require several revisions of a term paper before accepting it as a starred paper.

Students electing the starred paper option are required to submit one paper from their major subfield of interest and one from outside that subfield. The papers must be written under the direction of two 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 final submission to the department.

Starred paper approval forms are available from the Graduate Studies Secretary.

### **M.A. Thesis**

M.A. students may choose to write a master's thesis to meet the department's research requirement. This option involves following Guidelines for Preparing and Submitting ETDs (Electronic Theses and Dissertations) at NIU. Occasionally a well focused student may write a master's thesis that will become a chapter in a Ph.D. dissertation and a good thesis (or even a starred paper) may contain publishable findings. A student intending to write a thesis must identify a prospective committee chair for the thesis, who must approve the topic, be willing to serve as thesis director, and meet Graduate School qualifications. It should be reiterated that the thesis option entails many more requirements from the Graduate School than the starred paper option. Students should carefully review the requirements in advance of beginning the thesis option to fully appreciate the undertaking. The required length of the thesis and other internal aspects of it are determined by the student and his or her committee chair. Faculty members vary in their thesis approaches and requirements.

### **M.A. COURSEWORK**

M.A. students must complete 30 credit hours at the graduate level, including at least nine credit hours in one of the department's six subfields. Each subfield may have its own course requirements or recommendations, described in the "Subfield Policies" below. Students must take a minimum of 15 credit hours in 500- or 600- or 700-level seminars. No more than three credit hours may normally be applied to courses outside the department.

POLS 602 and POLS 603 are strongly recommended for all M.A. students considering pursuing a Ph.D. in political science and may be required by the student's faculty advisor. These courses are designed to provide an introduction to the philosophical underpinnings, scope, methods, and research design of political science.

All M.A. students must take POLS 690 for a total of at least three credit hours. This requirement may be fulfilled in one, two or three semesters or summer terms. Credit hours of POLS 690 may not count toward the minimum of nine credit hours in one subfield. No more than three credit hours of POLS 690 may count toward the 30 credit hour minimum for the M.A. degree.

All M.A. students writing a master's thesis must take POLS 699 for three credit hours. According to the Graduate Catalog, "A student who has formally begun the thesis or its equivalent must register in course number 699 in each subsequent term until the thesis or equivalent is submitted to and formally approved by the Graduate School." Thesis credit can be taken for one to six credits. Thus, since students need to be registered the semester they graduate, if the requisite three credits of POLS 699 has already been met than students may sign up for

only one credit hour of POLS 699 in their graduating semester.

### **Time Limitations**

The Graduate School requires that M.A. students must fulfill all requirements for a degree within the six consecutive years immediately preceding the date of the student's graduation from that degree program. This time limit applies to enrollment in all graduate course work in the student's program including work for which transfer credit is allowed.

If an NIU course taken to complete the requirements for the master's degree does not fall within the six-year period allowed for the degree program, the student's major department may require the student to retake the course for credit or may allow the student to demonstrate current knowledge of the subject matter. In the latter case, currency must be demonstrated to the satisfaction of the department offering the course through successful completion of an appropriate examination or other assessment if available from the department. Transfer courses falling outside the limitation of time cannot be used in a graduate program (See Graduate Catalog).

### **SUBFIELD POLICIES**

The political science faculty members are affiliated with one or more research subfields. The research subfields represent shared interests of faculty and students. The political science curriculum is organized by subfield, and faculty in each subfield set the course requirements for that subfield. Students are required to choose subfields of study as the basis of their program of courses, which must meet the requirements of each chosen subfield of study. The course requirements of each subfield are presented below.

#### **American Government**

Coursework in the American Government subfield 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 subfield of American Government. Some may also choose to develop special expertise in the sub-subfield of Public Law. All students should plan their course of studies in consultation with American Government faculty.

Although there are no required courses, M.A. students with an interest in American Government are strongly encouraged to take POLS 600 (Seminar in American Politics).

The core courses in American Government are POLS 600 (Seminar in American Politics), POLS 605 (Seminar in Political Parties), POLS 607 (Seminar on the Presidency), POLS 608 (Legislative Behavior), and POLS 610 (Seminar in the Judicial Process). 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. In addition to taking core courses, students who wish to develop an area of concentration in Public Law should take POLS 610 (Seminar in the Judicial Process) and additional courses decided in consultation with the Public Law faculty.

## Comparative Politics

Comparative Politics offers courses that provide a rigorous survey of theoretical approaches and methodological issues. Some courses focus on specific topics and/or regions, drawing on pertinent theories. Students who select Comparative Politics as their M.A. subfield must complete at least nine credit hours of Comparative Politics courses. M.A. students are not required to take POLS 660 (Seminar in Comparative Political Analysis). No single course can be used to meet the requirements of both Comparative Politics and another subfield.

## International Relations

There are no required courses for M.A. students although POLS 680 (Theories of International Relations) is recommended for master's students. Before enrolling in POLS 680, students should consult with the instructor to ensure they have an adequate background to be successful in the course. M.A. students are required to take 12 credit hours of graduate International Relations courses.

## Political Theory

POLS 650 (Basic Problems in Ancient Political Philosophy), and POLS 651 (Topics in Modern Political Philosophy), are the core courses for students doing their master's work in Political Theory. The topics covered in the Basic Problems courses and the Topics courses change from semester to semester and therefore the courses may be repeated, up to 12 credit hours for POLS 650 and 15 credit hours for POLS 651.

All master's students interested in Political Theory must take a minimum of nine credit hours of Political Theory courses, subject to exceptions in special cases with the approval of the subfield.

<b>COURSES</b>	<b>Required of Political Theory-MA</b>	<b>COMMENTS</b>
POLS 650	<b>X</b>	Max 12 credit hours
POLS 651	<b>X</b>	Max 15 credit hours

## Politics and the Life Sciences

M.A. coursework 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 subfield. All M.A. students in biopolitics are required to take the core course in biopolitical theory, POLS 630 (Biopolitical Theory), as well as meet all departmental requirements for the M.A. degree.

Within the biopolitics subfield, there are two distinct concentrations of courses, one is biopolicy oriented and the second is theory oriented.

The area of study in biopolitics for any student will depend on the needs and interests of the individual student. A program-of-courses should be organized in consultation with an adviser upon entrance into the program.

COURSES	Required of Politics & Life Sciences-MA
POLS 630	X

### Public Administration

The Master's in Public Administration (M.P.A.) is administered by the Division of Public Administration. However, it is possible to get an M.A. in Political Science with Public Administration as your primary focus. Students wishing to pursue this degree path should consult with Public Administration faculty. All master's students interested in an M.A, with a primary focus on Public Administration must take a minimum of 12 credit hours, including PSPA 661 (Theory and Analysis in Public Administration).

COURSES	Required of Public Administration-MA
PSPA 661	X

### M.A. EXAMINATIONS

#### Starred Papers

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 will normally attend the examination. However, at least one starred paper instructor and three faculty members in total must be present.

Students wishing to complete their M.A. examination in the fall semester must arrange with the Graduate Studies Secretary to do so by November 1. Those wishing to complete their M.A. examination in the spring semester must arrange to do so by April 1. 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 to meet. Students are urged to submit draft papers early in order to complete any revisions requested by the instructors. Students wishing to graduate must also meet Graduate School deadlines on reporting results of their starred paper defense. Note: the Graduate School refers to the starred paper defense as a comprehensive examination.

#### Thesis

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:

- Pass with a recommendation that the student is eligible for the department's doctoral program.
- Terminal pass, with a recommendation that the student is not eligible for the department's doctoral program.
- 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.

The M.A. examinations must be held in a timely fashion to meet Graduate School deadlines. Students must work with their committee to make sure that the examination is held before the deadlines of each term. Failure to convene the exam in a timely fashion will postpone the graduation date of the student and may affect admission to Ph.D. programs, either at NIU or other institutions.

## **CHAPTER 3. PH.D. PROGRAM**

### **PURPOSE OF THE PH.D**

The purpose of the Ph.D. degree traditionally has been to gain training in research skills so that one may make new discoveries that advance our human understanding of the world. Discovery (or research) generally must follow accepted rules of research practice in order to be credible to the existing scholars in a particular subfield. Scholars share new discoveries by teaching students in classrooms and by publishing the results of research in scholarly journals so that other scholars can use the new knowledge in their classrooms and their research efforts. Hence, a principal purpose of a Ph.D. is to learn the principal theoretical approaches to an area of study and to learn the research methodologies appropriate to particular lines of inquiry. All doctoral students must complete the requirements in two of the six subfields of graduate study the department offers.

Students in the political science doctoral program at NIU should expect to learn the theoretical approaches to the study of a particular subfield of political science inquiry, and the research methodologies used by that subfield of scholars. Course requirements generally include a core seminar (or seminars) in a subfield, plus some combination of qualitative and/or quantitative research methods seminars.

### **ADMISSION TO THE PH.D. PROGRAM**

The department usually does not begin consideration of an application until the file is complete. All application materials must be submitted electronically to the Graduate School. Admission to the Ph.D. program requires the following materials:

- Completed application form, together with a statement of academic goals and interests, and primary interest form (available from the Graduate Studies Secretary) indicating the intended subfields of doctoral study.
- 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.
- Official transcripts of undergraduate and graduate work at all colleges and universities previously attended.
- 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.
- Doctoral applicants should have completed a Bachelor of Arts, Bachelor of Science, or Masters of Arts degree from an accredited university and maintained at least a 3.2 cumulative grade point average. In addition, the expectation is that applicants will score well on the Graduate Record Examination (GRE). Applicants with a minimum GRE score of 550 or higher on both the Verbal and Quantitative parts of the test will be given the most serious consideration. Students with scores below 500 on either the Verbal and Quantitative parts of the test will be accepted into the Doctoral program only under extraordinary circumstances.
- 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.

Admissions decisions are made by the Faculty Graduate Studies Committee. Decisions of the 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 grade point average, 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 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. Second, they must receive the M.A. degree prior to taking their Ph.D. candidacy (comprehensive) examinations. In applying to receive the M.A. degree, they need not repeat the application fee but must submit application materials to the Graduate School as if they were applying separately for the M.A. They will be assessed the graduation fee. Last, students in the final semester of their M.A. or M.P.A. program at NIU may apply for the Ph.D. program.

## **ADVISORY COMMITTEES**

Prior to registration for the second semester of study, students are required to select an advisor and in consultation with his or her advisor, an advisory committee. An advisory committee form must be completed and filed with the Graduate Studies Secretary. This committee is responsible for advising the student and seeing that a chosen course of study meets departmental requirements. Membership on this committee is at the student's invitation with the concurrence of those invited. A student may change advisor or other members of the committee at any time prior to a major decision point (e.g., qualifying or comprehensive exam, dissertation proposal) in his or her program at NIU. One does this by filling out a new Graduate Advisory Committee Form.

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. A common strategy for selecting an advisor is for the student to discuss research interests with individual faculty to learn if there are shared interests. Faculty may also recommend colleagues to the student based on these conversations. The Ph.D. advisory committee should include two representatives from the student's first subfield, and one representative from the second subfield.

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 subfield. 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. Students must complete a program-of-courses form and file it with the Graduate Studies Secretary. The students' program-of-courses are also maintained in the My NIU system.

Students who opt for a graduate concentration or a "third subfield" must have at least three

political scientists on their advisory committee and include at least one representative from each subfield or graduate concentration. A professor outside of the department may be named as an additional member of the committee.

## **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 credit hours beyond the B.A./B.S. degree. Appropriate coursework credit from an M.A. or M.P.A. degree is usually included in this total.

These 90 credit hours are commonly allocated as follows: 30 credit hours of work toward the master's degree, either at NIU or accepted in transfer from another university, at least 30 credit hours of postmasters level coursework, and last, up to 30 credit hours in POLS 690, POLS 799A and POLS 799B for research towards the dissertation.

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

Graduate students in the doctoral program are required to take comprehensive written and oral examinations (candidacy exams) in at least two subfields of the discipline and may, if they choose, also take an exam in a third subfield.

It is the function of the student's academic advisor and advisory committee to approve the program-of-courses the student will take to satisfy the requirements in each subfield. 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.

### **Required Courses**

Students are required to develop expertise in two subfields of Political Science. One subfield should be designated the student's first subfield and the student is required to complete 15 credit hours in that subfield. The student is required to have a second subfield and is required to complete 12 credit hours in that subfield. In addition, the following five courses are required of all doctoral students:

- Students must complete POLS 602 (Research Design in Political Science).
- Students must complete POLS 603 (Scope and History of Political Science).
- Students must complete a minimum of six credit hours of POLS 690 (Political Science Research).
- Students must complete a minimum of one credit hour of POLS 691 (Teaching of Political Science).
- Students must complete a minimum total of six credit hours of course number 799 (Doctoral Research and Dissertation) for the doctoral degree.

All doctoral students must take POLS 602 and POLS 603 as part of their 90 credit hour Ph.D. program. They are required to take these two courses during their first two semesters at NIU. An exception may be granted with the consent of the Director of Graduate Studies. These courses are designed to provide an introduction to the philosophical underpinnings, scope, methods, and research design of political science. Students with a subfield in Public Administration may

substitute PSPA 604 (Public Program Evaluation Methods) for POLS 602 with the approval of their advisory committee. Students who have taken the equivalent of either POLS 602 or POLS 603 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.

All doctoral students must take POLS 690 for a minimum of six credit hours. This course provides indispensable socialization into the department and the profession, opportunities for peer assistance and review, and bridges between theories and applications. POLS 690 may be repeated to a maximum of 36 credit hours and be counted toward the 90 credit hours required for the Ph.D. degree, but is not accepted toward the minimum course requirement in either of the student's two subfields.

All doctoral students are also required to take for one credit hour POLS 691 which is a general orientation for teaching political science. It is taught as a seminar and graded on a satisfactory/unsatisfactory 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 is not accepted toward subfield requirements for the doctoral degree but it may be counted toward the 90 credit hours required for the Ph.D. degree.

Doctoral students who have an approved dissertation proposal may register for POLS 799A. Students must complete a minimum of six credit hours of course number 799 (A or B) for the doctoral degree. Students who register for POLS 799A are required to maintain continuous registration in POLS 799A every term, including summer terms, until the dissertation 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. Furthermore, there is a fixed three credit hour registration requirement for POLS 799A.

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 credit hours. It is thus advantageous for many students to register for POLS 690 to the maximum credits allowed (36) before enrolling in POLS 799A. There is no requirement for continuous enrollment in POLS 690, and the student can choose to register for one to three credits.

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 799A (three credit hours) with registration in POLS 799B (one credit hour).

## **Languages and Research Tools**

The goals of the Languages and Research Tools Curriculum are:

- A foundation to competently read broadly in Political Science and Public Administration literature.
- Competence to read in special literature of a student's subfield within Political Science.
- Competence to conduct dissertation research.
- Freedom of students to obtain training outside Political Science courses to gain competence for dissertation research and to read specific literature in a subfield.

Students working toward a Ph.D. in political science must demonstrate a proficiency to use a language(s) or research tool(s). 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 643 (Advanced Analysis of Political Data) or POLS 645 (Qualitative Research Methods) during their second year.

The choice of specific language/research tools will relate to the student's subfield 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:

- Two languages, average reading proficiency.
- One foreign language, high level of reading proficiency.
- One foreign language, average reading proficiency, and one research tool, average proficiency.
- One research tool, high level of proficiency.
- Two research tools, 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 subfields may require that all students working in that subfield offer a particular research tool or language.

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

student:

- Tool courses, as well as POLS 602 (PSPA 604) and POLS 603, count toward the required number of credit hours in the Ph.D. program.
- Tool courses must be passed with at least a B grade and in no case will a lesser grade satisfy the requirement.
- Tool course requirements and programs must be approved by the student's Advisory Committee in advance.
- When Non-Political Science tool courses are used, the Graduate School must approve the specific courses that will be used to satisfy tool requirements. 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:

- Achieving "average proficiency" in two foreign languages.
- Achieving "average proficiency" in one foreign language and "average proficiency" in one research tool.
- Achieving "high proficiency" in one foreign language.

Students wishing to demonstrate competence in foreign languages must do so either through coursework 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 subfield of concentration. These exams are graded on a Pass/Fail basis.

The language courses at NIU are undergraduate courses and cannot be counted toward the 90 credit hours of graduate work required to complete a Ph.D. They do count toward fulfillment of the language tools option.

Students pursuing Southeast Asian Studies as a graduate 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 of the Center for Southeast Asian Studies.

**Research Tools Option**

Students electing the research tools option normally demonstrate competence through the successful completion of coursework, offered in the Political Science department. The following table outlines the Political Science Research Tools Requirements to obtain average and high proficiency in quantitative and in qualitative methods.

<b>POLS Research Tools Requirements</b>				
	<b>Quantitative</b>		<b>Qualitative</b>	
<b>Proficiency</b>	<b>Average</b>	<b>High</b>	<b>Average</b>	<b>High</b>
<b>POLS 602 or PSPA 604</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>POLS 603</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>POLS 641 or PSPA 601</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>POLS 642</b>	<b>X</b>	<b>X</b>		
<b>POLS 643</b>		<b>X</b>		
<b>POLS 645</b>			<b>X</b>	<b>X</b>
<b>POLS 661 or Approved Non-POLS course on registry</b>				<b>X</b>

POLS 643 (Advanced Analysis of Political Data) may be taught as modules (e.g., time series analysis, latent variable structural equation modeling). Students offering high proficiency in research tools may repeat POLS 643 up to 6 credit hours as the module changes. Variable credit may also be granted for special summer advanced methods training (e.g., at the Inter-University Consortium of Political Science Research at the University of Michigan).

The Faculty Graduate Studies Committee shall maintain a registry of courses deemed acceptable as additional courses to fulfill research tools high proficiency requirements or as substitutes for the indicated Political Science research tools courses. Advisory committees may petition the Faculty Graduate Studies Committee to permit a student to enroll in a course not on this list in fulfillment of the student's program-of-courses. The graduate committee periodically will review research tools offerings in other departments to keep the registry current. The Faculty Graduate Studies Committee shall recommend courses in other departments if and only if the course is determined to be (a) as rigorous as or more rigorous than the standard Political Science 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 coursework, 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 Faculty Graduate Studies Committee will administer research tool examinations in such instances.

### **Additional Subfield or Graduate Concentration Option**

A student may choose to complete an additional (third) subfield or graduate concentration. This minor subfield requires 12 credit hours in the department. The credit hours required for a Graduate Concentration vary. Please see the Graduate Catalog for further information. Neither this subfield nor a graduate concentration requires a written comprehensive exam. However, a student may choose to take a comprehensive exam. In that case, the subfield is designated as his/her third major subfield.

### **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 credit hours. In practice this means that unless the department indicates the desire to “protect” up to 30 credit hours, the calculation of the time limit will start with the oldest course listed on the program.

“Doctoral-level study” refers to coursework taken beyond the highest degree in the subfield held at the time of admission which is accepted by the student’s advisory committee as part of the doctoral program-of-courses.

### **SUBFIELD POLICIES**

The political science faculty members are affiliated with one or more research subfields. The research subfields represent shared interests of faculty and students. The political science curriculum is organized by subfield, and faculty in each subfield set the course requirements for that subfield. Students are required to choose subfields of study as the basis of their program of courses, which must meet the requirements of each chosen subfield of study. The course requirements of each subfield are presented below.

Each subfield has its own course requirements or recommendations; these are described below. The 15 or 12 credit hour minima in each subfield may include course credits transferred from another university or a prior master’s degree program. However, any courses from a prior masters degree program cannot count toward the 90 credit hours requirement if there is an automatic transfer of 30 masters credit hours. All transfer credits must be approved by the student’s advisor and then approved by the student’s advisory committee.

Students who take only 12 credit hours in any subfield may not count any independent study courses in the 12 credit hours. No more than one course outside of political science may be counted toward the credit hours required in any one subfield and a total of no more than 15 credit hours may be taken outside of political science. Petitions for exceptions to any of these rules must be submitted in writing to the department’s Faculty Graduate Studies Committee, through the student’s advisory committee chair, and must also be approved by the Graduate School.

The Political Science department maintains an updated program-of-courses form which is kept in each student’s file. It is the responsibility of the student to make sure this form is kept up to date. In addition, the Graduate School maintains an electronic accounting of each student’s progress toward his or her degree which includes the meeting of goals such as having taken the required

POLS 602 course for Ph.D. students. This electronic accounting mechanism will be available through My NIU starting with students who begin their graduate work in academic year 2008-09 or subsequently.

### **American Government**

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

All Ph.D. students who have selected American Government as a subfield of study (first, second, or third subfield) must complete POLS 600 (Seminar in American Politics). Ph.D. students must take at least four other 600-level courses from the American government listings; two of these four courses must come from the core institutions' set of courses. The core institutions' set of courses are POLS 605 (Seminar in Political Parties), POLS 607 (Seminar on the Presidency), POLS 608 (Legislative Behavior), and POLS 610 (Seminar in the Judicial Process). 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. The topics covered in POLS 601 (Topics in American Politics) and POLS 609 (The Roots of Political Behavior) change from semester to semester and therefore the courses may be repeated up to six credit hours.

In addition to all other requirements, all American Government Ph.D. students must take POLS 602 (Research Design in Political Science) and POLS 641 (Introductory Analysis of Political Data) in the first fall semester of their graduate program.

COURSES	Required of American Government			COURSE TYPE/COMMENTS
	1 <sup>st</sup> Subfield	2 <sup>nd</sup> Subfield	3 <sup>rd</sup> Subfield	
POLS 600	X	X	X	Core
POLS 605				Core
POLS 607				Core
POLS 608				Core
POLS 610				Core and Public Law
POLS 601				Elective/Max 6 credit hours
POLS 606				Elective
POLS 609				Elective/Max 6 credit hours
POLS 619				Elective
POLS 701				Elective

### Public Law Concentration

In addition to satisfying all course requirements for the subfield of American Government, it is recommended for students who wish to develop an area of concentration in Public Law to complete POLS 610 (Seminar in the Judicial Process) and additional relevant courses decided in consultation with the Public Law faculty.

## Comparative Politics

Comparative Politics offerings include courses that provide a rigorous survey of theoretical approaches and methodological issues as well as courses with a focus on specific topics across countries and regions, using pertinent theories. POLS 660 (Seminar in Comparative Political Analysis), is required of all Ph.D. students and provides a rigorous survey of theoretical approaches and methodological issues. No single course can be used to meet the requirements of both Comparative Politics and another subfield. The topics covered in POLS 672 (Topics in Comparative Politics) and POLS 673 (Foreign Area Politics) change from semester to semester and therefore the courses may be repeated up to nine credit hours.

COURSES	Required of Comparative Politics			COURSE TYPE/COMMENTS
	1 <sup>st</sup> Subfield	2 <sup>nd</sup> Subfield	3 <sup>rd</sup> Subfield	
POLS 660	X	X	X	Thematic
POLS 621				Thematic
POLS 662				Thematic
POLS 667				Thematic
POLS 668				Thematic
POLS 669				Thematic
POLS 671				Thematic
POLS 672				Thematic/Max 9 credit hours
POLS 675				Thematic
POLS 663				Configurative
POLS 666				Configurative
POLS 670				Configurative
POLS 673				Configurative/Max 9 credit hours
POLS 702				Elective

## International Relations

All Ph.D. students who have selected International Relations as a subfield of study (first, second, or third subfield) must complete POLS 680 (Theories of International Relations). The topics covered in POLS 686 (Seminar in International Relations) change from semester to semester and therefore the course may be repeated up to 15 credit hours. Overall, Ph.D. students need to have a solid understanding of systemic and sub systemic theories of international relations as well as multiple specializations within the subfield of international relations. In close consultation with their advisory committee, Ph.D. students should select subfield courses and methods training (e.g., foreign languages, research design, qualitative methods, and/or quantitative methods) that complement their program-of-courses, dissertation plan, and professional goals.

COURSES	Required of International Relations			COURSE TYPE/COMMENTS
	1 <sup>st</sup> Subfield	2 <sup>nd</sup> Subfield	3 <sup>rd</sup> Subfield	
POLS 680	X	X	X	Core
POLS 681				General
POLS 682				General
POLS 683				General
POLS 684				General

POLS 685				General
POLS 686				Thematic/Max of 15 credit hours
POLS 687				Regional
POLS 688				Regional
POLS 689				General
POLS 702				Elective

### Political Theory

POLS 650 (Basic Problems in Ancient Political Philosophy), and POLS 651 (Topics in Modern Political Philosophy), are the core courses for students doing their doctoral work with Political Theory as a primary subfield. Students doing their doctoral work in Political Theory are highly recommended to take the POLS 750 (Seminar in Political Theory). The topics covered in the core courses and the seminar change from semester to semester and therefore the courses may be repeated, up to 12 credit hours for POLS 650, 15 credit hours for POLS 651 and up to nine credit hours for POLS 750. Students with a first subfield in Public Administration are an exception to this rule. Such students may take Political Theory as a second or a third subfield by taking POLS 651 or 750 and up to two courses in POLS 652 (Theory of American Democracy I: the Federal Convention) or POLS 653 (Theory of American Democracy II: The Federalist).

COURSES	Required of Political Theory			COURSE TYPE/COMMENTS
	1 <sup>st</sup> Subfield	2 <sup>nd</sup> Subfield	3 <sup>rd</sup> Subfield	
POLS 650	X			Max 12 credit hours
POLS 651	X			Max 15 credit hours
POLS 652				American Political Thought
POLS 653				American Political Thought
POLS 654				Max of 6 credit hours
POLS 750	X			Max 9 credit hours

### Politics and the Life Sciences

Coursework 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 subfield. All Ph.D. students in biopolitics are required to take the core course in biopolitical theory, POLS 630 (Biopolitical Theory), as well as meet all departmental requirements for the Ph.D. degree.

Within the biopolitics subfield, there are two distinct concentrations of courses, one is biopolicy oriented and the second is theory oriented.

COURSES	Required of Politics and the Life Sciences			COURSE TYPE/COMMENTS
	1 <sup>st</sup> Subfield	2 <sup>nd</sup> Subfield	3 <sup>rd</sup> Subfield	
POLS 630	X	X	X	Core
POLS 631				Biopolicy Oriented

POLS 632				Biopolicy Oriented
POLS 633				Biopolicy Oriented
SOCI 551				Biopolicy Oriented
SOCI 560				Biopolicy Oriented
SOCI 582				Biopolicy Oriented
POLS 637				Theory Oriented
PHIL 652				Theory Oriented
PHIL 631				Theory Oriented

It must be emphasized that students are not required to only take courses that are biopolicy oriented or theory oriented; students might select courses from both groupings. The focus in biopolitics for any student will depend on the needs and interests of the individual student. A program-of-courses will be organized in consultation with the advisor and advisory committee.

### Public Administration

All Ph.D. students who have selected Public Administration as a subfield of study are required to take PSPA 661 (Theory and Analysis in Public Administration). All other courses appropriate to the individual student's preparation are selected in consultation with the student's advisor and advisory committee. Students should also recognize that both POLS courses and PSPA courses may be appropriate for a student's program.

COURSES	Required of Public Administration			COURSE TYPE/COMMENTS
	1 <sup>st</sup> Subfield	2 <sup>nd</sup> Subfield	3 <sup>rd</sup> Subfield	
PSPA 661	X	X	X	Core
PSPA 655				Encouraged
PSPA 664				Encouraged

Doctoral students are encouraged to take at least one of the more advanced PSPA courses, such as PSPA 655 (Organization Development in the Public Sector) or PSPA 664 (Politics of Public Budgeting). Ph.D. students choosing Public Administration as a second or third subfield must also take PSPA 661 and three additional appropriate courses.

### TEACHING SKILLS REQUIREMENT

All Ph.D. students are required to demonstrate teaching competence. Teaching options include:

- Teaching discussion sections of a professor's introductory course.
- Taking responsibility for several class meetings of a graduate or undergraduate course under the supervision of the course professor.
- 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 Faculty Graduate Studies Committee. The primary purpose of this requirement is to improve the student's teaching ability.

The department holds a teaching orientation each August before the start of classes. All graduate students with independent teaching assignments (classes or discussion sections) are required to

attend. The university also conducts a teaching orientation session. All funded teaching assistants are expected to complete the university program at least once and are encouraged to return in subsequent years for a refresher and/or to participate in different break-out sessions.

## **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). Students with an M.A. or M.P.A. from NIU have already prepared for the doctoral program; hence, the purpose of the qualifying exam 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 serves two purposes. First, it is to confirm that the student is adequately prepared for doctoral level work in political science, especially in the subfields 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, the qualifying exam is an opportunity for the student's full committee to review the student's draft doctoral program-of-courses and to make changes to the program, especially in light of strengths or weaknesses demonstrated during the qualifying examination.

## **PH.D. CANDIDACY EXAMINATIONS ("COMPS")**

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. Doctoral students preparing for comprehensive exams must be registered during the semester in which they take the exam.

Students who wish to sit for their examinations must file a specific "Request to Sit for Comprehensive Exams" form, which should be submitted to the Graduate Studies Secretary by August 1 for an examination in September and by December 15 for an examination in February.

Doctoral students should note that there is no set grading policy for the examinations at the departmental level. That is to say, the faculty in each subfield regulates the construction and grading of the examination in that subfield. Consequently, the construction and grading policies vary by subfield. Students intending to sit for a comprehensive exam in a subfield are well-advised to consult with the subfield coordinator and each of the faculty in the students' two exam subfields in addition to consultation with the student's advisor.

### **Administrative Procedures (General)**

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

1. Students must file, by the deadline, 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.
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 be allowed to take their comprehensive

examinations.

3. Students will be tested in two subfields. A student must take both examinations in one semester's exam period. The exam for a third subfield may be taken in the next semester's 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 semester's exam period. A student who fails an exam may redesignate an additional subfield as one of the two primary subfields if he or she has completed all coursework in this third subfield and has the permission of its coordinator and her/his advisory committee. In such a case, the student must take the exam of the new subfield at the next offering and sit for any retake in the following semester's exam period. A student, who fails two written examinations in the same subfield, or more than three in different subfields, will not be permitted to continue doctoral work in the Department of Political Science.
4. 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 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.
5. Students pick up their exams in the department office after 8:00 a.m. on the day scheduled for the exam in the subfields of Biopolitics, Political Theory, Comparative Politics and International Relations. They shall then proceed to the room assigned for the examination. Examinations are to be turned in no later than 5:00 p.m. of the same day. Failure to turn in examinations by the designated time will result in the examination being scored a failure. American Government and Public Administration students should follow the procedures outlined below in their specific subfield section.
6. All written exams must be typed and students may either type the examination in the assigned computer laboratory or hand-write the exam. If hand-written, the exam answers will be photocopied by the department Graduate Studies Secretary, then given to the student to type in the 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:

Answers will need to be written on lined 8 ½ X 11 white paper using a black ink pen.

The hand-written pages must be numbered.

On each page—write your name, date, and the subfield on which you are being examined. Answers need to be double-spaced.

7. Subject to the procedures stated in the present document, policies concerning the structure of exams may vary from one subfield to another. The subfield coordinator, whose name is available from the Graduate Studies Secretary, should be contacted concerning the specifics applicable to the subfield.
8. Students are not permitted to consult with each other during the course of an examination. Evidence of violation of these rules shall be considered *prima facie* grounds for the assignment of a failing grade on the examination.

9. All examinations shall be scored on the basis of:

- High pass.
- Pass.
- Fail.

A marginal examination in any subfield shall be considered a failure.

Examinations test scholarly achievement in the pertinent subfield and the content is not necessarily limited to courses taken by the candidates. Students are thus advised to devote a considerable period of time to intensive preparation. Particularly, they should make good use of the reading lists that may be available from the subfield coordinator and should consult with faculty members in the subfield 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 current 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.

After receiving and coordinating the scoring of each exam, the subfield coordinator notifies the student and the student's advisor. As soon as the results of all 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. The department will, upon request, provide students with copies of their individual evaluations.

#### Oral Examinations (General)

Oral examinations may be a part of the comprehensive examination process. Each subfield has its own policies regarding the administration of oral examinations and those specific policies are included in the subfield descriptions below. Subfields have the discretion to waive an oral examination if they deem it is unnecessary based on an exemplary written examination. The oral examinations can take a number of different formats:

- A student may have no oral examinations if both subfields decide to waive such examinations.
- Students may have only one oral examination meeting combining questioning from both comprehensive examination subfields if the two subfields agree to a combined oral examination
- A student may have an oral examination covering only one comprehensive examination subfield if the other subfield waives an oral examination.
- A student may have two separate meetings, each one covering a single subfield set of questions.

Thus, students will have anywhere from zero to two oral examinations. During an examination, faculty members are entitled to query the student concerning any aspect of their substantive and theoretical preparations for further progress in the Ph.D. program.

## **Subfield Policies for Ph.D. Comprehensive Exams**

### American Government Written Examination

The purpose of the American Government doctoral comprehensive exam is to assess the degree to which a student has mastered knowledge of the various theoretical, conceptual and analytical approaches in the study of American politics. Students should be able to answer the questions based on coursework and an extended reading list developed by the student growing out of areas of particular interest to the student in consultation with American Government faculty. Student answers should at a minimum demonstrate mastery of course materials bearing on the questions.

The exam consists of two parts. The first part is a single subfield question that all students must answer; the answer to the subfield question should demonstrate mastery of the generally accepted theoretical, conceptual and analytical approaches in the study of American politics. The second part of the exam consists of four to six specialized questions, from which students for whom American Government is their first subfield will select three questions to answer; the answers to the specialized questions should demonstrate mastery of the theoretical approaches to at least two areas within the subfield of American politics. Students for whom American Government is their second subfield will be required to answer two of the specialized questions in addition to the single subfield question.

The American Government coordinator oversees the development of examination questions. Where possible, American Government faculty who taught seminars taken by the student or students sitting for a comprehensive exam will compose the exam and faculty who contributed the questions answered by the student will grade the exam. At least three American Government faculty will grade each comprehensive exam. The committee will craft an examination that provides a breadth of questions representative of the interests of the students taking the exam.

The American Government subfield examination is a take-home exam. The Graduate Studies Secretary will coordinate with students taking the exam to present the questions to them at 8:00 a.m. on the scheduled date of the exam either in person in the Political Science Office or through email distribution. The student will have until 4:00 p.m. on the following day to complete the examination at a location of the student's choosing. The student may access any materials to answer the questions. The exam answers must be provided in a hard copy and also emailed to the Graduate Studies Secretary. Other requirements of exam administration are noted in the Political Science Graduate Student Handbook (see above).

Each faculty member may comment on any written comprehensive exam answer. However, individual faculty members with primary areas of expertise on a given written answer will be primarily responsible for grading that answer. If a student fails two or more written questions, they must retake the entire written exam before proceeding to the oral portion. The subfield coordinator will draft a letter to each student reporting the results of the examination, in consultation with the appropriate advisory committee chair. The final draft of each letter will be reported to the Graduate Studies Secretary and Director of Graduate Studies for the department. All students will be informed at the same time of the examination results; the Graduate Studies Secretary shall mail to the students the decision letters.

### American Government Oral Examination

All American Government students (both first and second subfield) are required to take and pass both a written and oral exam in order to pass the comprehensive examination in American Government.

A student must pass the oral exam in order to pass the comprehensive exam in American Government. All American Government faculty members may attend all oral exams. There shall be a minimum of three American Government faculty members, to be determined by the American Government faculty themselves, present at all oral exams. Individual faculty members with primary areas of expertise on a given written answer will normally be in attendance at the oral exam.

### Comparative Politics Written Examination

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 Comparative Politics course that they have taken. Students applying courses completed at other universities toward their Comparative Politics subfield requirements must consult with the Comparative Politics subfield coordinator to determine the readings for which they will be responsible.

Comprehensive exams are normally divided into core and subfield sections with latitude for choice among questions in each. The core section is based on POLS 660 (Seminar in Comparative Political Analysis) and thematic courses the student has taken, and the additional readings for those courses. The subfield section is based on configurative courses the student has taken and the additional readings for those courses.

Students' answers to comprehensive exam questions should respond to the questions posed and should reflect broad familiarity with the relevant literatures and ease in using associated concepts.

Students are required to answer a total of four questions and will be able to select from among a broader list of questions. In some cases, the questions may be grouped into two or more categories and students are required to answer one or more questions from each of these. For example, if students have had courses on particular regions, or countries, questions based on that material may be posed in one section of the exam while broader questions are posed in a separate section. Students should consult in advance with the coordinator for the Comparative Politics subfield to learn the structure of their particular exams.

### Comparative Politics Oral Examination

Oral examinations may be scheduled at the faculty's discretion when there is not agreement or clarity as to what grade to assign.

### International Relations Written Examination

International Relations comprehensive examinations are drawn up and evaluated by all International Relations faculty able to participate. Two faculty members are chosen to grade each

written response. Students must answer one required subfield question and one question from each of three other sections. Ph.D. examinations must exhibit well organized knowledge of theory and practice, sound logic and analytical skill, a command of pertinent scholarly literature, and a capacity for future creative scholarship. There are no differences between examinations for student who choose International Relations as their first or second subfield. In preparing for the International Relations comprehensive examination, doctoral students are encouraged to:

- Review copies of past examinations retained by the department's Graduate Studies Secretary.
- Review relevant graduate course syllabi.
- Consult with the IR subfield coordinator and other faculty in the subfield, particularly those with whom the student has worked with in courses or on independent projects.

### International Relations Oral Examination

The International Relations subfield requires all of its students to take an oral examination following completion of the written comprehensive examination. Normally, the International Relations faculty member(s) on the student's Ph.D. advisory committee will administer these examinations. If there is not an International Relations faculty member on the student's advisory committee, the subfield coordinator will designate one to two International Relations professors to attend the student's oral examination. Whenever possible, the International Relations oral examination will be administered during the same meeting in which the oral examination of the student's second Ph.D. subfield is given. If the faculty of the second subfield does not require an oral examination of the student, then two International Relations faculty members will be designated by the subfield coordinator to administer the oral examination. The student is responsible for scheduling this session.

### Political Theory Written Examination

The comprehensive written examinations in Political Theory are individually tailored and drawn up by the subfield faculty from whom the student has taken courses; whether Political Theory is the student's first or second subfield is also taken into consideration. All subfield faculty read the written exams.

### Political Theory Oral Examination

Oral examinations may be scheduled at the faculty's discretion when there is not agreement or clarity as to what grade to assign.

### Politics and the Life Sciences Written Examination

Faculty who teach courses in Biopolitics typically prepare questions for written comprehensive exams, with reference to the classes in Biopolitics that students have taken. Students are advised to talk with faculty with whom they have taken classes when they begin preparing for the exams. The exams are made up of a subfield question and two other questions. Students may not take notes or books to the exams but they may take a list of references to consult when referring to readings and sources.

### Politics and the Life Sciences Oral Examination

Ordinarily a student must pass an oral exam in order to pass the comprehensive exam in

Biopolitics. This exam is generally based on a student's performance on the written exams. Faculty members in Biopolitics have the discretion to waive an oral exam if they deem it is unnecessary in light of an exemplary written examination.

### Public Administration Written Examination

The purpose of the Public Administration written comprehensive exam is to assess the degree to which a student has mastered knowledge of the various theoretical approaches to the study of public administration and public management issues and problems. A student is expected to demonstrate:

- Mastery of the generally accepted theoretical approaches as discussed in PSPA 661 (Theory and Analysis in Public Administration).
- Mastery of the theoretical approaches to at least two specialized areas within the subfield of public administration, including (without limitation) organizational development, human resources management, public budgeting & financial management, intergovernmental relations, e-government, and nonprofit management.

Students should be able to answer the questions based on coursework, especially PSPA 661, an extended reading from a list of works vetted by the public administration faculty (updated on an annual basis), and consultations with public administration faculty members.

The exam consists of two parts. The first part is a single subfield question that all students must answer; the answer to the subfield question should demonstrate mastery of the generally accepted theoretical approaches (as discussed in PSPA 661). The second part of the exam consists of 4-6 specialization questions, from which the student will select two questions to answer; the answers to the specialization questions should demonstrate mastery of the theoretical approaches to at least two specialized areas within the subfield of public administration.

Exam questions will be developed by the doctoral studies committee of the Public Administration Division faculty. The Director of the Division will appoint a committee of three public administration faculty, including the public administration subfield coordinator who will chair the doctoral studies committee. The committee will consult with the faculty to solicit specialization questions. The committee will craft an exam that provides a breadth of questions representative of the interests of the students taking the exam. There will not be more than a single question for each specialization. Students shall declare two specializations with the subfield coordinator when they declare their intent to sit for the exam.

The specialization options are:

1. Public and Nonprofit Management, including:
  - Public Management
  - Nonprofit Management
  - IT/E-government
  - New Governance
2. Organization Theory, including
  - Organization Theory
  - Organization Development
  - Leadership

3. Budgeting and Financial Management
4. Human Resource Management

Part one of the exam will be administered in a four-hour session at a location selected by the faculty. Students will not be allowed to use outside materials for this portion of the exam. The student will print (double-spaced) the answer at the end of the four hours, and also email a copy of the answer to the Graduate Studies Secretary. The student will have until 5:00 p.m. on the following day to complete the second part of the exam at a location of the student's choosing. The student may access any materials to answer the questions. The exam answers must be submitted in hard copy and also emailed to the Graduate Studies Secretary. Each answer may not exceed ten pages, double-spaced, 12 point font, excluding bibliography. Other requirements of exam administration are noted in the Political Science Graduate Student Handbook.

The doctoral studies committee will grade the examination of all students. The committee will solicit grading of specialization questions by the appropriate faculty. The committee will report findings to each student's advisory committee chair. The subfield coordinator will draft a letter to each student reporting the results of the examination, in consultation with the appropriate advisory committee chair. The final draft of each letter will be reported to the Public Administration Division faculty as a whole, and to the Graduate Studies Secretary and Director of Graduate Studies for the department of Political Science. All students will be informed at the same time of the examination results; the Graduate Studies Secretary shall mail to the students the letters crafted by the subfield coordinator and the appropriate advisory committee chair.

The exam committee, chaired by the Public Administration subfield coordinator, creates and grades the examination. Additional readers may be asked to create and evaluate questions required for a specialization declared by a student sitting for the exam.

#### Public Administration Oral Examination

Public Administration does not require an oral exam as part of the comprehensive exam.

### **DISSERTATION WORK**

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

#### **Dissertation Committee**

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, although they are certainly eligible. Selection of the dissertation advisor should be made as soon as possible after the student has passed the candidacy (comprehensive)

examinations.

The chair of the student's dissertation 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 faculty member with "full graduate faculty status" may only co-direct a dissertation as provided by Graduate School regulations.

The composition of the dissertation committee is otherwise governed by Graduate School rules:

Committees to conduct the candidacy examination and the oral defense of the dissertation will be nominated by the Chair of the student's major department and appointed by the Dean of the Graduate School. Membership of candidacy and dissertation examining committees will include representatives of major and minor subfields. The number of voting members on such committees normally will be three to five, and at least three are required. The majority of the voting members of the committee must be regular faculty members at Northern Illinois University; a majority of the voting members must be members of the graduate faculty; ordinarily at least one-half of the voting members, including the committee chair, must be graduate faculty members in the student's major; and at least one-half of the voting members, including the committee chair, must be senior members of the graduate faculty. A person who is not a member of the Northern Illinois University faculty may be a member, but no more than one voting member may be without NIU graduate faculty status. In addition, the Dean of the Graduate School will serve as an ex officio, nonvoting member of all committees to conduct the oral defense of the dissertation. The Dean or a Dean's Designee is to participate in both parts of the defense. (Graduate Catalog)

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:

- A researchable proposition, hypothesis, theory, or situation, the analysis of which will contribute to political science knowledge.
- A preliminary review of the relevant literature currently available in the area chosen for further concentration.
- A preliminary analysis of whatever additional materials, data, or information will be needed to complete the project successfully.
- A preliminary timetable and projection of the work to be done.

**The American Government, International Relations, Comparative Politics and Public Administration subfields require an oral defense of the prospectus with a student's dissertation committee before formal approval of the prospectus.**

All students are required to submit an abstract of their dissertation prospectus to the entire faculty after the dissertation committee has approved the prospectus. Students should submit the abstract to the Graduate Studies Secretary electronically and the secretary will forward it to the faculty.

Once the dissertation proposal has been approved by the student's committee, work may begin on the dissertation. Before beginning any data collecting involving human subjects, students should consult with their dissertation director about Institutional Review Board (IRB) requirements.

### **Dissertation Document**

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.

### **Dissertation Defense**

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. One copy of the draft dissertation must be received by the Dean of the Graduate School at least three weeks before the examination.

## **CHAPTER 4. GRADUATE ASSISTANTSHIPS**

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.

Funded doctoral students in their last semester as verified by the chair of their dissertation committee may be permitted an under load of six credit hours. If they do not finish all requirements they should return to a full load of 12 credit hours the following semester (unless they are unfunded).

Graduate 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 Graduate Assistant application with the Graduate Studies Secretary for renewal of the award each year. The application deadline for returning students is February 1. To be funded, students must have no incompletes 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 graduate teaching 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.

Graduate assistants are required to arrive on campus by August 16, or the first working day thereafter and, should meet with the faculty member they are working with or their faculty mentor upon their arrival. Students with assistantships who will arrive at NIU after August 16 must obtain permission from the Assistant Chair in advance, and in writing, to report late to the department.

Students who have questions about their graduate teaching assistantship assignment should see the Director of Graduate Studies or the Assistant Chair.

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 POLS690 and/or POLS691. Students funded wholly or in part through any other unit of NIU or students with tuition waivers should carry a minimum of nine credit hours each semester, and six credit hours during the summer session if they are paid a stipend during the summer.

Students who hold an assistantship must be in good academic standing, (an NIU cumulative graduate grade point average 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.

### **GRADUATE TEACHING ASSISTANTSHIPS**

All departmental assistantships are called graduate teaching assistantships. Some graduate teaching assistants are assigned to lead discussion sections of POLS 100 (American Government

and Politics). Others are assigned to assist professors in their teaching related duties or other special assignments. Some experienced, senior Ph.D. students, upon the recommendation of the subfield in which a particular course is taught, are assigned to teach their own sections of undergraduate courses.

Assistantships come in the following categories:

- Full-time (20 hours per week).
- Three-quarter-time (15 hours per week).
- Half-time (10 hours per week).

### **Summer Sessions**

When funds are available, a few graduate teaching assistantships are awarded during the summer session. Graduate 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. Graduate students receiving summer funding are required to register for six credit hours of coursework (or receive approval for an under load).

### **GRADUATE STUDENT TEACHING FACULTY MENTORS**

Every graduate student who is either teaching a discussion section or teaching an independent section must have a faculty teaching mentor based on the graduate student's subfields. This mentor will be responsible for evaluating the graduate student's teaching by visiting his/her class and meeting with the student afterward to discuss the student's strengths and weaknesses in the classroom. The mentor must complete an evaluation form and return it to the Graduate Studies Secretary.

The teaching mentor will be selected from within the student's primary subfield. The student and the subfield coordinator will select a mentor together. The coordinator will seek to distribute the load evenly among faculty in the subfield. The teaching mentor is encouraged to consult with course instructors regarding issues relating to course content and pedagogy. At a minimum, graduate students who teach a discussion section must be evaluated at least once as discussion leader and graduate students who teach independent sections must be evaluated at least twice regardless of course number.

### **Future Professoriate Program**

The Graduate School initiated a Future Professoriate Program in academic year 2010-11. The Future Professoriate Program was designed for two purposes: to recognize the efforts of doctoral students who are preparing to enter the professoriate; and to supplement on-going training and mentoring efforts.

Once accepted into the program, students who complete requirements will receive a Certificate in College Teaching, which will include a notation on their official transcript. Students will also develop a teaching portfolio, an approved collection of documents that can be used to help distinguish them in an applicant pool.

The program requires that students complete a number of workshops offered through the program or the Faculty Development and Instructional Design Center; it requires successful completion of a teaching strategies seminar, a two-semester mentored teaching experience, and preparation of a teaching portfolio. More information about this program can be found at <http://www.niu.edu/grad/audience/future-programs.shtml>.

Our Ph.D. students are encouraged to apply for this program.

## **TUITION WAIVERS**

Students who hold assistantships receive, in addition, a full waiver of NIU tuition (currently worth about \$9,612 annually for in-state students and about \$19,224 annually for out-of-state students). 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).

## **RESEARCH ASSISTANTSHIPS**

The department will assist qualified graduate students in attempting to obtain research assistantships, (e.g., at the Center for Governmental Studies), area studies fellowships, (e.g., under the Foreign Language and Area Studies program), tuition waiver scholarships, and other forms of support for their graduate studies. Funding opportunities depend upon current funding levels and specific openings in these other areas of the university. The student should consult with his/her advisor and the Director of Graduate Studies about these 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 provides information to students about funding opportunities outside the department. The Graduate School has a list of units on campus that regularly employ graduate assistants.

## **FUNDING LIMITATIONS**

Department policy is that a student will not receive a departmental graduate assistantship for more than two years of M.A. work and no more than two 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 three years of departmental support. Students directly entering into the Ph.D program from a bachelors' degree are eligible for four years of graduate assistant funding. Students who require funding after these limits have been exceeded normally are not considered by the department for further assistantship funding. However, if department teaching needs require continued employment of graduate students after the time limitation on their assistantship is reached, assistantships may be extended. The department will continually assist students in finding additional funding sources, but cannot guarantee success.

## **English Language Requirements**

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 50 or the International

English Language Testing System (IELTS) and earn a score of at least seven in order to hold a teaching assistantship involving oral instruction.

## **DISSERTATION COMPLETION FELLOWSHIPS**

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 and a tuition waiver scholarship. Part-time awards consist of a tuition waiver scholarship. Applicants must submit a proposal in the Dissertation Completion Fellowships Form specified by the Graduate School to the department of Political Science. The department of Political Science will then rank the nominations and forward them to the Graduate School. The deadline for submission of the proposal to the department is in early January for funding during the coming academic year, with completion of the dissertation expected during the coming academic year. (For example, a successful proposal submitted in January 2011 would receive funding from August 2011 through May 2012, with completion of the dissertation due during academic year 2011-2012.) Applicants should meet with their advisor and consult with the coordinator of their primary subfield (who serves on the Faculty Graduate Studies Committee) so that a competitive proposal can be ready by early January for submission to the Graduate Studies Secretary for graduate committee review. This fellowship is highly competitive and students planning on applying should start their proposal very early and seek assistance not only from their advisor but from other faculty members. Representatives from all of the Ph.D. granting departments evaluate and rank the proposals. Your proposal must be understandable to faculty in a variety of disciplines.

## **RESOURCES FOR GRADUATE ASSISTANTS**

Graduate assistants are eligible to receive a ten percent discount on books purchased at the Holmes Student Center Bookstore. A copy of the graduate assistant contract letter must be presented at the time of purchase in order to receive the discount.

DuSable Hall 476 is reserved as a work area for Political Science graduate students and for graduate teaching assistants to hold office hours. Graduate students may obtain a key for this room from the Department Secretary. The key permits entry to the Political Science graduate teaching assistant and Political Science graduate student room in DuSable Hall 476, which is locked at all times. The Political Science graduate teaching assistant and Political Science graduate student room has several desktop computers, a networked printer, and study carrels, as well as some furniture. It is primarily designated as a room for TAs to meet with undergraduate students. It is essential that the room be kept clean and neat as a professional teaching space. Graduate students will need to share desk space, as there are not enough desks for each graduate teaching assistant to have his or her own desk. NIU has strict rules about key use and students are responsible for safekeeping the assigned keys. There is a replacement cost for the key if it is lost, and it cannot be duplicated off-campus.

Graduate teaching assistants who are teaching an independent section can arrange for a copier account for the department's copy machine in Zulauf Hall. The Department Secretary will arrange a copier code for you and discuss the policies for the copier.

## **CHAPTER 5. GRADUATION**

Once a student has begun work on a masters thesis or doctoral dissertation under course numbers POLS 699 (Thesis) or POLS 799 (Doctoral Research and Dissertation), it is expected that such work will progress each academic term and enrollment must be continuous in course number POLS 699 or POLS 799 until a final grade is received for the activity and the required documentation of the activity is formally approved by the Graduate School. The only exception would be a leave of absence, as described in the section “Requirements for Graduate Degrees” in the Graduate Catalog. If such continuous enrollment in courses numbered POLS 699 or POLS 799 is not maintained, and a leave of absence is not granted, then the student’s admission to the program will be canceled. See “Readmission/Reentry” in the Graduate Catalog.

A student is not required to be registered in the term of graduation simply in order to graduate, if the student is not otherwise required to enroll under the policies of the previous paragraph.

### **APPLYING FOR GRADUATION**

Graduation is not an automatic procedure. When students have completed the coursework, comprehensive examinations, 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 information 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.

Actual graduation is contingent upon completion of all the necessary prerequisites and requirements of the Graduate School and the Department of Political Science. Students uncertain of their status with respect to satisfying specific technical graduation requirements should consult their advisors to review their file and degree-progress checklist and consult with their records officer in the Graduate School.

### **CAREER PLANNING AND PLACEMENT CENTER**

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 credit 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.

### **DEPARTMENT PLACEMENT COORDINATOR**

As students near the end of their degree and look forward to graduation, they also may be looking for a job. Students are encouraged to contact the department’s graduate student placement advisor for help in creating a CV, drafting application letters, and getting advice about applying for particular institutions. Please do not wait until the last minute, since there are usually multiple revisions to a CV and application letters.

## **CHAPTER 6. INTERNATIONAL STUDENTS**

### **COURSE LOAD REQUIREMENTS**

International students will be required, under federal visa rules and university policy, to register for a minimum of nine credit hours each semester of the regular academic year.

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 nine credit hour per semester course load. Students' committees may also require them to take other programs to develop their oral and written English skills.

### **I-9 AND INFORMATIONAL FORMS**

All students with graduate assistantships (including international students) must complete an I-9 Employment Eligibility Verification form and return it to the Graduate Studies Secretary upon your arrival at NIU. If this form is not completed, you will face the probability of being paid late for your first month of service as a graduate assistant.

### **INTERNATIONAL STUDENT SERVICES**

Whether you are transferring to Northern Illinois University from another university within the United States, or coming to the United States for the first time, international students are making a transition. The staff members of the International Student and Faculty Office (ISFO) are working to assist you in a smooth transition.

The primary responsibility of the staff of the ISFO is to advise international students on ways to succeed at Northern Illinois University. They work to keep international students informed regarding the federal regulations pertaining to visa status as non-immigrants in the United States; they are available to answer questions about the regulations and to assist in understanding options. Staff also provide guidance regarding adjusting to a new culture and managing a new academic environment. The office supports various educational, social, and cultural programming for international students. They are there to listen to questions, to help find answers, and refer students to the best sources of information.