

DEPARTMENT OF POLITICAL SCIENCE GRADUATE STUDENT HANDBOOK

2009-2010

Department Head

D. Scott Bennett
318 Pond Lab

Director of Graduate Studies

Lee Ann Banaszak
232 Pond Lab

Graduate Staff Assistant

Abby Benkiran
220 Pond Lab

Table of Contents

I. General Information for Graduate Students

- A. The Graduate Studies Committee
- B. Health Insurance
- C. International Students
- D. Computing Facilities
- E. CIC Programs Available to Graduate Students
- F. Job Placement Assistance
- G. Additional Sources of Graduate Information

II. Degree Requirements

- A. Advising
- B. Course Selection and Course Load
- C. Graduate Core Courses
- D. Speech Communication and Writing Courses
- E. Special Course Registration
- F. Transfer Students
- G. M.A. Degree Requirements
- H. Ph.D. Degree Requirements
 - 1. Courses and Areas of Study
 - a. Fields of Study
 - b. Methodology Core Requirement
 - c. Professional Development
 - d. Introductory Field Seminars
 - e. Field Credits
 - f. Independent Study and Internships
 - 2. Ph.D. Candidacy Examination
 - a. Purpose
 - b. Format
 - c. Advisory Committee
 - d. Preparation
 - 3. Written Qualifying/Comprehensive Examinations for the Ph.D.
 - 4. Doctoral Committee
 - 5. Dissertation Prospectus
 - 6. Oral Qualifying/Comprehensive Examination
 - 7. Dissertation Proposal
 - 8. Foreign Language/Research Skill Proficiency
 - 9. Dissertation and Final Oral Defense
- I. Dual Ph.D. in Political Science and Women's Studies
- J. Termination of Graduate Study

III. Assistantships and Other Financial Support

- A. Departmental Assistantships
- B. Summer Tuition Waivers
- C. Other Sources of Financial Support

IV. General Administrative Policies & Procedures

- A. Department Facilities, Services, and Supplies Available to Graduate Students
- B. Absence Policy
- C. Academic Standards
- D. Graduate Assistant Evaluations
- E. Department Appeals Procedure
- F. University-Level Graduate Student Problem Resolution

- Appendix A. Graduate Student Seminar Evaluation/English Competency Assessment
- Appendix B. Criteria for Awarding Graduate Assistantships/Fellowships
- Appendix C: Support for Graduate Student Research & Training
- Appendix D: Application Package for the Conference Travel Grant Program
- Appendix E: Graduate Research Support Program Application Package
- Appendix F: Graduate Council Policy Statement on English Competency/Communication Requirements for the Ph.D.

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities.

The Pennsylvania State University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 201 Willard Building, University Park, PA 16802-2801; tel. (814)865-4700/V, (814)863-1150/TTY. U.Ed.LBA02-24.

I. General Information for Graduate Students

A. The Graduate Studies Committee

The Graduate Studies Committee (GSC) is composed of faculty members chosen by the department head. The GSC is chaired by the Director of Graduate Studies, and its work is assisted by the Graduate Staff Assistant. The main functions of the Graduate Studies Committee are:

- to assist in administering the graduate program,
- to propose and consider revisions in the program and the curriculum,
- to review and accept applicants for admission to graduate study in political science, and
- to make recommendations concerning the renewal of graduate student assistantships.

B. Health Insurance (this information is drawn from the University Health Service website)

Graduate assistants and fellows are eligible to receive University-subsidized health insurance through the Graduate Assistant and Graduate Fellow Health Insurance plan. The University pays eighty percent of the premium for students in this plan. The remaining twenty percent of the student premium will be deducted from the September through May stipend checks. The University pays 70% of the premium for dependents. The remaining 30% will be deducted from the September through May stipend checks.

Health insurance is mandatory for international students, and for dependents of international students. These requirements can be satisfied through participation in the Graduate Assistant and Graduate Fellow Health Insurance plan, or by providing the University with proof of adequate alternate health insurance coverage.

The University also offers subsidized dental and vision plans (these are not mandatory for international students and international dependents). Please see the Student Insurance Office website at www.sa.psu.edu/uhs/basics/insurance.cfm or contact the Student Insurance Office at studentinsurance@sa.psu.edu for additional information or questions.

C. International Students

The office of International Students and Scholars (ISS) located in 222 Boucke Building, provides students with many services (e.g., assistance with government regulations regarding immigration and taxes; academic adjustment and personal counseling; emergency loans). In addition to the services which international students can expect from ISS, students have a responsibility to provide ISS with current information, including changes in academic programs or status, and plans to bring family from the home country. In general, the ISS office should be kept apprised of student activities.

International students with student visas must normally maintain full-time academic status during the fall and spring semesters. Full-time status is maintained by registering for a minimum of nine credits. Exceptions to full-time study must be cleared, in advance, through the Foreign Student Advisor in the ISS office. Specific questions regarding visas, academic status, work permits, and the like should be directed to the ISS office.

D. Computing Facilities

The department provides graduate students with computer support in the form of shared access to a PC and printer, as well as access to a computer lab with several PCs and a printer.

There are many computer labs on campus with connections to the University's network of computers. The Information Technology Services staff conducts a variety of workshops. Interested students should plan to attend such sessions.

E. CIC Programs Available to Graduate Students

Penn State is a member of the Committee on Institutional Cooperation (CIC), an academic consortium of the Big Ten Universities, plus The University of Chicago, the University of Illinois at Chicago, and the University of Wisconsin at Milwaukee. The CIC sponsors the Traveling Scholars Program, which provides Ph.D. candidates and honors undergraduates the opportunity to study for a year at another CIC university. Graduate students can also take advantage of reduced fees for the statistics and survey research training offered every summer at the University of Michigan. Supplemental support to attend CIC summer programs is available from the department (and sometimes from the University as well). Check the CIC website for additional information (<http://www.cic.uiuc.edu/Students.shtml>).

F. Job Placement Assistance

Placement assistance is available for students who are completing (or have completed) their Ph.D. In the months before the job search process begins, the Director of Graduate Placement works with students to help them prepare their job packet materials (e.g., curriculum vitae, cover letters, teaching portfolio), to arrange mock job interviews, and to develop and schedule practice job talks.

Students are responsible for assembling their job application packets which may be sent via regular mail by the department (packets ready for posting should be given to the Graduate Staff Assistant). The department sends letters of recommendation and transcripts separately.

Students are eligible for placement assistance for three years after receiving their Ph.D. Students seeking placement assistance after three years must receive approval from the Director of Graduate Placement.

G. Additional Sources of Graduate Information

Students should consult the *Graduate Degree Programs Bulletin* (a publication of the Graduate School) for additional information. The websites for the Graduate School (<http://www.gradsch.psu.edu/>), and the Graduate Student Association (<http://www.clubs.psu.edu/up/gsa/#>) also contain useful information.

II. Degree Requirements

A. Advising

The Director of Graduate Studies has an initial advising meeting with each of the incoming graduate students prior to the start of classes. At that session, the graduate director assigns the student an advisor, advises the student about fall classes, reviews credits the student may have completed or wishes to transfer, and discusses whatever other issues and questions the students may have. After this initial session, students should remain in frequent contact with their advisors regarding fields of study, course selection, timing of examinations, and the completion of degree requirements. Note that the choice of advisor is up to the student, and may be changed by the student at any time (normally after consultation with the Director of Graduate Studies).

All students must arrange a meeting with their advisory committees in late March or early April. For first year students the advisory committee is comprised of three members of the department faculty: the student's advisor, a faculty member with whom the student has taken (or is taking) a class, and a member of the GSC. For all other students, the advising committee is comprised of the student's primary advisor and at least one member of his or her MA or PhD committees. For first year students, the advising session/candidacy assessment satisfies the advising committee meeting requirement (page 10 provides a description of the advising session/candidacy assessment for first year students). The advising meeting for all other students should be used to review performance (particularly in the past year), to gauge their progress toward an MA or PhD, and to discuss students' plans for the upcoming summer and subsequent academic year. In addition, students and their advisory committees should address the following questions that are relevant during the meeting:

Students who are ABD: What is the status of the student's dissertation research? How much progress has been made since the student completed comprehensive exams? When is the student planning to go on the job market? What type of job is the student aiming for? What is the status of the student's portfolio as they embark on the job search?

Students who are approaching or have just completed their oral comprehensive exams: What is the status of the student's dissertation prospectus? What is the status of the student's progress on the dissertation proposal (due within six months of the oral exam)? When is the student planning to go on the market? How well is the student prepared to embark on the job search?

Students who are preparing for comprehensive exams: Will the student be able to complete the coursework needed for field exams? Has the student had difficulty developing a topic for, executing the research for, or completing the master's essay? Does the student have dissertation ideas that are emerging from previous seminar papers or a master's essay? Does the student appear to be motivated to begin the dissertation (e.g., is the student discussing possible ideas with members of the advisory committee)? Has the student acquired all the research skills they will need to complete their potential future research?

Second year students: Is the student on track to complete his or her master's essay in the spring? Has the student had difficulty developing a topic or executing the research for the master's essay? How is the student performing in seminars (including whether the student is

interested in the material and motivated to do the work, able to think critically as well as generate and execute original research ideas, and able to write clearly and concisely)? Does the student tend to complete course and GA assignments promptly? Does the student have any deferred grades?

Note that the advising session/candidacy assessment for first year students is described below.

Advisors will draft a written summary of the advising session and submit it to the GSC prior to the annual meeting in which faculty discuss graduate students. The purpose for the annual meeting is to develop collective strategies for training graduate students who are doing well, and to identify and develop strategies for working with students who are not performing adequately. Advisors may be asked to modify the advising summary based on the discussion in the faculty meeting. The summary will then be added to the student's file (and available to the student) after the faculty meeting (the meeting will occur at the end of the semester). If appropriate, advisors will be asked to meet again with students who are having difficulty.

Once a student begins to work on his or her master's essay, the essay advisor typically replaces the initial academic advisor. Similarly, as a student begins to draft a dissertation prospectus, the faculty member(s) who will (or is expected to) advise the dissertation and chair the doctoral dissertation committee becomes the student's advisor. This advisor should be selected by the time the student defends the dissertation prospectus as part of his or her oral comprehensive/qualifying exam.

Advisor changes that occur anytime before a student passes his or her comprehensive/qualifying exams and advances to ABD (all but dissertation) status need only be reported to the Graduate Staff Assistant. Once students are ABD, any changes to their advisor or doctoral committee require the submission of a form to The Graduate School. Students should contact the Graduate Staff Assistant to initiate the submission of this form.

B. Course Selection and Course Load

Courses for the first semester in the program will be selected in consultation with the Director of Graduate Studies during an initial advising session that occurs prior to the start of fall semester classes. A student's advisor should be consulted prior to all subsequent course registration.

All graduate students in the political science department are required to take at least nine credits per fall and spring semester until they have completed the course credit requirements for a Ph.D. (or a master's degree if they are leaving the program after receiving a master's degree). Nine credits are necessary to maintain full time status, which is a necessary condition for receipt of a graduate assistantship.

The Graduate School requires students receiving assistantships to register for no more than 12 credits per semester. Students may apply for one credit beyond this limit, provided they have the approval of their academic advisor, and the department head. Course overload is routinely checked by the graduate school and a satisfactory explanation is required for any violation.

The Graduate School requires students to have a cumulative grade point average of 3.0 or better to graduate.

C. Graduate Core Courses

A select set of courses covering research design and basic statistics are central to the graduate program in political science at Penn State. The core courses in the program – PL SC 501, 502, and 503 – are taken during the first year of graduate study. These courses will be useful for more advanced work in research seminars.

D. Speech Communication and Writing Courses

The Graduate School requires that the department evaluate each student's English competency in speaking and writing. Spoken and written proficiency in English is made on the basis of oral presentations and written assignments in all graduate seminars. Students whose spoken and written English is judged unsatisfactory are required to enroll in a summer session course, such as Speech Communication 114, Speech Communication 116, or English 198g. After satisfactorily completing the required course, students will make a formal presentation (oral or written, depending upon the deficiency) to their advisor early in the fall semester. Students who fail to receive a satisfactory rating from their advisors may not continue in the program.

In addition, all international graduate students who have been offered assistantships must take and pass an oral language proficiency test. Penn State's American English Oral Communicative Proficiency Test (AEOCPT) is administered at the beginning of each semester (January, June, and August). Students' test scores determine when they may assume teaching duties as a teaching assistant. Depending on the score, a student may be required to complete ESL 115G, ESL 117G, and/or ESL 118G before serving as a teaching assistant. See the Linguistics and Applied Language Studies website for additional information (<http://lals.la.psu.edu/ita.php>).

E. Special Course Registration

There are a number of courses that graduate students may enroll in that require the assistance of the Graduate Staff Assistant. These courses are:

PL SC 594: supervised research projects; to be taken for a non-quality grade of R during the summer.

PL SC 595: supervised off-campus internships.

PL SC 596: individual/independent study and non-thesis research; a specific title may be entered on a student's transcript if the 596 is arranged at least six weeks prior to the start of the semester in which the course is to be taken.

PL SC 599: graduate-level foreign study at an overseas institution.

PL SC 600: thesis credit; to be taken by students who are doing research on campus and who have *not* passed the oral comprehensive exam and two-semester residence requirement (students should register for a minimum of nine credits of PL SC 600).

Notes: Students registered for PL SC 600 will not receive a “quality” grade (i.e., A, B, C, etc.). Rather, the symbol R will be used to indicate “that the student has devoted adequate effort to the work scheduled” (Graduate Degree Programs Bulletin, p. 42). R grades do not affect a student’s GPA.

PL SC 601: thesis credit; to be taken by students who are on campus, doing thesis work for the Ph.D., *who have passed* the oral comprehensive examination and satisfied the two-semester residence requirement. **Notes:** Students taking PL SC 601 are considered full-time students, but pay a reduced tuition for non-credit special registration for dissertation work. Students registered for PL SC 601 may take up to three additional credits of course work for audit by paying only the dissertation fee. Students wishing to take up to three additional credits of course work for credit with the 601 registration may do so by paying the dissertation fee and an additional flat fee of \$300. Enrolling for either three credits for audit or credit will be the maximum a student may take along with PL SC 601 without special approval by the Graduate School.

PL SC 610: thesis credit; to be taken by students who are doing research off campus (students can maintain *continuous enrollment* while off campus with one credit of PL SC 610 but doing so does not constitute full-time status).

PL SC 611: thesis credit; to be taken by students who are engaged in part time thesis research, and who meet all the requirements for PL SC 601. Students who enroll in PL SC 611 may *not* register for other courses.

When a graduate research seminar is cross listed within the department in two different subfields (e.g., PL SC 552 is offered for credit in either American or comparative politics), students must decide when they register in which subfield credit is to be assigned. Once a subfield is selected for the credit to be assigned, a student’s seminar research project must be in that same subfield (i.e., if 552 is taken for credit in comparative politics, then the student’s research project must also be in comparative politics). Assignment of credit should be consistent with the student’s areas of specialization and program of study. Assignment of credit must be approved by the course instructor and the Director of Graduate Studies.

F. Transfer Students

Students may request to transfer a maximum of 10 credits towards the 30 credits required for a master’s degree. Students who have earned a master’s degree in political science from an accredited university may request to transfer up to 30 credits towards the 60 credits required for the Ph.D. Successful transfer requires approval of the Director of Graduate Studies (in consultation with relevant faculty).

Core field seminars (PL SC 540, 550, 560, 580) must be completed in residence. Therefore, transferred courses with similar titles will normally count as electives and will not satisfy requirements for field seminars. Students wishing to satisfy the department’s methods core requirements of PL SC 502 and PL SC 503 by graduate courses taken elsewhere will normally be expected to pass an advanced statistics course offered by this or another department with a grade of B or higher before the statistics requirement is considered met. For students in political theory, this advanced course might be a course in symbolic logic, game theory, or other analytic skill more relevant to their program of study.

G. M.A. Degree Requirements

The Department of Political Science does not offer a separate program of study leading to the M.A. degree. Instead, students complete their M.A. as a first step toward the Ph.D.

Requirements for the M.A. degree consist of a total of 30 credits. Students may take a maximum of 6 credits for work in independent studies and internships (PL SC 595 and 596). Students should complete the M.A. requirements within four semesters.

As a part of the general requirements for the M.A. degree, students must complete three core courses – PL SC 501, 502, and 503. If appropriate given their research interests, students in non-quantitative subfields may petition the Graduate Studies Committee (with the support of their advisor) to substitute an alternative course for 503. Any specific alternative course must be approved before the course is taken to fulfill the methods core.

In addition, the M.A. candidate must complete 12 credits in one of the department's three major fields, including the core seminar (PL SC 540, 550, or 560) in that field. Students must also complete six credits in a minor field, including the core seminar in that field. If this minor field is methodology, those six credits must be more advanced than the 501, 502, 503 core methods sequence. Students completing a dual M.A. with Women's Studies must complete 12 credits in women's studies instead of the six credits in a minor field. They are required to take WMNST 501: Feminist Perspectives in Research and Teaching (3 credits); WMNST 507: Feminist Theory (3 credits); and WMNST 597: Special Topics in Women's Studies, not cross listed (3 credits) as well as 3 additional credits of Women's Studies course work chosen in consultation with the Women's Studies Graduate Officer.

Students must also take the 1.5 credit "Seminar on Teaching and Professional Development in Political Science" in the spring of their first year in the program, which includes completion of online Collaborative IRB Training Initiative programs and additional training in issues of scholarship and research integrity. Students are also required to attend at least one workshop sponsored by the Office of Research Protections.

Students are required to complete a major research paper, written under the supervision of their master's essay advisor. The essay may originate as a seminar paper presented in connection with formal course work. It should demonstrate significant research accomplishment and have the scope and length of a major journal article.

Students must compose a master's committee that includes their master's essay advisor and two additional members of the graduate faculty. The student's master's essay advisor must be in his or her major field of study. For students completing a dual M.A. with Women's Studies, one faculty member from Women's Studies should be included on the master's committee, and the thesis topic must reflect their inquiry in women's studies.

Candidates for a master's degree will schedule an oral defense of their master's essay after (a) submitting a complete draft of the essay to their advisor and receiving the advisor's approval to move ahead with the defense; and (b) submitting a complete draft of the essay to the other members of the master's committee. The essay will be the primary focus of

the oral exam. In some cases, the master's committee may wish to discuss a student's essay-related coursework.

H. Ph.D. Degree Requirements

1. Courses and Areas of Study

The department requires a minimum total of 60 credits of major field, minor field, and dissertation coursework. At least 45 credits of work exclusive of the dissertation must be in political science. Students also are required to complete the designated core of courses listed below in sections (a) and (b) before taking their Ph.D. qualifying/comprehensive exams, and to complete coursework in a major and two minor fields.

a. Fields of Study

Students should consult with their advisor about their selection of fields. Major and minor fields may be selected from the following:

- **American Politics:** includes the study the study of political institutions and political behavior in the United States
- **Comparative Politics:** concerns the cross-national study of political institutions and behavior, including such questions as the relationship between the state and society, the development of democracy and dictatorship, and the origins and ramifications of domestic political conflict.
- **International Relations:** includes the study of international conflict, conflict resolution, and international political economy.

The first or second minor field (but not the major field) may also be selected from the following:

- **Political Methodology:** includes the application of quantitative, qualitative, and formal methods of analysis to study politics. In addition to the core methodology courses (501, 502, and 502), students selecting methodology as a field must develop advanced proficiency in one or more areas of advanced methodology including (but not limited to) time series methods, formal modeling, survey methods, textual analysis, spatial analysis, or simulation methods. To count as a minor field at the Ph.D. level, nine credits beyond the required 501-502-503 core must be taken. To count as a minor field at the M.A. level, six credits beyond the 501-502-503 core must be taken.
- **Political Theory:** focuses on continental and Anglo-American thinkers of the 19th and 20th centuries with particular emphasis on critical theory, democratic theory, and feminist theory.
- **Women's Studies:** focuses on feminist analyses of women's lives; of women's social, cultural, and scientific contributions; and on the structure of sex/gender

systems. Women's studies is available as a first minor field only for students enrolled in the dual-degree program in Political Science and Women's Studies.

In addition to the fields listed above, the second minor (or third) field may be fulfilled with a major or minor area from another department or program (e.g., African and African American Studies, Social Thought, Sociology) or a customized field. Fields outside the department and customized fields are selected in consultation with the student's advisor, and are subject to the approval of the Director of Graduate Studies.

b. Methodology Core Requirement

Courses in the methods core should be completed as early as possible in a student's program of study. The typical core sequence includes PL SC 501 (Methods of Political Analysis), PL SC 502 (Statistical Methods for Political Research), and PL SC 503 (Multivariate Analysis for Political Research), for a total of nine credits.

If appropriate given their research interests, students in non-quantitative subfields may petition the Graduate Studies Committee (with the support of their advisor) to substitute an alternative course for 503. The use of alternative courses to fulfill the methods core requirement must be approved before the course is taken.

c. Professional Development

Students are required to complete two, 1.5 credit professional development seminars. The first of these seminars is generally taken in the spring of the student's first year (Seminar on Teaching and Professional Development in Political Science), and includes completion of online Collaborative IRB Training Initiative programs and additional training in issues of scholarship and research integrity. The second is taken in the student's third year of the program (Seminar on Writing and Professional Development in Political Science). These three credits are Pass/Fail and do not count towards the student's required 60 credits of coursework for the Ph.D. Students are also required to attend at least one workshop sponsored by the Office of Research Protections.

d. Introductory Field Seminars

Students are required to take one proseminar in their major field, first minor field, and second minor field if those fields are international relations, comparative, American, or theory. If the third field is in another department or is an interdisciplinary program, then the proseminar or other core seminar in that department/program must be taken. If the second or third field is in methodology, then the 501-502 sequence fulfills the role of the proseminar.

The proseminars offered in the political science department are PL SC 540 (American politics), PL SC 550 (comparative politics), PL SC 560 (international relations), and PL SC 580 (political theory).

e. Field Credits

The department requires that a student complete a minimum of 15 credits of course work in their major field, and nine credits in each of the two minor fields. Credits earned in the introductory field seminars may apply toward this requirement (exception: for political methodology, nine credits must be taken beyond 501-502-503).

f. Independent Study and Internships

Students are permitted to take a maximum of 12 credits of coursework in independent studies and internships (PL SC 595 and 596).

2. Ph.D. Candidacy Examination/First Year Advisory Session

a. Purpose

At the end of the spring semester, each first year graduate student has a meeting with his or her advisor and two other faculty members. This session has two main objectives. First, the session offers the advisory committee an opportunity to assess a student's initial progress in the program, to provide feedback on that student's progress, and to work with him or her to plan a future course of study. Second (and relatedly), it is the occasion for the student's committee to formally recommend whether the student should be admitted to doctoral candidacy. This session satisfies the formal assessment of candidacy that is required by The Graduate School. The outcome of the candidacy assessment/exam is either pass, fail, or decision deferred. If a student passes, he or she is officially a candidate for the Ph.D. A failure in the candidacy exam reflects the examining committee's view that the student should not continue to pursue a Ph.D. at Penn State. A deferred decision means that as of the spring semester, the committee is uncertain about whether the student is a promising candidate for the Ph.D. If the decision is deferred, the committee will indicate a time for reassessment (see below).

b. Format

As noted above, the session has two objectives. One of these objectives is to give students' committees a chance to assess their initial progress in the program, to provide feedback on their progress, and to work with students to plan a future course of study. The materials in a student's file, as well as the materials a student circulates to his or her committee will provide the basis for this assessment and discussion. Students should be prepared to discuss: their first semester and a half in the graduate program; some ideas about research interests and plans; the course work students plan to undertake in order to write and complete both a master's essay and dissertation; ideas for master's essay and/or dissertation research; students' summer plans; and any other topics students feel it is important to discuss. Students should also come to the session with questions about their program of study.

The second objective is to assess a student's candidacy. Because the department does not administer a written candidacy exam, a student's record, and the ensuing discussion of it in the

advising session, will serve as the basis for the advising committee's assessment of a student's likelihood of success in the Ph.D. program, and thus his or her suitability for candidacy. If the committee determines that a student is doing well in the program, he or she will be admitted formally to doctoral candidacy. If a student has had significant problems – for instance, with course work or with GA responsibilities – the advisory committee may recommend steps that a student can take to address these problems in the short term. The advisory committee may follow up on deficiencies discussed in the session by requiring a second assessment session at a later date (in which case the candidacy decision would be postponed). In the case of serious deficiencies or problems, the committee may recommend that a student complete a terminal master's degree, or that a student leave the program at the end of the semester (under these circumstances, a student would obviously not be admitted to doctoral candidacy).

Although student circumstances vary, faculty will consider these general guidelines in making decisions about candidacy.

A decision to grant candidacy means that the student shows promise for completing the Ph.D. at Penn State. Students who are granted candidacy will have positive seminar evaluations, they will have done reasonably well in their fall semester courses, and they will be able to articulate a relatively clear research topic or area of interest.

A decision to deny candidacy reflects the examining committee's view that the student should not continue to pursue a Ph.D. at Penn State. Students who are denied candidacy include those who are struggling in their courses, show insufficient motivation in seminars, and/or cannot articulate research interests. Students who are not granted candidacy may continue in the program to complete their master's degree.

The candidacy decision is likely to be deferred if, as of the spring semester, the committee is uncertain about whether the student is a promising candidate for the Ph.D. If the decision is deferred, the committee will provide a clear statement of what the student will need to accomplish in the short and long term to demonstrate adequate progress and fitness for candidacy. The committee also must indicate a time for reassessment prior to the end of the third semester of coursework (not including summer session).

Advisors will prepare a written summary of the advising committee's recommendations. The summary will be added to each student's file.

c. Advisory Committee

Students must put together an advisory/candidacy exam committee prior to the session/exam. The committee will consist of the student's advisor, the graduate director or another faculty member from the Graduate Studies Committee, and one other faculty member (of the student's choosing) with whom the student has taken or is taking a seminar.

d. Preparation

At least one week in advance of the session, students must distribute to their advisory committees four documents: a CV; a brief (one page or so) statement of research interests indicating the questions, topics, and/or puzzles they would like to study; an agenda of courses to be taken prior to comprehensive exams; and a backward calendar from receipt of Ph.D. to the summer subsequent to the candidacy assessment

Students may also distribute papers or other written work from their courses to members of their committees. If materials beyond those that are required are distributed, students should include a cover memo that describes to their committee the reason(s) for including the additional information.

In addition to these data, the graduate studies office will collect some basic information about students' spring seminar performance for students and their committees to review. Specifically, faculty who are teaching graduate seminars will be asked to complete an evaluation checklist in late March/early April for each first year student in their class. The evaluation forms will be placed in students' files.

Students should discuss with their advisor both the materials they are preparing for the session, and the format of the session. A memo regarding candidacy exams will be distributed to students in late fall or early spring.

3. Written Qualifying/Comprehensive Examinations for the Ph.D.

Students must pass written qualifying examinations in their major and first minor field. The student must also submit a portfolio of work from courses comprising the second minor (third) field.

The qualifying examinations require the student to demonstrate mastery of critical literature and key debates in the field, to summarize and synthesize arguments across the literature, and to identify gaps in and directions for further research.

Written qualifying exams are offered three times each year, in January, May, and August. Students should plan to take their comprehensive/qualifying exams as soon as they are ready, as determined in consultation with their advisor. Students entering Penn State with a bachelor's degree typically will sit for exams in May or August after completion of the third year; the exam also could be administered during the third year. Student's entering the graduate program with a master's degree in political science or a closely related field typically will sit for exams in May or August after completion of the second year.

At the time that the written comprehensive examination is administered a student must:

- have a minimum graduate GPA of 3.00 (at Penn State); and
- have no deferred grades.

Students may review past written qualifying exam questions. These questions are available from the Graduate Staff Assistant.

The major field examination will be a full day exam, while the minor field exam is typically half a day. *Exceptions:* 1) The Women's Studies minor qualifying exam for the dual-degree program is a full-day exam. 2) The political methodology qualifying exam consists of both a three-hour written exam and an oral presentation on an advanced topic (details of the exam are provided in the reading list section of the department website).

Major and minor field examinations typically are administered approximately four days apart (e.g., if the major field exam is administered on Monday, the minor exam is given on Friday).

The comprehensive/qualifying examination questions for each field are written and graded by two or more subfield examiners appointed by the department head. In the case of the Women's Studies minor qualifying exam, at least one examiner each will be appointed by the political science department head and by the women's studies program head. Each examiner gives a grade of "Superior," "Above Average," "Pass," or "Fail" to the written examination. To pass, both examiners must give a grade of "Pass" or higher (in cases where there are more than two examiners, at least two-thirds must vote to pass).

Students who fail their major and/or minor comprehensive/qualifying examinations may petition the Director of Graduate Studies for permission to re-take the examination at the next regularly scheduled administration. Under no circumstances will a third attempt be permitted.

4. Doctoral Committee

As a student begins to work on a dissertation prospectus, he or she should also start to put together a committee to advise the dissertation. Typically, one member of the department's graduate faculty is selected to serve as the primary doctoral advisor. In some cases, it is possible to arrange for two members of the department's graduate faculty to serve as co-advisors. The doctoral committee consists of at least three members of the Department of Political Science and at least one member from another department (the outside member). The doctoral advisor must be in the student's major field. For students in the dual-degree Political Science/Women's Studies program, the doctoral committee must include at least two members who are Women's Studies-affiliated faculty. In cases where the most appropriate advisor is a faculty member who is not tenured, a co-advisor arrangement may be permitted subject to approval by the Director of Graduate Studies or the department head.

5. Dissertation Prospectus

Prior to the oral comprehensive/qualifying exam, a student must submit to his or her doctoral committee a dissertation prospectus. The student must also submit a portfolio of work from courses comprising the student's second minor (third) field.

The style and length of an acceptable dissertation prospectus varies. A fifteen page prospectus is typical, but a doctoral committee may expect a longer (and more detailed) document. The dissertation prospectus is intended to (a) permit a doctoral committee to judge the student's ability to undertake a dissertation in political science, and (b) determine whether the proposed dissertation is promising - even if the prospectus has weaknesses at this stage.

Minimally, a dissertation prospectus should consist of a section introducing the research question and placing the research question in the context of relevant prior scholarship; a section discussing, generally, the analytic strategies and types of evidence that will be employed in the dissertation; a timetable describing the tasks that the student intends to complete in the months leading up to submission of a detailed dissertation proposal and a tentative schedule for completing the dissertation itself; and, a bibliography. Students are expected to consult with their doctoral advisor about what constitutes an acceptable prospectus.

6. Oral Qualifying/Comprehensive Examination

The oral comprehensive exam must follow the written comprehensive exam within the same semester. Students are encouraged to complete the oral exam as soon as possible after the outcome of the written exam is known. The oral exam must be completed before the week of final exams. Thus, students taking the written qualifying exam in May must check with each member of their doctoral committee in advance to ensure that all members will be in town during an appropriate period in the summer.

Students are responsible for arranging a date and time for the oral examination with their committee, and for providing this information to the Graduate Staff Assistant *at least three weeks prior to the oral exam*. The three week window is needed to process and submit the appropriate forms to The Graduate School.

At the time that the oral comprehensive examination is administered a student must:

- satisfy the English competency requirement
- satisfy the Department's foreign language/research skill proficiency requirement (see section H.8 below); and
- register as a full-time or part-time student.

The oral comprehensive examination is administered by the doctoral committee. The examination focuses on the dissertation prospectus, as well as the student's preparation to undertake dissertation research as evidenced by the student's written qualifying examinations, third field portfolio, course preparation, research experience, and overall record of performance in the program. The doctoral committee may, at its discretion, bring in an additional member or members of the major or minor fields to assist in administering the comprehensive examination.

The doctoral committee grades the student's oral comprehensive/qualifying examination performance using the scale "Superior," "Above Average," "Average," "Below Average," or "Fail." In order to pass the exam, two-thirds of the committee must provide grades of "below average" or higher. In cases where a student fails an exam and the failure is due to a specific weakness in preparation, the doctoral committee shall explain this in a memo to the Director of Graduate Studies and propose a timetable for the student to address this weakness and retake the comprehensive examination. Examples of specific weaknesses include inadequate language preparation or statistics background needed to undertake the proposed dissertation, a third field portfolio that is judged inadequate, and a dissertation prospectus that is deemed poorly conceived. In any case of failure, the student may appeal to the Director of Graduate Studies to retake the

examination in the next semester. In no instance shall a student be permitted to take the examination a third time.

Passage of the comprehensive examination denotes advancement to ABD (all but dissertation) status.

If six years elapse between passage of the comprehensive/qualifying examination and the completion of the degree program, the student must re-take and pass their written and oral comprehensive/qualifying examinations before the final oral defense of the dissertation will be scheduled.

7. Dissertation Proposal

Within six months of passing the oral comprehensive/qualifying examination, student must submit to the Director of Graduate Studies a detailed dissertation proposal approved by the members of the student's doctoral committee. In a few cases, the dissertation prospectus may satisfy this requirement. In most cases, however, the doctoral committee will require the dissertation proposal to contain far more detail about the conduct of the dissertation research.

As some superior dissertations require more time to formulate than others, the six-month period may be extended by the Director of Graduate Studies upon written request by the student's doctoral advisor. This request must describe the student's progress to date and an anticipated timetable for submitting an approved dissertation proposal.

The amount of specificity in a dissertation proposal will vary from case to case and ultimately will depend on the judgment of the doctoral advisor and doctoral committee. In some cases, the doctoral advisor will urge the committee to approve a short, general proposal that permits the student wide latitude in exploratory research. In others, the committee may desire a very specific plan before encouraging a student to invest time and effort in field research, data collection, or analysis. Given this wide range of expectations, students are advised to maintain frequent communication with their primary doctoral advisors as the dissertation idea evolves.

In some (perhaps most) cases, the doctoral advisor may request that the committee reconvene for a formal oral defense of the dissertation proposal.

The proposal requirement must be met in order for the student to be in good academic standing and eligible for departmental financial assistance, teaching assignments, or use of the placement service.

8. Foreign Language/Research Skill Proficiency

Doctoral students must satisfy one of the following options to demonstrate proficiency in foreign language and/or research skills. The option should be selected in consultation with the student's academic advisor/doctoral advisor, and with the approval of the Director of Graduate Studies:

- Reading proficiency and translation skills in two foreign languages. Proficiency is certified by the School of Languages and Literatures at Penn State. The School's website details the procedures that students must follow to obtain certification (see <http://sll.la.psu.edu/langprof.htm>).
- Superior command of one foreign language. Superior command is defined as the ability to use the language to conduct field research abroad. This may include the ability to live and work in the relevant foreign country; the ability to converse with librarians, government officials, and other gatekeepers of documents and information; and the ability to conduct interviews with citizens or officials.

There is no single test or criterion for demonstrating superior command of a foreign language. Rather, the student must provide to the doctoral committee letters from language instructors, faculty who have conducted fieldwork in the language in question, and similar documents so that its members can determine if the language skill is sufficient given the student's specialization and subfield.

- Reading and translation proficiency in one foreign language plus a grade of B or higher in an advanced statistics course (i.e., material beyond that covered in PLSC 503) which has been approved by the student's doctoral advisor and the Director of Graduate Studies.
- A statistical methods specialization consisting of three advanced statistics courses (each covering material beyond what is covered in PL SC 503). Students must receive a grade of B or higher in each class. The selection of courses must be approved by the student's doctoral advisor and the Director of Graduate Studies. These advanced courses may overlap with the advanced courses used if methodology is chosen as the student's first or second minor field.

9. Dissertation and Final Oral Defense

The final oral defense is administered by the doctoral committee. Students are responsible for arranging a date and time for the final oral defense with their committee, and for providing this information to the Graduate Staff Assistant *at least three weeks prior to the defense*. The three week window is needed to process and submit the appropriate forms to The Graduate School.

The Graduate Staff Assistant will announce each student's oral defense to members of the department. The defense is open to the public and anyone may attend.

Requirements for the dissertation are noted in the *Graduate Degree Programs Bulletin* (online at <http://www.psu.edu/bulletins/whitebook/>.) The dissertation must meet at least two minimal requirements. First, it must represent an original contribution to our knowledge and understanding of politics. Second, it must be sufficiently ambitious to demonstrate the candidate's ability to undertake and competently complete original and independent research projects after completing the degree.

I. Dual Ph.D. in Political Science and Women's Studies

The Department of Political Science and the Women's Studies Program offer a dual degree in Political Science and Women's Studies. This is a special combined Ph.D. degree. Official application to and enrollment in the program is handled through the Women's Studies program.

Students enrolled in the dual-degree program must complete all requirements for the Ph.D. in political science, with women's studies serving as the first minor field. The appropriate women's studies' proseminar must be taken, and a written qualifying examination must be passed in women's studies. The doctoral committee in the dual-title degree program must include at least two members who are Women's Studies-affiliated faculty. The dissertation must be focused on an issue or topic related to both political science and women's studies. The third field must consist of a regular political science subfield (i.e. American politics, comparative politics, international relations, political theory, or political methodology).

Additional details of the dual degree program are available in separate documentation and from the Women's Studies Program (see <http://www.womenstudies.psu.edu/>).

J. Termination of Graduate Study

The procedure for termination of the degree program of a graduate student for unsatisfactory scholarship is set forth in Appendix III of the *Graduate Degree Programs Bulletin*. The major provisions of this document are:

1. When the department head or Director of Graduate Studies determines that a student must be terminated for unsatisfactory scholarship, the student must be given advance notice, in writing, which in general terms shall advise the student of the academic reason for termination.
2. Upon receipt of this notice the student has the opportunity to seek a review of the decision. If the student desires such a review, the student must, within ten days of receipt of the notice, submit a written appeal to the department head or Director of Graduate Studies.
3. If, as a result of a meeting, the termination decision is sustained, notice will be given to the student and the Dean of the Graduate School. Within five days after receiving this notice of termination for unsatisfactory scholarship, the student may make a written request to the Dean of the Graduate School for further review of the decision.

A graduate student will not be permitted to continue in the Department of Political Science if he or she:

1. Fails to attain a grade point average of at least 3.0 by the end of the second semester of full-time study (or 18 credits of coursework) and every semester thereafter.
2. Fails to complete successfully the candidacy exam, or comprehensive/qualifying examinations.

III. Assistantships and Other Financial Support

A. Departmental Assistantships

Assistantships are contracts to provide services to the department in the form of research or teaching assistance for which a stipend is received. A half-time assistantship (the typical assistantship awarded) provides students with a monthly stipend during the fall and spring semesters plus a grant-in-aid of resident education tuition in exchange for research and teaching assistance responsibilities that occupy approximately twenty hours per week. Students with assistantships schedule 9-12 credits of coursework each semester. A student's specific assistantship duties will be determined by the faculty member to whom that student has been assigned. See Appendix B "General Criteria for Awarding & Renewing Graduate Assistantships and Fellowships" for additional information.

Penn State is on a semester calendar system. The period of instruction each semester is fifteen weeks. ***Graduate assistants are appointed for eighteen weeks of activities each semester.*** Although assistantship responsibilities begin and end each semester, the academic year appointment (thirty-six weeks) begins on the Monday following the last day of Summer Session final exams and continues until the last day of exams for the spring semester, less the period of time classes are suspended at Thanksgiving, over the December holidays, and during Spring Break.

For the most part, research assistants are students supported by faculty with externally funded research projects or departmental funding. Continuation of a research assistantship depends on the quality of the work performed and the availability of funds.

It is a general policy to assign graduate assistants largely scholarly tasks that will give them useful teaching and research experience in their fields of study. However, assistantship duties may also include tasks involved in conducting the work of the department (e.g., collecting data for departmental reports to the College), and responsibilities outside a student's areas of interest.

A graduate assistant may not accept concurrent employment inside or outside the University unless special permission is obtained from the Director of Graduate Studies or department head.

Assistantship stipends are paid monthly. For the fall semester, graduate assistants will be paid one fifth of the semester stipend at the end of August, and then monthly through December. For the spring semester, graduate assistants will receive one fifth of the semester stipend at the end of January, and then monthly through May.

A student entering the program with a bachelor's degree (or with a master's degree that is not closely linked to the student's coursework in political science) can normally expect funding for five academic years so long as he or she maintains a strong academic record and makes timely progress through the program. A student entering the program with a master's degree in political science (or a closely related field) is typically funded for four years. The department often provides funding for a fifth or sixth year, with preference given to students who have excelled academically; in some cases, preference will be shown to students highly qualified to meet specific department needs (e.g., teaching a course on a particular topic).

In addition to receiving a grant-in-aid of tuition during the period of appointment, a graduate student may be eligible for other forms of tuition assistance or loans.

B. Summer Tuition Waivers

To qualify for a summer tuition waiver, students must have had an assistantship or fellowship for *two* consecutive semesters, i.e., fall and spring. The Graduate Staff Assistant will contact students about applying for summer tuition waivers in the late spring. Students previously appointed as graduate assistants or fellows may enroll for a maximum of 9 credits during the summer. Students who are appointed as Graduate Lecturers may enroll in a maximum of 5 credits of summer coursework.

C. Other Sources of Financial Support

Students may wish to explore fellowship opportunities from the College of the Liberal Arts (http://www.la.psu.edu/CLA-Deans_Area/research/grad_students.shtml), the Graduate School, the National Science Foundation (general graduate and minority student fellowships), and elsewhere.

IV. General Administrative Policies and Procedures

A. Department Facilities, Services, and Supplies Available to Graduate Students

Office space for graduate assistants is located in Pond Lab. Assistants typically have access to a desk, a shared computer and printer, and a shared telephone (for local calls only). A high speed printer for graduate student use is available in 224 Pond. Additional computers and a printer are available for graduate student use in the department's computer lab located in 124 Pond.

Graduate student mailboxes are located in 203 Pond. Students are expected to check their assigned boxes often.

Graduate students will be given keys to access their office space and 224 Pond (the graduate office which houses the high speed printer as well as a refrigerator and microwave oven). Keys are available from the Graduate Staff Assistant. The IT Support Specialist can provide students with the lock combination for 124 Pond (the computer lab).

Supplies, use of the copy and fax machines, and clerical assistance typically are available only in conjunction with the assigned duties of graduate assistants (consult your faculty supervisor for more information). Under special circumstances, students may petition the Director of Graduate Studies for an exception to this policy.

B. Absence Policy

Teaching scheduled classes, whether at the beginning of the semester, the end of the semester, before holidays, or during the rest of the semester, is a minimum requirement for all instructors, regardless of their rank or status. If you know in advance that you must be absent from a class for reasons such as attending a conference, you are expected to notify the department head and Director of Graduate Studies ahead of time and, within the options approved by the department head, inform the head how the class will be handled in your absence. It is the head's role to approve or not approve the absence. It is not acceptable to reschedule classes, with the exception of independent studies or small graduate courses if this is done in a way that does not shorten the semester or lengthen vacations.

Unanticipated absences for reasons such as sudden illness or injury or serious family emergency are exceptions to this requirement. Obviously, it is not possible in those situations to make arrangements in advance, but you should provide notification to the head as soon as possible.

Absences of more than two days during a term must also be reported to the department head whether or not classes are involved. One or two days of absence need not be reported if classes are not involved.

C. Academic Standards

Students who wish to submit the same (or a similar) paper in order to satisfy the requirements for more than one seminar must consult with and receive prior approval from the faculty who are leading each of the relevant seminars.

The department insists on strict standards of academic honesty in all courses. Any case of plagiarism will be reported to the College Academic Integrity Committee and will be severely penalized. In general, plagiarism can be defined as the act of passing off the work of someone else as your own. Specific information about University policies regarding what constitutes plagiarism and other violations of academic integrity can be found on the website of the College of Liberal Arts (http://www.la.psu.edu/CLA-Academic_Integrity/integrity.shtml). Students who have questions about academic integrity issues should contact their advisors, another faculty member, or the Director of Graduate Studies.

D. Graduate Assistant Evaluations

All faculty supervising teaching or research assistants are asked to provide a written evaluation of the student's performance at the end of each semester of service. These evaluations will be placed in the student's permanent file and will be consulted in all decisions for assistantship renewal and for appointment as an instructor.

E. Department Appeals Procedure

Decisions of a faculty advisor or committee may be appealed to the Director of Graduate Studies and the department head. With all appeals, the decision of the department head is final.

F. University-Level Graduate Student Problem Resolution

The Code of Conduct and Procedures for Resolution of Problems are contained in Appendices I and II of the *Graduate Degree Programs Bulletin* (<http://www.psu.edu/bulletins/whitebook/>).

Appendix A

Graduate Student Seminar Evaluation/English Competency Assessment

General Evaluation

Student: _____

Course number: _____

Semester: _____

Please provide a brief evaluation of the performance in your seminar of the student listed above. These evaluations will be placed in the student's file both for the student to read, and also for the Graduate Studies Committee to consider during the assistantship renewal process.

In your evaluation, please describe the student's:

- a) commitment to doing a good job, interest in the course or subfield, and overall motivation;
- b) ability to think critically and generate original research ideas and questions;
- c) ability to carry out empirical research (as applicable) once a research question is identified;
- d) writing, especially his or her ability to express ideas clearly and concisely;
- e) promptness in completing assignments; and
- f) overall performance in the seminar.

English Competency Assessment

(1) Based on written work this semester, has the above named student demonstrated competency in English?

Yes _____ No _____ Undecided _____

Explanation and Recommendation:

(2) Based on discussion and oral presentations this semester, has the above named student demonstrated competency in English?

Yes _____ No _____ Undecided _____

Explanation and Recommendation:

(printed or typed name of faculty member)

signature

Appendix B

Criteria for Awarding & Renewing Graduate Assistantships/Fellowships

Overview

The responsibility for admission to the graduate program and appointment as a graduate assistant is vested in the graduate faculty of the department, acting through the Graduate Studies Committee. For students completing all Ph.D. requirements during their period of funding eligibility, the Committee also recommends (to the department head) appointments to the position of Fixed-Term Instructor. The Committee, together with the Director of Graduate Studies and the department head, shares responsibility for administering the graduate program, consistent with the rules of the Graduate School and the University. The criteria outlined below are designed to ensure the highest degree of excellence and to assure fair treatment to all promising applicants who qualify for both admission to the program and a graduate assistantship.

The number of qualified applicants invariably exceeds the number of available positions. Thus, many qualified applicants will be denied admission to the program. In addition, because assistantship awards are competitive, renewal is not automatic and failure to receive a renewal may reflect the relative merits of those in the applicant pool.

Disqualifying criteria

Disqualifying criteria include:

- Continuing students who have completed two or more semesters of full time study, with a graduate GPA below 3.4.
- Students with more than one deferred grade (DF). For these purposes, an “administrative F” shall be defined as a deferred grade.
- Penn State M.A. students who do not complete the M.A. degree in two years of full time study shall not be eligible for renewal of an assistantship to support doctoral study.
- Unprofessional performance as a graduate student or teaching/research assistant shall disqualify a student from renewal of an assistantship. Unprofessional performance may include (but is not limited to):
 - Repeated absence from class responsibilities or office hours.
 - Repeated evidence of poor preparation for class.
 - Repeated missing of deadlines including (but not limited to) supervisor deadlines for completing assistantship tasks.
 - Violation of University rules and policies including (but not limited to) those pertaining to academic integrity and sexual harassment.

Competitive criteria for awarding assistantships

Letters of award, and annual letters of renewal, indicate a period of eligibility for graduate assistant support. Typically, this period is five years for students admitted with a bachelor's degree. During this period, financial assistance requires demonstration of satisfactory skills and performance as a graduate assistant and demonstration of academic excellence combined with timely progress towards degree completion.

Two important criteria for ranking students for assistantship renewals are academic excellence and progress towards degree completion (initial assistantship awards consider academic excellence). Given these criteria, assistantship decisions will consider the following aspects of a student's portfolio:

1. The student's entry record, including academic transcripts, GRE scores, and letters of recommendation.
2. Academic performance in the graduate program at Penn State as indicated by grades, faculty seminar evaluations, evaluations of candidacy, and comprehensive examinations.
3. Research accomplishments such as internal and external research grants, conference participation, and scholarly publications.
4. Timely completion of coursework, distribution requirements, and examinations. Except in extenuating circumstances, the following schedule represents expected progress towards the degree:

	Students entering with a bachelor's degree:	Students entering with a master's degree:
Ph.D. candidacy exam	March of year 1	March of year 1
Defense of M.A. Essay	April of year 2	-
Written comprehensive exams	May at the end of year 3 or August at the start of year 4	May at the end of year 2 or August at the start of year 3
Prospectus and oral comprehensive exam	July at the end of year 3 or November in the fall of year 4	July at the end of year 2 or November in the fall of year 3
Dissertation proposal approved	Fall or spring of year 4	Fall or spring of year 3

Students failing to meet these goals shall be given lower priority for graduate assistant support, but students may provide evidence of mitigating circumstances. These may include personal or medical circumstances as well as scholarly ones (e.g., an especially ambitious dissertation may require unusual preparation).

Performance as a teaching or research assistant is assessed each semester by supervising faculty. In teaching assistant and lecturer assignments student teaching evaluations are made as well. Two or more evaluations that indicate below average performance, unprofessional conduct or unreliability shall be taken as evidence of below average performance. Although below average performance does not automatically disqualify a student, students with below average performance shall be renewed only when financial resources are ample.

Appendix C

Support for Graduate Student Research & Training

(1) Summer Programs

All graduate students are guaranteed funding to attend special summer programs for at least one summer (for the study of subjects crucial to the student's program of study, such as foreign languages or advanced statistics).

Tuition is covered for any program at a Big Ten/CIC university.

(2) Membership in the American Political Science Association (APSA)

We provide students with two years of membership in the American Political Science Association. Members receive the *American Political Science Review* (the discipline's leading journal), as well as *PS* (a journal providing information about the profession and the APSA) and *Perspectives on Politics* (a journal that publishes issue- or problem-focused research, as well as book reviews).

(3) Graduate Student Conference Travel Grant Program

The Department of Political Science awards grants throughout the year to help fund students to present research at national or international professional conferences. All currently enrolled students presenting papers or posters are eligible to apply but preference will be given to students who have completed successfully their master's essay. *Funding requests from first and second year students who have not yet received a master's degree will be supported only in exceptional circumstances.* There are rolling deadlines linked to conference proposals. Applications for travel grant funds must be submitted when conference proposals are submitted. Travel funding will not be awarded retroactively.

(4) Graduate Research Support Program

The Research Support Program within the Department of Political Science offers awards to continuing graduate students for specific research-related activities that are tied to their professional development and progress toward the Ph.D. The department and the College of the Liberal Arts both have funds available to support student research. *College funds are specifically designated for dissertation related research; the College requires ABD status to award funds.* Funds from the Department of Political Science Research Support Program are available before students reach ABD status, although preference will be given to advanced/dissertation-related research. Note that these research support funds are separate from funds designated to support travel to summer statistics and language courses at other universities.

Several awards may be made each year. College awards are limited to \$2000; the department does not have a specific ceiling, but is likely to provide funding up to a similar or slightly higher level. All currently enrolled students are eligible to apply. Students receiving partial funding in one award cycle may apply again in future cycles, even for the same project, but with a lower probability of success. Application

deadlines are November 1 and March 15.

(5) Summer Graduate Research Award

The Department of Political Science Summer Graduate Research Award within the Department of Political Science awards \$2500 during the summer to select continuing students for the purposes of supporting collaborative faculty/student research leading to a joint or sole student-authored publication. The award pays the student \$2500 in summer wages, but the recipient will not have any assigned duties beyond those required for the research project in question. This project should represent the student's primary task for the summer (i.e. the student should not accept this award and also work for an additional 10-20 hours weekly in another position).

Approximately four awards in the amount of \$2500 each are offered annually. All currently enrolled students are eligible. The application deadline is April 30.

(6) Outstanding Graduate Student Awards Program

The Outstanding Graduate Student Award within the Department of Political Science rewards continuing graduate students who have achieved an excellent record of performance in their graduate studies. In recognition of their achievements, funds are made available to students in the form of research accounts to be spent at the student's discretion on educationally relevant expenses. Up to two awards in the amount of \$2000 each may be given each academic year. All currently enrolled students are eligible and will be considered for these awards by the graduate studies committee.

(7) Friedman Teaching Award

The Friedman Teaching Award within the Department of Political Science rewards an outstanding student instructor. In recognition of his/her achievement, funds are made available to the student in the form of a research account to be spent at the student's discretion on educationally relevant expenses. Students who have taught in the department in the past year are eligible and will be considered for this award by the graduate studies committee.

(8) Martz Award for Research in Comparative Politics

The Martz Award is given to a student in comparative politics to assist with his/her research expenses. Comparative politics students who will incur expenses to conduct research are eligible and will be considered for this award by the graduate studies committee.

(9) Best MA Essay Award

The Best MA Essay Award within the Department of Political Science is awarded to one student each year. Nominations for this award are made by the student's MA essay committee. The graduate studies committee selects the winning nominee.

Appendix D

Application Package for the Conference Travel Grant Program

Program: The Department of Political Science awards grants throughout the year to help fund students to present research at national or international professional conferences.

Eligibility: All currently enrolled students presenting papers or posters are eligible to apply but preference will be given to students who have completed successfully their master's essay. *Funding requests from first and second year students who have not yet received a master's degree will be supported only in exceptional circumstances.*

Application Deadlines: Rolling deadlines linked to conference proposals. Applications for travel grant funds must be submitted when conference proposals are submitted (e.g., applications for travel to APSA are due on November 15). Travel funding will not be awarded retroactively.

Application Procedure: Complete the department travel grant application form (attached) and submit your application and the supporting materials listed below to the Graduate Staff Assistant. The supporting materials should include:

- an abstract of your paper or poster;
- a copy of whatever work you have completed toward the paper/poster (e.g., draft or finalized text, output from data analysis);
- a copy of your CV (be sure that this includes past conference presentations, manuscript submissions, and publications); and,
- a detailed list of prior travel grants received, including the semester, amount, conference, and paper/poster title.

Applicants must discuss their proposal ideas with a faculty advisor in advance of the conference proposal deadline. Applicants should provide their faculty advisors with the conference proposal assessment form (attached). This form must be completed by the faculty advisor and submitted to the Graduate Staff Assistant when the conference proposal is submitted.

Review process: The graduate studies committee will select award recipients within a month after the application is submitted.

Criteria for award: The committee will consider a variety of criteria including:

- Faculty advisor's assessment;
- Student location in program (preference will be given to students on the market and presenting dissertation research);
- Evidence that the student has already made progress on the research for the proposed paper/poster;
- Evidence that the proposed paper/poster will result in publication;
- Success at turning prior conference papers into publications;
- Student progress through the program;
- History of previous travel funding;
- Quality of conference; and

- Appropriateness of conference given research area and topic.

Follow-up: Grant recipients must submit a copy of their final conference paper to the Graduate Staff Assistant.

Graduate Student Conference Travel Grant Application

Name: _____

Conference Name: _____

Conference Location: _____

Conference Date(s): _____

Faculty Advisor: _____

(Please ask your faculty member to submit the conference proposal assessment form on your behalf.)

Status of the Proposed Research:

(1) How much, if any, of the proposed research paper/poster has been drafted?

(2) What is the genesis of the proposed paper/poster (e.g., a seminar paper, a dissertation chapter, a master's essay)?

(3) Explain briefly the importance of the research question for your proposed paper/poster. What is it that constitutes the most important contribution of your research question?

(4) Have you identified your primary source materials or data for the proposed paper/poster?

(5) Have you collected or gained access to those materials?

(6) Where are you planning to submit your paper to be considered for publication?

(7) When do you expect to submit the paper to that outlet?

Estimated Expenses:

Airfare	_____
Mileage*	_____
Lodging	_____
Meals	_____
Registration fees	_____
Other (please describe)	_____
Total:	_____

*Check with travel services for rate per mile.

Other financial support:

(1) Does the organization hosting the conference offer financial support to offset expenses?

(2) If so, how much support can you expect from the organization?

(3) Do you expect to receive any other support to attend the conference? If so, what is the source and amount of funds you expect to receive?

Graduate Student Conference Travel Grant Assessment Form
(to be completed by the applicant's faculty advisor)

Faculty advisor: _____
Applicant/Advisee: _____

Conference Name/Date: _____

Assessment of the Proposed Research:

(1) Briefly explain why the conference listed above is an appropriate and significant venue for the proposed paper/poster.

(2) Is the proposed paper/poster an important component of the student's research program?

(3) Please provide (or attach) a brief assessment of the overall merit of the proposed paper/poster.

(4) Where would you recommend that the student submit the proposed paper/poster to be considered for publication?

(5) When do you expect that the proposed paper/poster will be ready to submit to this outlet?

Appendix E

Graduate Research Support Program Application Package

Program: The Research Support Program within the Department of Political Science offers awards to continuing graduate students for specific research-related activities that are tied to their professional development and progress toward the Ph.D. The department and the Research and Graduate Studies Office (RGSO) within the College of the Liberal Arts both have funds available to support student research. *RGSO funds are specifically designated for dissertation related research; RGSO requires ABD status to award funds.* Funds from the Department of Political Science Research Support Program are available before students reach ABD status, although preference will be given to advanced/dissertation-related research. Note that these research support funds are separate from funds designated to support travel to summer statistics and language courses at other universities.

Number and Size of Awards: Several awards may be made each year. RGSO awards are limited to \$2000; the department does not have a specific ceiling, but is likely to provide funding up to a similar or slightly higher level.

Eligibility: All currently enrolled students are eligible to apply. Students receiving partial funding in one award cycle may apply again in future cycles, even for the same project, but with a lower probability of success.

Deadlines: Application deadlines are November 1 and March 15.

Application Procedures:

1. For ABD Students: Apply for dissertation support through RGSO.
 - Follow online application procedures for the *RGSO Graduate Student Dissertation Support Grants*: http://www.la.psu.edu/CLA-Graduate/diss_support.shtml (deadlines are the same as the departmental deadlines of November 1 and March 15). *Applicants will automatically be considered for department funding after RGSO funding decisions are made.*
 - If a research proposal requires more than the \$2000 RGSO limit (for example, it involves significant travel abroad), students should apply to RGSO for \$2000 and submit a separate application to the department for the additional funds.
2. For non-ABD students: Apply directly to the department (materials should be submitted to the Graduate Staff Assistant in 221 Pond). Applications must include:
 - a brief (1 page) explanation of the research; and,
 - a budget outlining research expenses (with a justification if the rationale for the expenses is not obvious).

Review Process: The graduate studies committee reviews applications and selects award recipients.

Criteria for Award: The committee will consider a variety of criteria including:

- A. academic performance;
- B. student progress through the program;

- C. quality of proposed research;
- D. the necessity of support for research success;
- E. efforts to secure external research funds (if appropriate); and,
- F. prior receipt of research support.

Use of Awarded Research Support Funds: Research support funds can be used for almost any research-related expenses at the dissertation or pre-dissertation stages. Typically, funds are provided for the following research-related expenses:

- Domestic or international travel to conduct fieldwork (e.g., travel to interview sites, archives, libraries). This work may be for preliminary research before a final proposal is approved.
- Photocopying or microfilming costs at archives or libraries.
- Purchase of a data set, source material, or other essential data resources, including specialized texts unavailable at Penn State or through inter-library loan.
- Phone, postage, and/or printing expenses (e.g., mailing expenses to conduct a pilot survey).
- Special software unavailable through university resources (e.g., foreign language word processing packages, highly specialized computer packages).
- Attendance at a specialized training program.
- Payments to research subjects.

Applicants may request (with justification) support for expenses not listed above.

RGSO dissertation support funds may be used to get release time from teaching (TA) and research (RA) responsibilities. Department research support funds may not be used for this purpose.

Graduate Research Support Program
Deadlines: November 1 and March 15

Directions: Complete this application and submit the application along with the materials listed below to the Graduate Staff Assistant.

- A brief (1 page) explanation of the research.
- A budget outlining research expenses (with a justification if the rationale for the expenses is not obvious).
- A description of pending funding applications, and/or funding you have received.

Name: _____

Title of Research Project: _____

Advisor: _____

Appendix F
Graduate Council Policy Statement on English Competency/Communication
Requirements for the Ph.D.

A candidate for the degree of Doctor of Philosophy is required to demonstrate high-level competence in the use of the English language, including reading, writing, listening, and speaking, as part of the language and communication requirements for the Ph.D.

Programs are expected to establish mechanisms for assessing competence of both domestic and international students. Programs and advisors should identify any deficiencies early and direct students into appropriate remedial activities. Competence must be attested by the program before the comprehensive examination will be scheduled. (International students should note that passage of the minimal TOEFL requirement does not demonstrate the level of competence expected of a Ph.D. from Penn State.)