



Northern Illinois University

Department of Political Science
Graduate Studies Handbook

2009-2010 Academic Year

Welcome from the Department Chair Professor Christopher M. Jones

The faculty and staff of the Department of Political Science welcome you to Northern Illinois University. The department has a diversified and distinguished faculty of 26 members, who are available to assist you in your graduate studies.

In recent years, the department has graduated a large number of excellent M.A. and Ph.D. 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!

We hope you have a richly rewarding experience at NIU during your graduate studies in political science and public administration. With the assistance of Sarah Lindell, 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 masters and doctoral students in the Department of Political Science toward the completion of their degrees. It contains the most complete and accurate information available and should be read carefully by all students.

Our one request is that you read the handbook before you ask us a question. We have tried to make this handbook comprehensive and easy to navigate. If the handbook does not answer your question, please do not hesitate to contact either one of us for help. Sarah is in the office daily, and you can contact me through email for a prompt response.

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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, normally the coordinator of the student's major field, who will provide basic guidelines and information (including advice on the selection of first-semester courses). Please see your advisor upon your arrival. You should discuss with your interim advisor who will be the most appropriate permanent advisor for you. (Students are always free, and welcome, to talk to any of the faculty members while they are contemplating their choice of advisor.) The procedures for choosing your permanent advisor are specified under "Advisory Committees" in chapters 2 and 3.

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 Sarah Lindell, the graduate studies secretary. Sarah keeps a master list of graduate student emails so that faculty and staff can send you notices about program events, warn you of upcoming filing deadlines, and other information. If you change your email address, please notify Sarah 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.

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

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

Mailbox. Each graduate student has a mailbox space. Mailboxes are shared 1-2 students/box and the boxes are located outside the political science office on the 4th floor of Zulauf Hall. Students should check the mailbox at least weekly for flyers and other information that may be distributed there. Much of our graduate student interaction is online announcements, but not all. In addition, you can use the mailbox to receive specific forms and notes from faculty, for returned papers, etc. (Let Sarah Lindell know if you will not be using your mailbox.)

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

REGISTRATION AND COURSE LOAD

The normal full load for a graduate student is 9 hours per semester during the academic year and 6 hours during the summer session. Any student who is employed full-time, on whatever shift, is advised not to attempt more than 6 hours per semester. Political Science graduate students with a graduate assistantship normally take 12 hours.

Students may obtain a copy of the [Schedule of Classes](#) from MYNIU and registration procedures.

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

PROGRAM OF COURSES

Students' program of courses is maintained on MYNIU. Program course requirements are listed in the Graduate Catalog and in the Handbook. Immediately after selecting an advisory committee students should prepare, with the advice and direction of their advisory committee, the program of courses form that lists the courses that they will offer in fulfillment of degree requirements. Auditing Courses: Students should note that no credit is given for audited courses. Likewise, audited courses do not count credit hours toward any minimum requirement, such as for assistantships and fellowships. Students may consider whether registration for POLS 690 is a viable option to gain credit for auditing a course.

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 university judicial office.

Many students are unfamiliar with what constitutes plagiarism. In research for a course paper or scholarly product, you should use concepts and models that others have written. Such use is part of the literature review that forms the basis of your work. Use of these ideas is perfectly acceptable—when you give proper credit to the source. This credit can be provided in a footnote or other clear acknowledgment, such as an ASA-style citation immediately after the passage that incorporates the source's ideas. Anything you use that does not represent your own ideas, thoughts, or opinions must be cited, unless it is common knowledge. Err on the side of being too careful. (As an example, much of this section has been adopted by the department's graduate committee from the parallel section of the M.P.A. Student Handbook.)

Examples of plagiarism or violations of academic integrity include:

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

Heavily paraphrasing the work of another without proper citation;

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

your work;

Falsification of methodology or results.

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

RESEARCH EXPERIENCE

Graduate students are strongly encouraged to participate as research assistants in research projects with political science faculty and other NIU principal investigators. This is particularly important for doctoral students. The department encourages collaborative research work between graduate students and faculty. Students should not be shy to inquire 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), the Public Opinion Lab, and American Farmland Trust, all located at the William Monat building on 3rd Street, DeKalb. The Director of Graduate Studies works with these organizations to learn of opportunities and provide them with information about prospective students. There also may be research opportunities with the Center for Southeast Asian Studies; contact Dr. Unger or Dr. Un for more information. The Human Resources Department also maintains a list of graduate assistant opportunities on its webpage.

GENERAL COURSE AND CREDIT POLICIES

Courses and Fields

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

POLS 696/796 - Independent Study

Independent study is both permitted and encouraged. Sometimes such courses are utilized when relevant courses and materials are not offered when needed by the student. More routinely, independent study courses are intended to provide a vehicle through which a student may pursue reading and research topics not covered in the regular curriculum or to pursue reading and research on a topic more intensively than the topic is normally treated in the curriculum. Arrangements for independent study courses must be negotiated individually between the student and the faculty member who will supervise the course. Enrollment in POLS 690 or POLS 696/796 is not permitted unless the student and supervising faculty member first file a POLS 690/696/796 contract form in the department office which describes:

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

Independent study hours may not be included in the minimum course requirements which the student must take in each field or area of study. There is a 9 hour limit on the total number of independent study hours which may be accumulated.

POLS 690 - Political Science Research

POLS 690 - Political Science Research is a versatile course used by graduate students to earn credit for an assortment of supervised research activities, such as preparing conference papers, writing starred papers, and developing dissertation proposals. Students use POLS 690 for independent research supervised by a faculty member (instead of registration for POLS 696/796), and it 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 hours are graded as satisfactory/unsatisfactory.

Master's and doctoral students must take POLS 690 for a minimum of 3 and 6 credit hours, respectively.

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.

POLS 691 – Teaching of Political Science

POLS 691 - Teaching of Political Science is required of all doctoral students for 1 semester hour and may not be repeated except by students who are teaching assistants. This course is an orientation to teaching. Teaching assistants (including M.A. students) may repeat to a maximum of 18 semester hours. But credit may not be applied toward the hours required for a master's degree, and is not accepted toward field requirements for the Ph.D. degree. The course may be counted toward the 90 semester hours required for the Ph.D. degree. The basis of grading is S/U.

Transfer and Student-at-Large (SAL) Credit

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

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

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. At the Ph.D. level, however, transfer credits from a prior master's program may be used to reduce the number of required hours of

dissertation (POLS 799) credit.

Grades

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

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

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

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

O = Audit; in order to have the audit recorded on the transcript, the student must satisfy requirements as determined in advance between the student and the course instructor. An unsatisfactory audit appears as a grade of “OW.”

I = Temporary Incomplete. See Graduate Catalog for regulations regarding incompletes; grades of incomplete in POLS 699 and 799 are exempt from normal completion regulations.

IN = Permanent Incomplete; if a grade of I is not removed within the specified time, it will be recorded permanently as IN and will not be counted in the computation of the grade point average.

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 or by using 690 to audit the class.

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 and getting a satisfactory/unsatisfactory grade.

You may wish to formally audit a class so that your presence in that class is listed on your transcript, otherwise POLS 690 may work fine for you.

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 underenrolled. Auditors will be considered formal members of the class to reach enrollment status. If the class is not underenrolled, it is probably in your best interest to use POLS 690 as the mechanism for auditing the class unless you want formal attendance in the class to appear on your transcript.

All POLS 690 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 hours if a masters student or 90 hours if a Ph.D. student.

The attached spreadsheet should help to clarify credit and hours issues surrounding audits.

Course	Credit towards requirements or 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

Grade Appeals

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

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

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

burden of proof lies with the student filing such charges.

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

Petitions for review of a grade by the Grade Review Board must be initiated within four weeks of the beginning of the semester (fall or spring) following the one in which the disputed grade was assigned. Thus, student inquiries regarding disputed grades should be instituted at the beginning of the semester following the one in which the disputed grade was assigned, if not earlier. Further information on the procedural steps involved in grade appeals may be obtained from the department office, the Graduate School, or from the office of the University Ombudsman.

Probation and Dismissal

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

Variances and Exceptions

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

FIELD POLICIES

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

American Government

Course work in the American Government field is designed to expose students to prominent

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

Required Course. All Ph.D. students who have selected American Government as a field of study (first or second field) must complete POLS 600, Topics in American Politics. M.A. students with a field in American government are strongly encouraged to complete this course. Ph.D. students must take at least four (4) other 600 level courses from the American government listings; two (2) of these four courses must come from the core institutions' set of courses. The core institutions' set of courses are POLS 605, 607, 608, and 610.

Core Courses. The core courses in American Government include a proseminar in American government (POLS 600), Political Parties (POLS 605), the Chief Executive (POLS 607), Legislative Process (608), and Judicial Process (POLS 610). 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.

COURSE	Required of American Government:				COMMENTS
	MA	PhD	2nd Field	3rd Field	
POLS 600		X	X	X	Core
POLS 605					Core
POLS 607					Core
POLS 608					Core
POLS 610					Public Law/Core
POLS 510					Public Law
POLS 511					Public Law
POLS 512					Public Law
POLS 606					Elective
POLS 609					Elective
POLS 624					Elective

Public Law Concentration. In addition to satisfying the core course requirements for the field of American Government, students who wish to develop an area of concentration in Public Law should take Judicial Process (POLS 610) and additional courses decided in consultation with the Public Law faculty.

Comparative Politics

Comparative Politics offerings include thematic and configurative courses. Thematic courses emphasize comparative theory. POLS 660, a thematic course that is required of all Ph.D. students, provides a rigorous survey of theoretical approaches and methodological issues. Other thematic courses, listed below, focus on specific topics across countries and regions, using pertinent theories. Configurative courses deal with specific countries and regions, using appropriate theoretical perspectives and building contextual knowledge.

COURSE	Required of Comparative Politics:				COMMENTS
	MA	PhD	2nd Field	3rd Field	

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
POLS 675					Thematic
POLS 569					Configurative
POLS 666					Configurative
POLS 670					Configurative
POLS 673					Configurative

Other courses in the Graduate Catalog, such as POLS 595 and 696, may be designated as thematic or configurative courses by the student's advisory committee if their content in a given semester is appropriate. No course can be used to meet the requirements of both Comparative Politics and another field or an area of study.

M.A. Requirements. Students who select Comparative Politics as their M.A. field must complete at least nine hours of Comparative Politics courses. There is no distribution requirement at the M.A. level.

M.A. students are not required to take POLS 660. Students considering taking it should consult with the instructor before registering for the course.

Ph.D. Requirements. All Ph.D. students for whom Comparative Politics is a first, second, or third field must complete POLS 660, at least one thematic course other than POLS 660, and at least one configurative course. Independent studies courses may not be used to meet either the thematic or configurative requirement.

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

International Relations

There are no required courses for M.A. students. POLS 680 is required for Ph.D. students and recommended for M.A. students. Before enrolling in POLS 680, M.A. students should consult with the instructor to ensure they have an adequate background to be successful in the course. In order to be well prepared for the field's comprehensive examination, Ph.D. students should take a solid selection of other field offerings that complement their theoretical and substantive interests. First field Ph.D. students are required to take 15 hours of International Relations courses. M.A. students are required to take 12 hours of graduate International Relations courses. Overall, Ph.D. students need to have a solid understanding of systemic and subsystemic theories of international relations as well as multiple specializations within the field of international relations. In close consultation with their advisory committees, Ph.D. students should select field courses and methods training (e.g., foreign languages, research design, qualitative methods, and/or quantitative methods) that complement their programs of study, dissertation plans, and professional goals.

COURSE	Required of International Relations:				COMMENTS
	MA	PhD	2nd Field	3rd Field	
POLS 680		X	X	X	Core
POLS 682					Subfield
POLS 684					Subfield
POLS 685					Subfield
POLS 686					Thematic
POLS 687					Regional
POLS 688					Regional

Political Theory

The Basic Problems in Ancient and Modern Political Philosophy (POLS 650-651) are the core courses for students doing their master's and doctoral work with Political Theory as a primary field. Students doing their doctoral work in Political Theory are also expected to take the Seminar in Political Philosophy (POLS 750). The topics covered in the Basic Problems courses and the Seminars change from semester to semester and therefore the courses may be repeated, up to 12 hours for POLS 650, 15 hours for 651 and up to nine hours for POLS 750.

M.A. students doing a second field in Political Theory must take POLS 650 and 651 as part of their minimum nine-hour requirement, subject to exceptions in special cases with the approval of the field. Students with a first field in Public Administration are an exception to this rule. Such students may take Political Theory as a second or (for doctoral students) a third field by taking POLS 651 or 750 and up to three courses in American Political Thought (POLS 550, 551, 552, 652, 653).

COURSE	Required of Political Theory:				COMMENTS
	MA	PhD	2nd Field	3rd Field	
POLS 650	X	X			Max 12 hours
POLS 651	X	X			Max 15 hours
POLS 652					
POLS 653					
POLS 750		X			Max 9 hours
POLS 550					
POLS 551					
POLS 552					

Politics and the Life Sciences

Course work in Politics and the Life Sciences focuses on subject areas such as biopolitical theory, biotechnology and political structures, biomedical policy, technology policy, international biotechnology policy, biotechnology and political values, health policy, and research seminars in biopolitics. Students are trained in both the theoretical and policy dimensions of this area. All students in biopolitics are required to take the core course in biopolitical theory, POLS 630, as well as meet all departmental requirements for the M.A. or Ph.D. degree.

Within the biopolitics field, two more sharply focused concentrations of courses are possible, depending on the interests of students and their career plans.

COURSE	Required of Politics & Life Sciences:				COMMENTS
	MA	PhD	2nd Field	3rd Field	
POLS 630	X	X	X	X	
POLS 624					Biopolicy Oriented
POLS 631					Biopolicy Oriented
POLS 632					Biopolicy Oriented
POLS 626					Biopolicy Oriented
POLS 633					Biopolicy Oriented
SOC 551					Biopolicy Oriented
SOC 560					Biopolicy Oriented
SOC 582					Biopolicy Oriented
POLS 637					Theory Oriented
PHIL 652					Theory Oriented
PHIL 631					Theory Oriented

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

Public Administration

The required courses for students taking Public Administration as their first field at the Ph.D. level consist of at least 15 hours, including PSPA 661 Theory and Analysis in Public Administration, plus four additional courses appropriate to the individual student's preparation that are selected in consultation with the student's advisor.

COURSE	Required of Public Administration:				COMMENTS
	MA	PhD	2nd Field	3rd Field	
PSPA 661	X	X	X	X	
PSPA 655		Rec.	Rec.	Rec.	
PSPA 664		Rec.	Rec.	Rec.	

Students should also recognize that both POLS courses and PSPA courses may be appropriate for a student's program. Doctoral students are encouraged to take at least one of the more advanced PSPA courses, such as PSPA 655 or 664.

For a Ph.D. second or third field or M.A. first field in Public Administration, course requirements total at least 12 hours: PSPA 661, and three additional appropriate courses.

THE 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, Sarah Lindell. The director works closely with the department's 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 graduate committee of the political science department is composed of faculty representing each of the graduate examination fields. There are five voting members, with the director of graduate studies as chair and non-voting member. In addition, graduate students select a representative (using the process in the PSGSA bylaws) who votes on all matters except admissions and financial aid decisions. The department chair is also a non-voting member of the committee. The graduate studies secretary records minutes of the committee meetings.

The role of the graduate committee is to:

- ❖ develop policy recommendations for the graduate program, including curriculum and examination requirements
- ❖ make admissions decisions for graduate studies in the M.A. and Ph.D. programs
- ❖ determine appointments as graduate teaching and research assistants
- ❖ make nominations and recommendations for various awards and honors for graduate students as provided by the department, graduate school, the university, and external organizations.

Students are encouraged to raise policy issues with the student representative to the graduate studies committee, or directly with director of graduate studies, if desired.

POLITICAL SCIENCE GRADUATE STUDENTS ASSOCIATION (PSGSA)

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: (1) navigation of degree programs, (2) socialization in the spheres of professional development and research presentation, and (3) advocacy within the department and the university. Furthermore, the PSGSA seeks to strengthen the communal bonds between graduate students 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 (listed below) 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 graduate students, especially newer ones. The PSGSA looks forward to serving the department's graduate students and cultivating some memorable experiences!

PSGSA Officers 2009-2010 Academic Year

Alisa Von Hagel, President: Ph.815-753-1818
Mary McLean, Vice President
Joe Scanlon, Secretary/Treasurer

E-mail: avonhagel@niu.edu
E-mail: mmclean2@niu.edu
E-mail: jscanlon@niu.edu

RESOURCES

Conference Travel

The Graduate School can provide graduate students with up to \$200 in support for travel to present at academic conferences. Proposals for AY 2009-2010 will be received beginning August 25, 2009. All currently enrolled, degree-seeking graduate students are eligible to apply, provided that they will be enrolled during the semester in which the travel occurs. Graduate students are eligible only for one (1) travel grant during the academic year. Travel proposal forms can be downloaded from the graduate section of the Political Science website. Proof of presentation must accompany the travel request form. If students stay at a nonconference hotel, they must provide documentation that this hotel was less expensive than the conference hotel.

Grants will be awarded to students who must travel more than 150 miles from DeKalb to present their scholarship, though presenters traveling within that limit *may* be eligible to receive reimbursement for conference registration costs. Graduate School funds will support student travel to present at conferences only when departments and/or academic colleges provide support equal to the amount requested of the Graduate School. The Graduate School will match such pledges of support up to \$200. When part-time students secure a match, they may be eligible to receive one-half of the matching funds. Travel grant proposals must be received in the Office of the Associate Dean of the Graduate School at least 30 days prior to travel. No grants will be made to travelers whose application is received less than thirty days prior to a conference.

The department chair has discretion to provide students with matching support for conference travel, pending availability of budgetary resources. Students must be presenting a paper at the conference to obtain department support.

Computer Lab (116 Zulauf Hall)

The departments of political science and sociology collaborate with funding and staffing to support the SOCQRL research methods laboratory. All POLS graduate students are able to use the lab for their research and class work. The SOCQRL website (<http://www.socqrl.niu.edu/>) posts the hours the lab is staffed and open for students. In addition, POLS graduate students have access to the computer lab in 114/116 Zulauf Hall after hours. Graduate students who are not enrolled in courses with fees attached that grant automatic access to the labs need to request access each semester by completing an online form at the ITS website address <http://www.its.niu.edu/its/apps/car/>. Instructions for filling in the form are available in the Political Science Department office, posted in ZU114/116, or can be obtained by requesting the information from Dr. Charles Cappell in Sociology (TK0CLC1@wpo.cso.niu.edu).

CHAPTER 2. M.A. DEGREE REQUIREMENTS

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. The Ph.D. requires two more years of coursework, a comprehensive examination of a student's understanding of theoretical approaches to the study of political science, and then a dissertation—original research that makes a significant contribution to our understanding of some area of politics.

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.

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.

ADVISORY COMMITTEES

Prior to registration for the second semester of study, students are required to select a permanent advisor and, in consultation with his or her advisor, an advisory committee. This committee is responsible for advising the student and seeing that the 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.

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

M.A. COURSEWORK

Course-Level Requirement

M.A. students must complete 30 semester hours at the graduate level, including at least 9 hours in one of the department's six fields. Each field has its own course requirements or recommendations, described in the "Field Policies" section of chapter 1. Students not writing theses may apply all additional semester hours to graduate elective courses. Students must take a minimum of 15 hours in 500- or 600- or 700-level seminars. No more than 3 semester 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 advisory committee. 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 an accumulated total of at least 3 credit hours. This requirement may be fulfilled in one, two or three semesters or summer terms. Credit hours of POLS 690 may not count toward the minimum of 9 credit hours in one field. No more than 3 credit hours may count toward the 30 credit hour minimum for the M.A. degree.

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

Time Limitations

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

STARRED PAPERS

The starred papers' research option requires M.A. students to submit to their advisory 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 automatically be accepted as starred papers. Students should consult in advance with the instructor in order to ascertain whether the paper may be counted for starred-paper status and what revisions are necessary. Instructors may establish their own criteria for starred papers. Starred papers represent a perfected piece of scholarship, and an instructor may require several revisions of a research paper before accepting it in fulfillment of starred-paper requirements.

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

Starred paper approval forms are available from the graduate studies secretary (and on the POLS

webpage). At least one starred paper should be completed during the first year of study.

M.A. THESIS

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

M.A. EXAMINATIONS

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

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

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

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

M.A. examinations will be assigned one of three grades:

- ❖ pass with a recommendation that the student be admitted to the department's doctoral program
- ❖ terminal pass, with a recommendation that the student not be admitted to 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. The starred papers defense is considered the MA "comprehensive" exam by the Graduate School, and must be completed by the dates set each semester by the Graduate School in order for a student to meet graduate requirements. Students must work with their advisory 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. DEGREE REQUIREMENTS

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

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 field. 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., in contrast to the M.A., is to learn the principal theoretical approaches to an area of study and to learn the research methodologies appropriate to particular lines of inquiry.

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

ADMISSION TO THE PH.D. PROGRAM

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

The department usually does not begin consideration of an application until the file is complete. 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 fields 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.
- ❖ Test of English as a Foreign Language (TOEFL) is required for international students whose native language is not English, unless the student has a baccalaureate or higher degree from a university in the U.S., U.K., Canada, Ireland, Australia or New Zealand at which English was the language of instruction.

Doctoral applicants should have a graduate GPA of at least 3.2 and normally GRE scores of 600

or higher on the Verbal and Quantitative parts of the test. These are minimum standards for consideration and do not guarantee admission to the doctoral program.

Decisions of the graduate committee are final, and will be communicated in writing to the applicant.

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

Students who are admitted directly to the Ph.D. program must pass an oral qualifying examination in their second semester of study. Second, they must write and successfully defend either two starred papers or an M.A. thesis prior to the second month of their fourth semester in the program. Third, they are strongly advised to apply for and be awarded the M.A. degree prior to taking their Ph.D. candidacy examinations. In applying to receive the M.A. degree, they need not repeat the application fee 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.

ADVISORY COMMITTEES

Prior to registration for the second semester of study, students are required to select a permanent advisor and, in consultation with his or her advisor, an advisory committee. An advisory committee form must be completed and filed with the Graduate Secretary. This committee is responsible for advising the student and seeing that the 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 field, and one representative from the second field.

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

PH.D. COURSEWORK

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

allocated as follows:

- 30 hours of work toward the master's degree, either at NIU or accepted in transfer from another university;
- At least 30 hours of post-masters'-level course work
- Up to 30 hours of credit in POLS 690, POLS 799A and POLS 799B for research towards the dissertation.

Required Courses

All doctoral students must take POLS 602 and POLS 603 as part of their 90 hour Ph.D. program. These courses are designed to provide an introduction to the philosophical underpinnings, scope, methods, and research design of political science. Students who have not completed the scope and methods sequence prior to entering the Ph.D. program should do so in their first year of doctoral studies. Students with a field in Public Administration may substitute PSPA 604 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 6 credit hours beyond any hours required for the master's degree. This course provides indispensable socialization into the department and the profession, opportunities for peer assistance and review, and bridges between theories and applications. POLS 690 may be repeated to a maximum of 36 credit hours and be counted toward the 90 hours required for the Ph.D. degree, but is not accepted toward the minimum course requirement in either of the two fields. Doctoral students who have passed candidacy examinations are required to register for 3 credit hours of POLS 690 each semester until their dissertation proposal has been approved.

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

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

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

Fields Requirement

A student shall complete at least 12-15 hours of coursework in each of two examination fields offered by the department. Each student shall designate one field as a first field. The student shall take at least 15 hours in the first field; course work in this field will normally be more extensive than in the other. Students shall take at least 12 hours in the second and any additional fields or area of study. Each field has its own course requirements or recommendations; these are described in the "Field Policies" section of chapter 1. Doctoral students must take a minimum of three 500- or 600- or 700-level seminars in their first field and a minimum of two 500- or 600- or

700-level seminars in their second field. The 15 or 12 hour minima in each field may include course credits transferred from another university or prior master's program. The use of transfer credits must be made first with a student's advisor and then approved by the student's advisory committee. Students who take only 12 hours in any field may not count any independent-study courses in the 12 hours. No more than one course outside of political science may be counted toward the hours required in any one field, and a total of no more than 15 hours may be taken outside political science. Petitions for exceptions to any of these rules must be submitted in writing to the department's Graduate Committee, through the student's advisory committee chair, and also approved by the Graduate School.

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

The department maintains an updated program-of-courses form which needs to be on file in each student's file. It is the responsibility of the student to make sure this form is kept updated. 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 MYNIU starting with students beginning their graduate work in academic year 2008-09. Thirty hours of transfer credit will automatically be set in the MYNIU program for students entering with a masters' degree. It is up to the student's advisory committee to determine how masters' degrees in fields outside of Political Science will count.

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

Additional Field or Area of Study Option

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

Time Limitations

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

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

LANGUAGES AND RESEARCH TOOLS

The goals of the Languages and Research Tools Curriculum are:

1. A foundation to competently read broadly in POLS and PA literature.
2. Competence to read in special literature of a student's field within POLS.
3. Competence to conduct dissertation research.
4. Freedom of students to obtain training outside POLS 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 or 645 during their second year.

The choice of specific language/research tools will relate to the student's field of study, and will be made with the approval of the student's advisory committee. Proficiency in any foreign language can be demonstrated in accordance with the procedures described in the Graduate Catalog section on "Ph.D. Language and/or Research-Tool Requirement" under "Requirements for Graduate Degrees." This includes the possibility of demonstrating average proficiency in French, German, or Spanish through the reading courses indicated. In addition, with the approval of the appropriate faculty member of the department of Foreign Languages and Literatures, average proficiency in other languages can be demonstrated by passing a translation exam administered as part of the final exam in the fourth or later semester of study. High proficiency in any language can be demonstrated only through a translation examination. Proficiency in a research tool is normally demonstrated by successfully completing designated courses with a grade of A or B. In certain cases, a student's committee may request from the Graduate School, through the director of graduate studies, approval for the use of a proficiency examination in lieu of course requirements for the research tool. Any one of the following options will satisfy the languages and/or research tools requirement.

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

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

Students must select the language(s) or research tools which they will offer in fulfillment of

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

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

1. tool courses, as well as POLS 602-603 (PSPA 604), count toward the required number of semester hours in the Ph.D. program;
2. tool courses must be passed with at least a B grade; in no case will a lesser grade satisfy the requirement;
3. tool course requirements and programs must be approved by the student's Advisory Committee in advance;
4. the Graduate School must also approve specific courses that will be used to satisfy tool requirements, and advance approval is desirable.

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

Foreign Language Option

In the event the student elects the foreign language option, the following conditions apply:

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

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

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

The student should bear in mind the following additional conditions and criteria: (1) Average competence is deemed to be comparable to two years of undergraduate instruction; (2) High

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

Students pursuing the Southeast Asian Studies concentration should be aware that the conditions and requirements associated with that concentration are somewhat different from those given above. Specific course requirements affecting the student's progress in that concentration should be checked with the Director, Center for Southeast Asian Studies.

Research Tools Option

Students electing the research tools option normally demonstrate competence through the successful completion of coursework, normally coursework offered in the Political Science department.

The following table outlines the Political Science Research Tools Requirements to obtain average and high proficiency in quantitative and in qualitative methods.

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

POLS 643 will be taught as modules (e.g., time series analysis using ARIMA, latent variable structural equation modeling using LISREL or AMOS). Students offering high proficiency in research tools may repeat POLS 643 up to 6 credit hours as the module changes. While students may not repeat the same module for credit toward the minimum 15 hours of high-proficiency credit, special arrangements will be made to allow individual students to register for variable credit (e.g. 1.5 hours) to take a module they have not previously completed. Variable credit may also be granted for special summer advanced methods training (e.g., at ICPSR).

The Graduate 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 POLS research tools course. Advisory committees may petition the graduate committee to permit a

student to enroll in a course not on this list in fulfillment of the student's program of courses. The petition to the graduate committee should be made before the student's program of courses is filed with the graduate school. The graduate committee periodically will review research tools offerings in other departments to keep the registry current. The Graduate 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 POLS proficiency requirements and (b) offered regularly by highly qualified members of the graduate faculty. Further, requests for exceptions from normal requirements must be secured in advance of undertaking the desired pattern of work in fulfillment of research tool requirements.

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

TEACHING SKILLS REQUIREMENT

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

The primary purpose of this requirement is to improve the student's teaching ability. All first year doctoral students are also required to take for one hour credit POLS 691 which is a general orientation for teaching political science. It is taught as a seminar and graded on an S/U basis. It may not be repeated except by students who are teaching assistants. With departmental approval, teaching assistants may repeat the course for credit to a maximum of 18 credit hours. Credit may not be applied toward the minimum 30 credit hours required for a master's degree and is not accepted toward field requirements for the doctoral degree but it may be counted toward the 90 hours required for the Ph.D. degree. Teaching assistants repeating the course design it with agreement of the assigned professor and the course shall involve learning and skills development beyond simply meeting assigned classes.

The 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). Since their preparation for the doctoral program has already been ascertained, the purpose of the examination for students who received their M.A. or M.P.A. at NIU is to

review, make any necessary modifications, and approve the student's draft program of study (i.e. the second purpose below).

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

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

PH.D. CANDIDACY (COMPREHENSIVE) EXAMINATIONS

Ph.D. candidacy examinations are given once each semester. They are offered during the last two weeks of September and during the first two weeks of February. Doctoral students preparing for comprehensive exams or working on their dissertations should register for three hours (unless they are funded with an assistantship).

Students who wish to sit for their examinations must file a specific "Request to Sit for Comprehensives" form, which should be submitted to the graduate studies secretary by August 15 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 of the examinations at the departmental level. That is to say, the faculty in each field regulates the construction and grading of the examination in that field. Consequently, the construction and grading policies vary by field. Students intending to sit for a comprehensive exam in a field are well-advised to consult with the field convener and each of the faculty in each of the students' two exam fields in addition to consultation with the student's advisor.

Administrative Procedures

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

1. Students must file, at least one month in advance, a signed statement with the department office indicating an intention to take the examinations and attesting that all academic requirements will be met at the end of the semester preceding the examination. Please see your advisor if certain requirements will only be completed during the period of the comprehensive examinations.
2. The department office will verify that all requirements have been met and that all incomplete grades have been made up. Students who have not completed all requirements, including the removal of all incomplete grades, will not normally be allowed to take their comprehensive examinations.
3. Any student wishing to withdraw from the examination must do so at least 72 hours before the scheduled date of his/her first examination. Withdrawals after that time, or failure to take any examination on schedule, will normally result in the missed examination(s) being recorded as a failure. Examinations missed because of demonstrated ill health will be made up as soon as possible, and normally within one week, of the scheduled examination date.

4. Students shall pick up their examination in the department office any time after 8:30 a.m. on the day scheduled for the exam. Students taking comprehensive exams in the fields of Biopolitics, Political Theory, Comparative Politics and International Relations must follow the following procedure. American Government and Public Administration students should follow the procedures outlined below in their specific subfield section. They shall then proceed to the room assigned for the examination. Examinations are to be turned in no later than 5 p.m. of the same day. Failure to turn in examinations by the designated time will result in the examination being scored a failure.
5. All written exams must be typed or word-processed. Students may either type the examination in the Computer Lab or other 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 Computer Lab or another approved room within 3 days. No changes may be made when typing the examination. The written and typed exams will be compared and any changes other than spelling and grammar will be grounds for failure.

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

You will need to provide lined 8 ½ X 11 white paper and black-ink pen.

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

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

6. Subject to the procedures stated in the present document, policies concerning the structure of exams may vary from one field of study to another. The field convener, whose name is available from the graduate studies secretary (and noted in Appendix B), should be contacted concerning the specifics applicable to the field.
7. Students are not permitted to consult with each other during the course of an examination. Evidence of violation of these rules shall be considered prima facie grounds for the assignment of a failing grade on the examination.
8. All examinations shall be scored on the basis of
 - ❖ high pass,
 - ❖ pass, or
 - ❖ fail.

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

9. Students will be tested in two fields. A student must take both examinations in one exam period. (The exam for an additional major field may be taken in the next exam period.) If a student fails one or both examinations, any retake(s) must be authorized by her/his advisory committee and occur in the next exam period. A student who fails an exam may redesignate an additional field as one of the two primary fields if he or she has completed all course work in this new field and has the permission of its convener and her/his advisory committee. In such a case, the student must take the exam of the new field at the next offering and sit for any retake in the following exam period. A student who fails two written examinations in the

same field, or more than three in different fields, will not be permitted to continue doctoral work in the Department of Political Science.

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

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

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

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

Oral Examination

When doctoral students have successfully completed their written comprehensive examinations and all other applicable requirements, they will be required to have an oral examination. This examination may be waived at the discretion of the examining fields. For example if a student receives a high pass in the written comprehensive field examination than the exam committee for that field may decide to waive the oral examination. Students may have one oral examination combining questioning from both comprehensive examination fields, or a student may have an oral examination covering only one comprehensive examination field. Thus, students will have from zero to two oral examinations. During this examination, the faculty members on the student's committee are entitled to query the students concerning any aspect of their substantive and theoretical preparations for further progress in the Ph.D. program. The International Relations subfield requires all of its student to take an oral examination.

Field Policies for Ph.D. Comprehensive Exams

American Government

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 field question that all students must answer; the answer to the field 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 4-6 specialization questions, from which students for whom American Government is their first field will select three questions to answer; the answers to the specialization questions should demonstrate mastery of the theoretical approaches to at least two specialized areas within the field of American politics. Students for whom American Government is their second field will be required to answer two of the specialization questions in addition to the field question.

Exam questions will be overseen at the American government convener. 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 or students will grade the exam. At least three AG faculty will grade each comprehensive exam. The committee will craft an exam that provides a breadth of questions representative of the interests of the students taking the exam.

The American Government field 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 AM on the first day of the exam period either in person in the Political Science Office or through email distribution. The student will have until 4 PM 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 printed and also emailed to the graduate studies secretary. Other requirements of exam administration are noted in the POLS graduate handbook. The student will provide an electronic version of examination answers to the Graduate studies secretary at 4 PM on the second examination day.

The field convener 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 letters crafted by the field convener and the appropriate advisory committee chair.

Comparative Politics

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

Comprehensive exams are normally divided into core and field sections with latitude for choice

among questions in each. The core section is based on 660 and thematic courses the student has taken, and the additional readings for those courses. The field section is based on configurative courses the student has taken and the additional readings for those courses.

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

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

International Relations

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

Political Theory

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

Politics and the Life Sciences

Faculty who teach courses in biopolitics typically prepare questions for 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 field 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.

Public Administration

The purpose of the PA doctoral 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 [1] mastery of the generally accepted theoretical approaches (as discussed in PSPA 661) and [2] mastery of the theoretical approaches to at least two specialized areas within the field 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 and updated on an annual basis, and consultations with public administration faculty members.

The exam consists of two parts. The first part is a single field question that all students must answer; the answer to the field 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 field of public administration.

Exam questions will be developed by the doctoral studies committee of the division faculty. The director of the division will appoint a committee of three public administration faculty, including the public administration field convener 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 field convener 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 computer and office 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 5pm 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 printed and also emailed to the graduate studies secretary. Each answer may not exceed 10 pages, double-space, 12 point font, excluding bibliography. Other requirements of exam administration are noted in the POLS graduate handbook.

The doctoral studies committee will grade the examinations 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 field convener 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 division faculty as a whole, and 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 letters crafted by the field convener and the appropriate advisory committee chair.

The exam committee, chaired by the PA field convener, 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.

DISSERTATION WORK

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

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 both the written and oral examinations.

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

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 fields. 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:

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

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

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

POLS 690, 799A and POLS 799B - Doctoral Research and Dissertation

Doctoral students who have an approved dissertation proposal may register for either POLS 690 or POLS 799A. Students who register for POLS 799A are required to maintain continuous registration in POLS 799A every term, including summer terms, until the document is completed and approved by the Graduate School, unless a leave of absence is granted. Students who fail to register continuously may be withdrawn from the program. Furthermore, there is a fixed 3 credit 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 hours.

It is thus advantageous for many students to register for POLS 690 to the maximum credits allowed before enrolling in POLS 799A. There is no requirement for continuous enrollment in POLS 690, and the student can choose to register for 1-3 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 799B (1 credit hour). Students who will be engaged in dissertation research away from NIU may make arrangements for POLS 690 registration, or for continuous registration in POLS 799A or 799B. Students planning on working on their dissertations outside the State of Illinois are advised to consult with the director of graduate studies or the graduate studies secretary.

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

unfunded).

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. The student may use any common humanities or social science style system (e.g., MLA, APA/ASA, APSA) as long as the style is used consistently within the work.

Dissertation Defense

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

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.

TEACHING ASSISTANTSHIPS

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

Assistantships come in the following categories:

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

Full-time assistants work 20 hours per week; *three-quarter time* assistants work 15 hours per week; *half-time* assistants work 10 hours per week. The 2009/2010 stipends for "full-time" departmental assistantships are \$9,265.14 /academic year for M.A. students, and \$10,696.50/academic year for Ph.D. students.

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

GRADUATE STUDENT/FACULTY MENTORING & EVALUATION POLICY

Every graduate student who is either 1) teaching a discussion section, or 2) teaching an independent section will be assigned a faculty teaching mentor based on the graduate student's fields. 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 the current evaluation form and return it to the graduate studies secretary.

Graduate students who teach a discussion section must be evaluated at least *once* as discussion leaders. Graduate students who teach independent sections must be evaluated at least *twice* as independent instructors regardless of course number. In other words, a graduate student who teaches POLS 100 twice (and was observed both times) will not have to be observed when s/he teaches POLS 308.

The teaching mentor will be selected from within the student's primary field. The student and the field convener will select a mentor together. The convener will seek to distribute the load evenly among faculty in the field. The teaching mentor is encouraged to consult with course instructors

regarding issues relating to course content and pedagogy. Teaching mentorships will be credited under Indirect Instruction on Faculty Activity Reports. *Effective August 2008.*

Teaching assistantships in the department are awarded by the graduate committee for the coming academic year during the latter half of the spring term. All of the department's assistantships must be awarded by May 15. Mid-year assistantships are not generally available in the department.

Students must file a Teaching Assistant application with the graduate studies secretary for renewal of the award each year. The application deadline is February 1. To be funded, students must have no temporary incompletes (i.e., no I's) on their record; must be able to document satisfactory progress in the chosen program; and must have received good reviews on past performance as an assistant. Individuals who meet these criteria compete for the following year's awards along with other students—new and returning. Thus, no student should assume that renewal of an assistantship is automatic.

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

TUITION WAIVERS

Students who hold assistantships receive, in addition, a full waiver of NIU tuition (annually currently worth about \$6,576 for in-state students and about \$13,152 for out-of-state students) during the academic year of the appointment. Graduate assistantships include a summer tuition waiver; if the assistantship covers a full academic year, the summer tuition waiver may be taken in either the summer before or after the assistantship (but not both). If the assistantship is for one semester, the summer waiver may be taken only in the adjacent summer session. Graduate assistants, however, must pay NIU's fees (as distinct from tuition).

RESEARCH ASSISTANTSHIPS

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

TIME LIMITATIONS

Department policy is that a student will not be supported for more than 2 years of M.A. work and no more than 2 additional years if the student continues for the Ph.D. at NIU. Students entering NIU's Ph.D. program with an M.A. from another university are eligible for 3 years of

departmental support. Students 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 will not be considered by the department for assistantship funding. However, if department teaching needs require continued employment of graduate students after the time limitation on their assistantship is reached assistants may be extended. The department will continually assist students in finding additional funding sources, but cannot guarantee success.

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, tuition-waiver scholarship, and up to \$500 to defray research expenses. Part-time awards are similar except they do not include a stipend. Applicants must be nominated by the department and must submit a proposal in the [Dissertation Completion Fellowships Form](#) specified by the Graduate School. The deadline for submission of the proposal to the department is generally in early January for funding during the coming academic year, with completion of the dissertation expected during the coming calendar year. (For example, a successful proposal submitted in January 2009 would receive funding from August 2009 through May 2010, with completion of the dissertation due during calendar year 2010.) Applicants should meet with their advisor and consult with the convener of their primary field so that a competitive proposal can be ready by early January for submission to the graduate studies secretary for graduate committee review.

Reporting Date for Graduate Assistants. Graduate assistants are required to arrive on campus by August 16, or the first working day thereafter and, should meet with their assigned faculty member upon their arrival. Students with assistantships who will arrive at NIU after August 16 must obtain permission in advance and in writing to report late from the assistant chair of the department.

If you experience any difficulties with your assistantship assignment, please see the director of graduate studies or the assistant chair.

COURSE LOAD REQUIREMENTS

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 9 credit hours each semester, and 6 credit hours during the summer session if they are paid a stipend during the summer.

ENGLISH LANGUAGE REQUIREMENT

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 7 in order to hold a teaching assistantship involving oral instruction.

RESOURCES FOR GRADUATE ASSISTANTS

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

DuSable 476. Graduate assistants receive a key from the department secretary, April Davis, upon arrival for the semester. The key permits entry to the POLS GA room in Room 476 DuSable, which is locked at all times. The POLS GA 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 need to share desk space, as there are not enough desks for each TA 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.

Copiers. GAs who are teaching an independent section can arrange for a copier account for the department's copy machine in Zulauf Hall. April Davis will arrange a copier code with you and discuss the policies for the copier.

CHAPTER 5. GRADUATION

PLACEMENT COORDINATOR

As students near the end of your 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, Dr. Michael Clark, 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.

ESTABLISHING CREDENTIALS

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

APPLYING FOR GRADUATION

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

Actual graduation is contingent upon completion of all the necessary prerequisites and requirements of the university and the Department of Political Science. Students uncertain of their status with respect to satisfying graduation requirements should ask the department's graduate studies secretary to review their file and degree-progress checklist and consult with their records officer in the Graduate School.

The table below presents the graduation deadlines for 2009-2010 terms. Students intending to graduate in 2010 can gain an appreciation of the schedule of deadlines that will need to be met for graduation. These are Graduate School deadlines; students who fail to meet these deadlines are unlikely to be able to graduate until the next term.

Graduation Deadlines for 2009-2010

Deadline	Aug-09	Dec-09	May-10
Submit Application for Degree, final program of courses, and graduation fee (\$35)	April 1, 2009	July 10, 2009	November 6, 2009
DOCTORAL STUDENTS ONLY: Submit request for oral defense of dissertation three weeks in advance of proposed defense date. The pre-defense version of the dissertation should be in the style required by the "Manual for Theses and Dissertations."	June 27, 2009	October 9, 2009	March 5, 2010
Submit results of Oral Defense of Dissertation Form to the Graduate School	July 14, 2009	October 30, 2009	April 2, 2010
Submit results of Oral Defense of Thesis Form to the Graduate School	July 14, 2009	November 6, 2009	April 9, 2010
Submit post-defense copy of the dissertation to graduate readers for proofing and final approval	July 21, 2009	November 6, 2009	April 9, 2010
Submit post-defense copy of the thesis to graduate readers for proofing and final approval	July 21, 2009	November 10, 2009	April 16, 2010
Submit final copy of dissertation to graduate readers for proofing and final approval	July 31, 2009	November 30, 2009	April 30, 2010
Submit comprehensive exam results form for master's' students	August 7, 2009	December 7, 2009	May 3, 2010
Submit final 3 copies of thesis to graduate readers	July 31, 2009	November 30, 2009	April 30, 2010
Commencement Ceremony	No Ceremony: Degrees Posted August 8, 2009	December 12, 2009 Degrees Posted December 13, 2009	May 7, 2010 Degrees Posted May 8, 2010

CHAPTER 6. INTERNATIONAL STUDENTS

ENGLISH LANGUAGE SKILLS

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

I-9 AND INFORMATIONAL FORMS

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

COURSE LOAD REQUIREMENTS

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

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 as a student, international students are making a transition. The staff members of the [International Student and Faculty Office](#) are already working to help you make that transition as smooth as it can be.

The primary responsibility of the staff of the International Student and Faculty Office (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 (in F or J status); 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 the new academic environment of the United States. 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.

Their goal is to provide needed support at the beginning of the student's career at NIU, and then to help students learn to function independently and successfully at NIU and in the United States.

The ISFO provides a variety of services for international students and scholars. The office is a place where international students can find the support and services they need to achieve their educational objectives. The links on their webpage provide information about many services and procedures.

