

GRADUATE STUDENT MANUAL

Department of Political Science



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Graduate Programs in Political Science

The Department of Political Science at Western Michigan University focuses on three of the major fields of political science: American politics, comparative politics, and political theory and philosophy. It offers three graduate degrees: a Doctor of philosophy degree in Political Science, a Master of Arts degree in Political Science and a Master of International Development Administration. The latter includes the possibility of a Peace Corps Option as one of the Peace Corps' Masters International programs.

Doctoral Program

The program provides core training in American politics, comparative politics, political theory and philosophy, and research methods. Students are expected to specialize in one of three research areas: citizen politics; political development, democratization and sustainability; or public policy and policy processes.

Program requirements

The PhD requires a minimum of 90 credit hours of work beyond the baccalaureate. See <http://www.wmich.edu/politics/grad/phd.html> for up-to-date requirements.

Masters Program

The M.A program prepares students for teaching at the secondary education or junior college level, working in governmental or political arenas, or pursuing doctoral study in political science. The program includes surveys of American Politics, Comparative Politics, and Political Theory. This work is combined with advanced study in areas where the student has a special interest. Students may elect either a thesis or a non-thesis option.

Program requirements

Students must complete 30 hours of graduate credit in political science. With the written approval of the graduate director, student may substitute up to two courses (for a maximum of six hours) of cognate work appropriate to their program. See <http://www.wmich.edu/politics/grad/ma.html> for up-to-date requirements.

The MA Field Exam

Students who opt for the non-thesis option must take an exam in the field of their choice (American Politics, Comparative Politics, or Political Theory). The MA field exam is administered three times a year on dates determined by the Director of Graduate Studies (see a generic calendar later in this manual). The exam is based on reading lists that may be downloaded from the department web site. Exams are four hours long. Students are permitted to have a copy of the reading list for the comprehensive exam with them. The reading list will be handed to them at the beginning of the exam. If the student passes the written exam, a follow-up oral exam will be administered within roughly three weeks of the written exam date. The oral exam will focus on weak points in the written exam and will take up to two hours. The oral exam like the written exam, will be conducted by the field committee.

Masters of International Development Administration Program

The Master of International Development Administration is designed for students who plan to pursue careers in the public and nonprofit sectors in developing countries and in international development organizations. To build a foundation of professional competence, classes focus on:

- *Development Theories:*
Such as those oriented to government action, economic markets, and popular participation;
- *Skills:*
Such as budgeting, human resource management, research and writing, and public speaking;
- *Methods:*
Such as cost-benefit analysis, the logical framework, stakeholder analysis, monitoring and evaluation, and methods of political and institutional analysis; and the
- *History of the Field:*
Most core classes use case studies, so students gain a broad familiarity with practical issues specific to many professional areas and political environments. Recent classes have discussed programs and projects such as savings and credit, irrigation, jute mills, primary health care, small business development, tea estates, agricultural extension, and retail cooperatives. Students have examined development policies and their implementation in Brazil, Egypt, India, Kenya, Mexico, Taiwan and Turkey, among other countries. Other topics include legacies of colonialism, structural adjustment, poverty, corruption, technology, decentralization, and economic topics such as inflation, exchange rates, monopoly, and international markets.

Program Requirements

The Master of International Development Administration degree requires 42 semester hours of post-graduate courses with at least a "B" grade point average. These are usually completed with 14 three credit hour courses.

See <http://www.wmich.edu/politics/grad/mdaprogram.html> for up-to-date requirements for the MIDA program, including the Peace Corp Option (Masters International Program).

Graduate Courses

See <http://www.wmich.edu/politics/grad/grad.courses.html> for up-to-date listing.

Graduate Policies

Funding Policy

[Adopted May 3, 1996]

MA and MDA Programs

Students admitted to the MA or MDA programs shall be eligible to receive no more than a total of two academic years of funding from Departmental Fund 11 sources. Should they enter the PhD program later on, the total of their MA and PhD funding shall not exceed five academic years of funding from Departmental Fund 11 sources.

PhD Programs

Students admitted to the PhD program with (or pending receipt of) a Bachelor's degree shall receive no more than a total of five academic years of funding from Departmental Fund 11 sources. The student will be eligible for the fifth year of funding only if he/she formally received the MA degree before the application deadline for funding for the fifth year.

Students admitted to the PhD program with (or pending receipt of) a Master's degree shall

receive no more than a total of four academic years of funding from Departmental Fund 11 sources.

Funding for doctoral students will usually include support for one of the summer sessions. Rarely will masters (MA or MDA) students be eligible for summer funding.

Funding Renewal Process For Political Science Graduate Appointees

Doctoral Associateships and Graduate Assistantships are awarded for one year only (except in those cases where it is stipulated as a single semester only). That is, students must apply for renewal every year. Although it is the department's intention to fund students for as long as they are eligible, continued funding is dependent on performance – both in the program and in assigned work – and department needs.

As such, by the annual February 15 deadline, funded students must apply for renewal. Students should follow these steps:

1. Download and complete the Application for Graduate Assistantship/Associateship from the Graduate Advising page.
2. Download the Political Science Department Reference Form.
3. Have three current or recent professors fill our reference forms for you. Instruct them that references are due by February 15 in the department office.
4. Write a 250 statement about your plans (both for research and field interests and career development) as they have evolved during the course of your study.
5. Turn in the application form and the statement to the department office by the February 15 deadline.

If you have any questions, see the Graduate Advisor.

Reference Style Policy

[Adopted December 14, 1994]

The Department of Political Science has adopted *The Chicago Manual of Style* (14th ed., 1993) and any succeeding editions as the official style manual for the PhD program and the thesis option in the MA program. In consultation with his/her adviser, the student will select either the documentary-note (humanities style) or author-date system of documentation as described on page 493 and in Chapters 15 and 16, *The Chicago Manual of Style*, 14th ed.

Language and Research Tools

[Adopted April 12, 1995]

Policy Principles

Western Michigan University requires the demonstration of proficiency in two appropriate research tools. Each doctoral student in political science is required to demonstrate a mastery of the research skills and methodology appropriate to her/his field of specialization (e.g. American, comparative, or theory). Research skills and methods required for success in political science can vary according to field. In addition to research methodology and design, statistical and econometric skills, GIS, etc., the department views foreign language skills as one possible part of a student's methodological training that may be considered in meeting the methodology requirement. Students should be aware that the standards laid out below are merely minimum standards the department requires for the degree; nearly all

students will require methodological and skills training beyond these to work competently in their field.

Language Requirement. Proficiency in foreign languages may be demonstrated in one of the following ways: [Adopted April 13, 1994]

- I. International students whose native language is not English and who choose English as a foreign language may demonstrate their proficiency by either:
 1. Passing the GRE with a combined score of 1000 or better for the verbal and analytic sections; or
 2. Passing the TOEFL Test of Written English (TWE) with a score of 5 or better. [The highest score is 6. A 5 "demonstrates competence in writing on both the rhetorical and syntactic levels, though it will have occasional errors"; it equals a 90th percentile. Applicants should be encouraged to sign up for one of the TOEFL exams when the TWE will also be administered. There is no extra cost. If students do it later, it appears that they will have to do repeat the TOEFL to take the TWE. Also, the Graduate Committee voted to waive this Part I requirement for the first two cohorts of our PhD program.]
- II. Students whose native language is English will demonstrate proficiency in a foreign language by either:
 1. Having passed with an average of B or better at least three years (or the equivalent) of college-level foreign language courses with the end of the final semester's course occurring within four years of beginning the PhD program; or
 2. Passing either French 5000 and 5010 or German 5000 and 5010 with grades of B or better. [These are non-credit courses offered during the summer sessions and the languages offered often alternate.]; or
 3. Completing at least four semesters of undergraduate or graduate language courses during their PhD program with the equivalent of B or better grades. [These may be taken as an audit, for which there is no grade; in which case a letter from the instructor will be needed indicating the grade level proficiency. Regular courses in Arabic, Chinese, German, French, Russian, Spanish, and Japanese are available at WMU each semester; or
 4. Passing a test based on materials selected by the student's dissertation committee, reviewed and approved by the Graduate Admissions and Program Committee, and evaluated by a translator outside the department. [Note: this could include a verbal component if relevant].

Language Study. Students can study language in two ways. One is to sign up under the 5020 number in the language of choice:

- Arabic for Graduate Study
- Chinese for Graduate Study
- French for Graduate Study
- German for Graduate Study
- Greek for Graduate Study
- Japanese for Graduate Study
- Russian for Graduate Study

- Spanish for Graduate Study

Under this system, the student will use the 5020 number no matter what your level; the course is repeatable. For example, if one takes first-semester German (listed as German 1000 at the undergrad level) one would register for German 5020 for four credits and take the beginning class along with undergraduate students. The student would then continue with the second-semester level (German 1010) by registering for 5020 again.

In order to register for 5020, permission is needed from both the graduate advisor and the Foreign Languages or Spanish departments.

The second method is to attain reading proficiency in French or German by taking the two semester sequence, French 5000 and 5001 and German 5000 and 5001, usually offered in summer semesters only.

Research Tool Requirement/Core: All students are required to establish proficiency in research methodology by successfully completing PSCI 6640, 6910 and 6920 or their equivalents. In addition, students should consider additional research skills and tools as appropriate for their sub-field and intended research.

Research Tool Requirement/Elective: If in consultation with the Graduate Advisor and faculty in the student's field it is determined that foreign language study is not essential and that a student would be better served by gaining additional methods and research skills, the student may opt to substitute elective methods course in lieu of language proficiency. Students may pursue two options.

- I. Advanced statistical methodology. Proficiency in this area can be demonstrated by completion of at least nine hours of advanced coursework with grades of B or better. These courses may come from PSCI 6900 or approved courses outside the department.
- II. Other research tools. Students may be allowed to demonstrate proficiency through other means, as appropriate to their field, such as survey research, econometrics, Global Information Systems (GIS), etc.

Comprehensive Examination Policy

[Adopted March 18, 1998, Revised February 14, 2001 and November 12, 2008]

Students are required to pass comprehensive examinations in two of the following three fields: American Politics, Comparative Politics, and Political Theory. They may be taken at the same time or separately, but must be taken within one calendar year of each other. Students will not be allowed to defend their dissertation proposal until both field exams are passed.

The purpose of the comprehensive examination process is to demonstrate that the student has acquired the knowledge and the skills necessary to function independently as a scholar and a teacher in his or her areas of specialization in Political Science. The knowledge acquired must be broadly based and well integrated with the chosen fields of study. Critical knowledge of the appropriate literatures is necessary and the student must demonstrate the ability to apply this knowledge in creative and innovative ways to the questions of politics and government.

Each field examination consists of two components: the written examination and the oral examination. Together they comprise a single comprehensive examination. Exams will be administered twice every academic year with the Director of Graduate Studies establishing the dates for examinations. (A generic calendar can be found later in this manual.)

The Written Examination

The written examination process is designed to test for knowledge of the significant issues and core literature in the fields. Students will be given sixteen hours for each field examination, eight hours each on a Monday and Tuesday. Field examinations will be given on three consecutive Monday-Tuesdays, beginning with the Political Theory field and ending with the American Politics field.

Upon request, personal computers for word-processing will be made available to students while they are taking their examinations. The written exams must be written with a word processing program (either Microsoft Word or Word Perfect). Students whose performance will be hampered by typing responses may write them by hand, but must return in the ensuing two days after the exam to type their handwritten responses in a word processing program. No changes – including those involving style and grammar – will be allowed. Students planning on hand-writing their exam must inform the Graduate Director at the time of application.

Exams will start at 8:30 am on the designated days and must be returned in both electronic and print form to the graduate secretary by 4:30 pm. Students may take the exam anywhere convenient for them; a place will be made available in the department if so desired. Students may have full access to books, articles and notes. Note: exams will be submitted to plagiarism-detection software before being distributed to the field committees.

The written examination must be approved for a student to pass on to the oral examination. The written examination will typically be graded within two weeks of the completion of the examination. The student and the Graduate Director will be notified of the results by the chair of the Field Committee. In the event of a pass, an oral examination will normally be scheduled within three weeks of notification. In the event that the student fails the written exam (i.e. they are not defensible), the student must retake it at a regularly scheduled administration of the comprehensive examinations within one year (two examination cycles). Students may retake the written exam only once.

The Oral Examination

The oral examination will normally be scheduled within three weeks of notification that the written examination was successful. The examination should last no more than three hours and questions should be designed to probe general areas of weakness in the written answers. The oral examination will provide the student and the faculty with the opportunity to elaborate and further question answers given on the written examination. In addition, the oral examination should test the student's ability to integrate knowledge across the field. It may also provide the opportunity to discuss how the literature in the field may relate to his or her dissertation research.

Examination Results

Students may be awarded a "High Pass", "Pass", "Low Pass" or "Fail" on the written portion of the exam.

- If the student receives a "High Pass", "Pass" or "Low Pass", s/he may proceed to the oral examination. If the student passes the oral examination, s/he has passed the comprehensive examination for that field. If the student fails the oral exam, s/he has two options: 1) Retake the oral examination within two months. Failure the second time

constitutes failure in the field and s/he will have no further attempts. 2) Retake the written examination within two examination cycles. (This is particularly recommended if the student received a "Low Pass" on the first attempt at the written exam.) Upon receiving a "High Pass", "Pass", or "Low Pass" on the second written exam, the student will have one attempt at the oral examination. A "High Pass" or "Pass" on that oral exam means s/he will have passed the comprehensive exam in that field. A "Fail" means s/he has failed the comprehensive exam in that field.

- If the student receives a "Low Pass" on the first attempt at the written exam, s/he may elect to retake the written exam. If in the second instance of the written exam the student receives a "High Pass", "Pass" or "Low Pass", s/he will proceed to the oral exam which s/he will have two attempts to pass. If s/he receives a "Fail" on the second attempt at the written exam, the comprehensive exam has been failed.
- An exam receiving a "Low Pass" has significant weaknesses; an exam committee that assigns this grade is not confident that the student will be able to remedy these weaknesses in the oral exam.
- If the student receives a "Fail" on the first attempt at the written exam, s/he may retake the written exam once, and must do so within two cycles.
- In all cases, the student may not take either the written or the oral exam in any field more than twice.
- In cases of exceptional performance on both the written and oral examinations, students may be awarded a "High Pass".

If a student exhausts all attempts to pass the comprehensive examination in any field, s/he has failed the field and cannot pass on to doctoral candidacy. The student may opt to take the comprehensive exam in another field, and as long as s/he passes comprehensives in two fields, s/he will be allowed to proceed in the program. Failure to pass comprehensive exams in two fields will result in dismissal from the program.

Reading Lists

The literature of a field should include a common core of basic works from the standard fields and sub-fields of political science as well as literature from the courses taught in that field. Field committees are responsible for developing and maintaining reading lists. Reading lists are available on the department web site:

- <http://www.wmich.edu/politics/grad/grad.advising.html>

Students should note that reliance on literature reviews and field surveys is not an acceptable alternative to reading assigned material.

Field Committee/Examination Committee

Three standing Field Committees will be appointed each year by the Executive Committee of the Political Science Department. Each Committee will consist of a chair and two additional members from the field.

The Field Committees will be responsible for maintaining current the field reading lists, for writing examination questions for the comprehensive examinations in the field.

The Written and Oral Examination Committee will consist of all three members of the Field Committee. Positive decisions at each stage in the process require support from at least two of the members. Note that occasionally the department may make changes in the composition of the Field Committees depending on faculty commitments and other criteria.

The MA as Part of the PhD

[Adopted 11/10/2006]

Students who enter the PhD program without a Masters degree may earn one in the process of progressing toward their PhD. Once a student has completed the PhD comprehensive exams, s/he may apply for graduation with an MA degree. For students who leave the program prior to completion of the PhD, they may apply for graduate with the MA as long as they have 1) completed the course requirements for the MA and 2) taken the MA field exam or the PhD comprehensive exams.

Dissertation Policies

[Adopted December 14, 1994]

There are a number of policies about dissertations found in *Guidelines for the Preparation of Theses, Specialist Projects, and Dissertations* on the Graduate College web site, and they should be consulted. The policies involve issues of format and style, grading, registration, resolution of differences with committee over approval of a thesis/project/dissertation, and credit and continuous enrollment. The department policy on dissertation process is as follows:

Dissertation Process

The doctoral dissertation is an unpublished document written under the supervision of the student's dissertation committee as one of the requirements for the degree of PhD in Political Science. The dissertation committee is headed by a chair who takes primary day-to-day responsibility for the supervision of the dissertation process.

Major Dissertation Advisor

The dissertation process begins with the selection of the chair of the student's dissertation committee (major dissertation advisor). This selection may be initiated with a faculty member by the student directly or in consultation with the director of the PhD program of the Political Science Department. The major dissertation advisor should have expertise relevant to the topic area of the student's proposed dissertation.

Dissertation Committee

The student may begin the writing of a proposal for the dissertation under the supervision of the major dissertation advisor (dissertation committee chair) but should not proceed in that direction too long without also selecting the other members of the dissertation committee. The dissertation committee will include *at minimum* three faculty members of the Political Science Department and one non-departmental member. Committee members selected should represent a blend of the expertise - substantive, theoretical and methodological - needed for the proposed dissertation. The proposed committee members must initial the Graduate College form entitled "Notification of Appointment to a Dissertation, Project, or Thesis Committee."

Dissertation Proposal

A dissertation proposal is a written plan for the research. Typically, it includes a statement of the problem, a review of the literature that underlies the research, hypotheses or research questions, and data collection and analysis procedures. A formal meeting of the dissertation committee to discuss the proposal should be held prior to getting the written approval of all members. This is in effect a **proposal defense**, although it is not conducted in a formal fashion in the way comprehensive oral exams or the dissertation defense are.

The student is responsible for obtaining this written approval using the appropriate form. Approval of a dissertation proposal is a contract with the student that expresses the following: if the student follows the proposal and does the research as described, major additional demands for data collection or analysis will not be made. The approval of the proposal by a faculty member should therefore not be taken casually.

HSIRB Approval

The student shall obtain written HSIRB approval if the research involves human subjects. The approval must be obtained before the research is conducted. Also, the approval must be verified with The Graduate College before the student's first registration for dissertation hours. The HSIRB approval must appear in the Appendix of the dissertation.

The HSIRB process can be a lengthy one. There are three categories of submission, including one for exemption. **NOTE:** a research project can be exempt only if approved as such by HSIRB. A student may not merely claim exemption and move on with his/her work. Application to be considered for exemption must proceed through the approval process.

Take note of application deadlines and plan ahead. **Take the HSIRB process seriously.** There have been cases in which student researchers failed to get HSIRB approval and were forced to shred their findings after conducting extensive (and expensive) field work.

Other

1. If, during the conduct of the dissertation research, major deviations from the proposal occur or appear to be imminent, the student shall receive approval from the dissertation committee to continue the research study.
2. The student and the dissertation adviser will jointly select the documentation system (humanities style or author-date system) in the *Chicago Manual of Style* to be used for the dissertation.
3. The student shall submit dissertation draft(s) to the dissertation committee chair for review, revision, and approval prior to distribution to the entire committee.
4. The student's dissertation draft must be approved by the entire committee before the doctoral oral is scheduled.
5. The student shall revise the dissertation draft as requested by the committee. When the dissertation committee has approved the dissertation draft as ready for presentation to the University community, the student shall obtain the signature of each committee member to confirm that each member has read the dissertation and finds it acceptable for presentation at the oral defense.
6. The student shall prepare an abstract and complete the form required to schedule the oral defense. The abstract and the form must be submitted to The Graduate College at least 10 working days prior to the public oral defense. The graduate advisor in the department will be notified simultaneously. Also, at least 10 working days prior to the oral defense the candidate will provide the graduate advisor with a copy of the dissertation. The graduate advisor will notify the rest of the department of the date and topic of the oral defense and will place the copy of the dissertation in a public place. The oral defense may not be scheduled without completion of all program requirements except the dissertation. (See the Graduate Advising Handbook.)
7. The student shall prepare for the oral defense according to the program's published expectations for the defense: (a) all committee members must be present; (b) the chair of the committee shall introduce the student and outline the structure and agenda for the oral; (c) the student shall make a brief and succinct presentation of the dissertation; identifying the research question, summarizing the results, and discussing its significance (additionally, the student may wish to discuss the dissertation's limitations and suggested further research); (d) the student shall respond to questions from the

- dissertation committee; and (e) the student shall respond to questions from others who attend the defense.
8. The chair of the dissertation committee shall excuse the student and all guests at the conclusion of the public defense. The committee shall then determine the acceptability of the dissertation and the oral defense.
 9. The dissertation committee must unanimously approve the dissertation and the oral defense. Abstentions shall be considered negative votes. If there is no consensus, the dissertation committee may: (a) require a revision and resubmission of the dissertation without an additional oral defense; (b) require a revision and resubmission of the dissertation and require a second oral defense; or (c) reject the dissertation, and require another research proposal to be submitted.
 10. The doctoral student must prepare the dissertation according to the format requirements of the University. The dissertation must be submitted to The Graduate College on or before the date (approximately three weeks prior to graduation) that is stated in the official University calendar. Approval for graduation and attendance at graduation are dependent on approval of the dissertation by the Dean of The Graduate College.

Dissertation Hours

Students are required to take between 15 and 21 dissertation credit hours (PSCI 7300). Once a student is enrolled in dissertation credit, the six hour minimum no longer applies. Students (including international students) will be considered full time as long as they are enrolled for at least one dissertation credit in fall and spring of each year. Enrollment in the summer sessions is not needed *as long as you are registered for dissertation credit for the following fall semester.*

Students must remain enrolled in dissertation credit while doing field research.

The Graduate College does not generally accept more than 21 hours of dissertation credit. Therefore, you should meet with the Graduate Advisor as soon as you are contemplating dissertation credit to forecast how long you can expect to remain enrolled (that is, until you complete the dissertation). The Graduate Advisor will pro-rate the dissertation credits each semester so that you will meet, but not exceed, the required number of hours.

Permanent Program of Study

[Graduate College Policy]

All students are required to have a Permanent Program of Study completed by their respective advisor. For MA and MDA students, it is to be filed *after* completion of 12 hours of study. For PhD students, it will be filed *before* completion of 18 credit hours or by the end of the second semester of study. In each case, see the relevant advisor (Director of Graduate Studies or Director of the MDA Program) to complete the form.

Mentoring for PhD Students

[Added September 2007]

Incoming PhD students will be assigned a faculty mentor. The mentor may or may not come from the student's intended primary field. Students should seek a meeting with his/her mentor once or twice per semester (at a minimum) during the first two years to review professional development issues: career track and proper preparation, when to begin participation in academic conferences, and so on. The mentor is not to be used as a substitute for meeting regularly with the Graduate Director, who is responsible for all programmatic advising. It is anticipated that in most cases the original mentoring

relationship will give way to relationships formed around research interests and, ultimately, the selection of a dissertation advisor and the formation of a committee.

Participation in Academic Conferences

[Added September 2007]

Students – especially PhD students – are encouraged to participate in academic conferences. Typically, they should seek input from an appropriate faculty member at the time of the paper proposal and during the writing of their paper. Student will in all cases provide a copy of the paper they present at the conference for their file. The paper should be sent to the Graduate Director in electronic format *before* the paper is delivered.

Funding Support for Conference Travel

[Added September 2007]

The department has limited funds available to support graduate students who deliver papers or posters at professional conferences. In most cases, department funding will cover only a small portion of the costs of travel and registration. Students should apply to the chair of the department well in advance (at least three to four weeks) of the conference date. A form for application is on the graduate advising page.

In all cases, funding will be dependent on a review of a review of a paper draft in advance of its submission date. Students must present a draft to their mentor or other appropriate faculty member *at least two weeks prior to the submission deadline* for the conference. (Earlier is better; take into account that the faculty member may not be able to review it immediately. Work out the timing with the faculty member in advance.) The chair will release the funding only upon notification by the designated faculty that s/he has reviewed the draft and made comments. Funding will not otherwise be provided.

Graduate Awards and Scholarships

Several awards and scholarships are available to graduate students. They include:

- the Arden J. Elsasser Memorial Award
- the John R. Borsos Endowed Scholarship
- the George Klein Scholarship in Central and East European Studies
- the William A. Ritchie Prize in Political Theory
- the Howard Wolpe Scholarship for African Study

See the honors and awards page of the department web site for details. The Funding Committee of the department will determine the recipients each year. Students apply directly for the Wolpe and Klein scholarships, which may be used to support study abroad, internships or field research in the designated geographical regions. The Ritchie Prize is determined by faculty. The Borsos and Elsasser Selection Process works as follows:

In January of each year, faculty and graduate students will be notified that nominations will be accepted for the Borsos and Elsasser awards through February 15. Both nominations by faculty and self-nominations by students are welcome. If a faculty member nominates, it should be accompanied by a letter of support. Once the nomination is received, the student will be contacted and asked for a statement. If a student self-nominates, s/he should include both a statement and the name of a faculty member willing to write a reference. The graduate director will contact the faculty member and ask for a reference.

Annual Review of Graduate Students

[Adopted January 2005]

PhD Students

As required by the Graduate College, PhD students must undergo an annual review starting spring semester 2005. The review will be conducted by a committee of faculty members and serves to provide feedback to doctoral students regarding progress in the program, performance, and professional accomplishments expected in the field of Political Science. The review will result in one of three valuations: continuation, continuation with reservations, and dismissal. (Note: dismissal can occur as a result of this review only in accordance with the dismissal process stipulated by the Graduate College.)

The annual review process is coterminous with the funding process, but is required of all PhD students (whether funded or not). Students must fill out the "Annual Review of Doctoral Students" form found on the department web site (see the Graduate Advising page) by February 15 of each year. The form is cumulative; students will add to it each year.

The composition of the Review Committee will be public knowledge; that is, students will know who sits on the committee each year. Each student will be provided with written feedback, particularly in cases when the review results in a "continuation with reservations" valuation. The feedback will represent the judgment of the Review Committee, not those of only the Graduate Director, whose signature will appear with the valuation and comments.

Students will receive a valuation of "continuation", "continuation with reservations", or "dismissal". Dismissal can take place only in accordance with Graduate College policy (see below).

MA and MDA Students: no annual review is required at the moment.

Academic Integrity in Graduate Study

[Adopted May 2007]

The Department of Political Science fully conforms to the university's position on academic integrity as described on the university web site:¹

WMU is a member institution of the Center for Academic Integrity (CAI) at Duke University. The CAI has identified academic integrity as a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. Academic integrity is important at WMU because it enables each of us to fulfill our potential, learn effectively with and from one another, acquire specialized knowledge and skills, become informed, responsible and creative thinkers and have pride in our institution's standing.

WMU takes all forms of academic dishonesty seriously, including plagiarism. Plagiarism undermines academic integrity values and WMU's educational goals. Plagiarism is defined in the Student Rights and Responsibilities section of the WMU's Undergraduate

¹ <http://www.atis.wmich.edu/integrity.html>. The definition is also contained in the graduate and undergraduate catalogs.

and Graduate Catalogs as follows:

Definition

Plagiarism is intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.

Instructors should provide clarification about the nature of plagiarism.

Clarification

1. **Direct Quotation:** Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged, in the text by citation or in a footnote or endnote.
2. **Paraphrase:** Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment, . . ." and then conclude with a footnote or endnote identifying the exact reference.
3. **Borrowed facts:** Information gained in reading or research which is not common knowledge must be acknowledged.
4. **Common knowledge:** Common knowledge includes generally known facts such as the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to a general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or endnoted.
5. **Footnotes, endnotes, and in-text citations:** One footnote, endnote, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required.

It is essential that students in all three Political Science graduate programs observe the highest standards of academic honesty in order for the department and its programs to maintain their standards and integrity. Issues related to academic honesty are covered in PSCI 6960 (Research and Professional Skills) and PSCI 6640 (The Nature of Political Inquiry and Analysis), as well as other classes. In addition, the Waldo Library web site posts numerous link to sources (including tutorials) on how to avoid plagiarism.² Course syllabi in the department regularly contain this language:

You are responsible for making yourself aware of and understanding the policies and procedures in the student catalog that pertain to Academic Integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct.

The Department and its faculty will work with students to help them understand proper citation practices and forms of attribution. However, the department will not tolerate plagiarism in course papers, conference papers, theses, dissertations, and published work.

Penalty

Should plagiarism occur, students will be referred to the Office of Student Conduct and the

² <http://www.wmich.edu/library/services/faculty/plagiarism.php>

academic integrity hearing process outlined on OSC's web site.³ Penalties can include:

1. a failing grade for the assignment and/or course in which academic dishonesty takes place,
2. revocation of funding for graduate appointees, and/or
3. dismissal.⁴

More Information

The department encourages students to discuss with the faculty any questions about academic integrity issues, including what constitutes plagiarism, and how to avoid it. In addition, reference librarians in Waldo Library are experts on the topic and able to offer advice.

Dismissal Process

[adapted from the Graduate College's Dismissal Policy]

The Annual Review Committee (comprised of the Graduate Committee and the Admissions Committees) serves as the deliberating body to adjudicate charges of violation of student conduct, including academic integrity.

- Upon a finding of responsibility, the department shall immediately convene this committee and provide, within 15 business days, a recommendation to the Office of Student Conduct for an appropriate sanction.
- The options available to the committee include one or more of the following: warning, reprimand, behavior contract, discretionary sanctions, restitution, loss of privileges, probation, suspension, or expulsion from the university.
- In situations where the faculty member bringing the charge is a member of the faculty committee, a replacement shall be found.
- When the student in question is an international student, the Office of Student Conduct shall also consult with the Office of International Student and Scholar Services prior to pronouncing a sanction.
- The sanction decided upon by the Office of Student Conduct shall be final except in cases where the sanction is dismissal from the university. In that situation, the President of the University may hear an appeal.
- In situations where the responsible student holds a graduate assistantship, doctoral associateship, or graduate fellowship, determination of consequences relating to the appointment status of the student must be decided through the existing adjudication policy relating to graduate appointees (<http://www.wmich.edu/grad/policies/adjudication.pdf>).
- If the Office of Student Conduct dismisses the student from the university, the student appointment will be terminated automatically.

Repeat Course Policy

[Graduate College Policy]

No more than two courses can be repeated, and no course may be repeated more than once. Students must get permission from both their advisor and the graduate dean before

³ <http://www.osc.wmich.edu/academicintegrity/index.html>

⁴ The dismissal policy and procedure can be found in the Graduate Manual at <http://www.wmich.edu/politics/grad/graduate.manual.pdf>.

registration. The prior grade is not replaced by the newer grade; instead, they are averaged.

Graduation Audit and Program of Study

The registrar has published deadlines for applying for graduation each semester as follows:

| <u>Graduation Term</u> | <u>Deadline for Application</u> |
|------------------------|---------------------------------|
| Spring | December 1 |
| Summer I | February 1 |
| Summer II | February 1 |
| Fall..... | August 1 |

See the registrar's website for the application form. Before you apply, you must get a signed program of study from the graduate director for your program. Do not download and fill out the program of study from the registrar's website; we have customized forms in the department. Note: your program of study *must* be signed by the director of your program before you send it to the registrar.

Job Application Process for PhD Students

[Added September 2007]

To assist students in the process of searching for a position and to ease the process of mailing letters of reference by faculty, the department will assemble and mail some materials. Follow these steps in your job application preparation:

- Provide the graduate secretary with copies of your transcript(s), writing samples, any teaching support materials (syllabi, course evaluation data), and any statements on research interests and teaching philosophy you wish to include.
- Note: identical packets will go out to all institutions on your list. The graduate secretary will not customize packets. If there is something additional you wish to include for one or more universities, add it to your own mailing.
- Provide your letter-writers, the graduate director and the graduate secretary with a list of addresses and position descriptions about once per month. Put your addresses and position descriptions in a Word file so that your letter writers can simply copy and paste into their own letterhead. Do not use Excel.
- The graduate director will include a cover letter introducing you and telling about the department and program. Your letter-writers will speak to your specific strengths and your research.
- Give your letter-writers and the graduate director a specific date of about ten days before the first deadline to turn in letters to the graduate secretary. Give her a date of about one week before the first deadline to post the packets.
- Post your own cover letter and CV separately, and indicate that support materials will be arriving under separate cover from the department.
- If you get a phone interview, consult with members of your committee and the graduate director about likely questions, etc. If you get an campus interview, we will arrange for you to give a practice job talk.

To be sent by the student:

- Cover letter
- CV
- Notes:
 - The department can supply you with a Word template for letterhead. Check with the Graduate Director. You should supply your own envelopes for your cover letter and CV, and you should note send letters and CVs to the department to print.
 - In the cover letter, indicate that letters of reference and other support materials are coming under separate cover directly from the department.

To be sent by the department:

- Cover letter from the graduate director
- Letters of reference (dissertation supervisor first)
- Copy of transcripts
- Statement of teaching philosophy
- Teaching support materials (syllabi, course evaluation data)
- Research statement
- Writing samples

Generic Template For Graduate Calendar

MA Exam Dates

| | |
|---|---|
| <u>Fall Field Exam</u> 4 th Mon of October | <u>Application Due Date</u> 1 st Mon of October |
| <u>Spring Field Exam</u> 2 nd Mon of March. | 3 rd Mon of February. |
| <u>Summer I Field Exam</u> 2 nd Mon of May | 3 rd Mon of April |

PhD Exam Dates

| | |
|---|-------------------------------------|
| <u>Fall Comprehensive Exams</u> | <u>Application Due Date</u> |
| Pol Th/Phil 2 nd Mon/Tue of Oct. | 3 rd Monday of September |
| Comp Pol 3 rd Mon/Tue of Oct. | |
| Amer Pol 4 th Mon/Tue of Oct. | |
| <u>Summer I Comprehensive Exams</u> | |
| Pol Th/Phil 2 nd Mon/Tue of May | 3 rd Monday of April |
| Comp Pol 3 rd Mon/Tue of May | |
| Amer Pol 4 th Mon/Tue of May | |
| <u>Preliminary Exam</u> | |
| 2 nd Friday of May | 3 rd Monday of April |

Graduation Dates

| | |
|-----------------|-----------------------------|
| <u>Semester</u> | <u>Application Due Date</u> |
| Fall | every August 1 |
| Winter | every December 1 |
| Spring | every February 1 |
| Summer | every April 1 |

Thesis/Dissertation

| | |
|-------------------|----------------------------------|
| <u>Graduation</u> | <u>Submission Deadline</u> |
| Fall | Fri. [4 weeks before graduation] |
| Winter | Fri. [4 weeks before graduation] |
| Spring | Wed. [4 weeks before graduation] |
| Summer | Fri. [4 weeks before graduation] |

Graduate Assistantship/Associateship Deadline

February 15