

# **GRADUATE PROGRAM MANUAL**

Department of Political Science

# **WESTERN MICHIGAN UNIVERSITY**



**Department of Political Science**  
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Revised : December 2023

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## Overview

The Department of Political Science at Western Michigan University offers three graduate programs: a Doctor of Philosophy degree (PhD) in Political Science, a Master of Arts degree (MA) in Political Science and a Master of International Development Administration (MIDA). Classified in the top category of public research universities, WMU's enrollment of nearly 18,000 students includes 3,700 graduate students from all over the US and the world. Our department reflects that diversity in both its faculty and graduate student body. Enrollment across our three programs ranges from 35-45 students, allowing for small classes with regular faculty/student interaction. The department has 12 full time faculty with extensive records in instruction, research, and service. (See the directory on the department website for biosketches and CVs of our faculty.) Our placement record is strong. Roughly two-thirds of PhD students are in tenure/tenure track positions at other university; most of the rest have found positions in government, higher education administration, or in research institutes. MA graduates often move into community college teaching, state or federal government positions, or continue their study at the PhD level. MIDA graduates find positions in NGOs/non-profits or donor institutions in the US and around the world.

## Department Organization

The Department Chair has the administrative responsibility for the department and is the official representative of the department to the university. The chair's office is inside the political science office in 3308 Friedmann.

### Other Positions in the Department

- Director of Graduate Studies: responsible for doctoral and MA advising, and for chairing the Graduate Curriculum Committee, the PhD Admissions Committee, and the Graduate Funding and Review Committee.
- MIDA Director: responsible for MIDA advising.
- Director of the Institute for Government and Politics: IGP is the outreach arm of the department. The director schedules visiting speakers, forums and other events (including practice job talks by PhD students on the market).
- Office Coordinator: responsible for processing assistantship and other documents.
- Office Assistant: among other responsibilities, serves as graduate secretary.

## Department Offices

All offices are on the third floor of Friedmann (FRD). The department office is 3308 FRD. Faculty and graduate assistants occupy most of the floor. The library in 3301 is usually available for studying or group meetings. The department telephone numbers are:

General number: 269-387-5680

Office coordinator: 269-387-5681

Fax: 269-387-5354

Mailing address: Department of Political Science, Mail Stop #5346, Western Michigan University, 1903 W Michigan Ave, Kalamazoo, MI 49008-5346

## **Departmental Classrooms**

Most classrooms are located in Dunbar Hall, although occasionally classes are scheduled in other buildings on campus. Many political science graduate seminars are scheduled in 3309 FRD.

## **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.

### **Masters Program**

The MA program prepares students for teaching at the secondary education or community 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 eight hours) of cognate work appropriate to their program. See <http://catalog.wmich.edu> for up-to-date requirements.

#### Admissions

Students must have completed at least 24 hours of work in the social sciences or other relevant fields and have achieved a 3.0 grade point average. Graduate Record Exam scores for the quantitative, verbal, and analytical parts are required for all students. Additional materials to be submitted include a brief essay about the student's academic and professional objectives, a curriculum vita, and three recommendation letters. The department may require the student to make up deficiencies in undergraduate preparation. Applicants must hold a bachelor's degree from an accredited institution and have achieved a 3.25 GPA in the last two years of their bachelor's degree.

The MA program has both thesis and portfolio tracks. You need not decide which track to follow before applying.

### **Masters of International Development Administration Program**

The Master of International Development Administration (MIDA) 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://catalog.wmich.edu> for up-to-date requirements for the MIDA program.

#### Admissions

An applicant must possess an undergraduate degree, preferably in the social sciences with either a concentration in political science or public administration, and should have some exposure to economics and/or statistics. Applicants with actual public administration experience may, under some circumstances, substitute professional attainments for undergraduate preparation.

A grade point average of 3.0 in all undergraduate work is normally a requirement for admission to the M.I.D.A. program. GRE scores are not required. Additional materials to be submitted include a brief essay about the student's academic and professional objectives, a curriculum vita, and three recommendation letters. The department may require the student to make up deficiencies in undergraduate preparation.

### **Doctoral Program**

#### Why a WMU PhD?

The Western Michigan University political science Ph.D. program centers on the fields of American politics, comparative politics and political theory. The program enrolls a small number of students each year by design. The size allows us to maintain small classes and increases opportunities for students to interact with faculty members.

Our graduate students comprise an important part of the intellectual life of the department, interacting with visiting scholars, participating on committees and supporting our undergraduate program. The Political Science Graduate Student Association sponsors its own lectures and other programs to enhance the complete educational experience of all graduate students. Career development is encouraged through required courses on teaching and research, workshops and mentoring by faculty members and veteran graduate students.

The department prides itself on its diversity. Over a five year period, women comprised 47% of the graduate student body. Minorities comprised 13% and international students 40%. The latter came from over 30 countries across Latin America, Asia, Africa and Europe.

Most graduate students are active in professional conferences by their second or third year. Students have presented papers at conferences organized by the:

- American Association for the Advancement of Slavic Studies
- American Political Science Association
- Association for Asian Studies
- Association of Third World Studies
- International Studies Association
- Midwest Political Science Association
- Southern Political Science Association
- Western Political Science Association

Students have been successful in attracting external grant funding, including from Fulbright, IREX, the American Councils, the Middle Eastern Research Competition and the UN Institute of Peace. One student won the Carrie Chapman Catt prize for her research on women and politics. Students regularly conduct field research all over the world. In addition to locations in the US, research sites have included South Korea, Russia, Poland, Egypt, Saudi Arabia, Libya, Kenya, Bolivia, China, Armenia, Senegal, Sierra Leone, Liberia, Jordan, Syria, the UAE, Lebanon, Pakistan, Canada and Germany.

Graduate assistantships are available on a competitive basis. Graduate assistants receive a stipend and tuition remission. Assistantships include 20 hours per week assignments in either teaching or research assistance. Additional financial aid opportunities may be available through the Graduate College.

Our graduates have been successful in attaining placements both inside and outside of academia. Faculty members have established solid records of research, teaching and service. Their books have been published by major university presses and their articles have appeared in the top general and specialized journals in the discipline. Several have received funding for their research from the National Science Foundation or Fulbright.

#### Program requirements

The PhD requires a minimum of 75 credit hours of work beyond the baccalaureate. See <http://catalog.wmich.edu> for up-to-date requirements.

#### Admissions

Applicants to the PhD program must hold a bachelor's degree from an accredited institution and have achieved a 3.25 GPA in the last two years of their bachelor's degree. Students who have completed at least 20 hours of graduate coursework must have an overall GPA of 3.25 for that graduate work. Students with less than 20 hours of graduate work must have a GPA of 3.0 as an undergraduate and 3.25 for all graduate courses.

In addition, the department requires that students applying with a bachelor's degree to have completed at least 24 hours of coursework in the social sciences (anthropology, economics, history, political science, sociology) or other relevant fields and have achieved a 3.25 GPA. For those applying with a master's degree, they must have a GPA of at least 3.25 for all graduate work. Prerequisite (noncredit): Students must have completed an undergraduate statistics course (PSCI 3950 or its equivalent).

## **Graduate Courses**

See Western's website for currently scheduled courses and <http://catalog.wmich.edu> for all course offerings in the department.

## **Graduate Funding**

[Revised December 2017]

Most funding for graduate students is in the form of graduate assistantships. They are awarded on a competitive basis. Students must reapply every year, although the expectation is that they will continue to receive funding throughout their eligibility as long as their service to the department and their academic performance is satisfactory. If either service or academic performance is not satisfactory, funding may be rescinded. With regard to PhD students specifically, students who fail their comprehensive exam on the first attempt or receive "continued with reservations" on their annual review will be switched to funding on a semester-by-semester basis; renewal of funding for the following semester will be contingent upon passing the comprehensive exam and/or addressing the concerns specified in the annual review. (See section below on "Progress in the PhD program").

Students may be given a teaching assistantship (TA) or a research assistantship (RA) at the discretion of the department; in fact, it is possible that the assignments will vary by semester. Sometimes students are expected to assist a faculty member in both teaching and research, though for purposes of the Teaching Assistants Union (TAU) contract, they will be considered TAs.

Students who are funded by the department are generally expected to take nine credits per semester. Students seeking to take less should seek permission from the Director of Graduate Studies or the Director of the MIDA program. Taking less than nine hour slows progress through the program significantly and may jeopardize future funding.

### Summer Funding

Assistantships during the summer sessions are irregular and unpredictable. Sometimes it is possible to teach an online course if not otherwise funded. Students should check with the department chair after spring break to indicate interest and ascertain availability.

## **Graduate Policies**

### **Funding Policy**

[Adopted May 3, 1996]

### MA and MIDA Programs

Students admitted to the MA or MIDA 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/MIDA and PhD funding shall not exceed five academic years of funding from Departmental Fund 11 sources. Note: Eligibility does not guarantee funding.

### PhD Program

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.

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.

Note: Eligibility does not guarantee funding.

### **Funding Renewal Process For Political Science Graduate Appointees**

[Revised December 2017]

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 1 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 out reference forms for you. Instruct them that references are due by February 1 in the department office. Students applying for funding renewal for the third time need request only one letter from a professor (not including TA/RA evaluations).
4. Write a 250-word 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 1 deadline.

### **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.

### **MA Program: Portfolio**

[Revised October 4, 2020; December 13, 2021, November 15, 2022, January 2024]

Students who opt for the non-thesis track must prepare a professional portfolio and defend it in an oral exam.

In the semester *prior* to submission, students must submit a literature review and rough draft of the research design in the third week of the semester to the field committee. This allows sufficient time for professors to review and provide feedback on the research paper and ensure that students have made substantial progress before they apply to do the portfolio. Students must apply for the portfolio by the third Monday of September if they plan to submit the portfolio in fall semester, or the third Monday of January if they want to submit the portfolio in spring semester. A full draft of all portfolio materials is due with the application. Students will get feedback on the entire portfolio and then make the necessary revisions. The completed portfolio must be submitted on the same day as the PhD exam (see graduate calendar at the end of this manual for schedule details). There are two portfolio options: academic teaching and professional skills.

#### Academic Teaching Portfolio:

1. One research paper of at least 4000 words. The paper submitted should reflect the student's best work. The research paper must pose an interesting and relevant research question, a literature review that synthesizes how other scholars have answered this question, and original research and analysis. It must be typed, double-spaced, and include a bibliography of sources cited. Final submissions must be fully proof-read and comply with university rules regarding academic honesty. The submitted paper will be submitted to plagiarism and AI detection software by the department prior to distribution to the full committee. Specific criteria and standards will be set by the field committee.
2. An up-to-date curriculum vitae. The C.V. should list your educational background, publications and presentations, relevant work experience, service, awards, etc.
3. Two complete syllabi for introductory courses in either American Politics, Comparative Politics, International Relations or Political Theory. The syllabi must be class-ready and contain course readings, assignments, policy statements, etc.
4. Teaching statement that describes the student's teaching philosophy, strategies in the classroom, and how they have employed these strategies as a teaching assistant or in a guest lecture.
5. Teaching demonstration (observer comments). Students can fulfill this requirement by doing a 30 minute practice lecture as part of their oral exam or by doing a guest lecture with an observer from the Political Science Department faculty.
6. Oral defense of portfolio.

#### Professional Skills/Research Analysis Portfolio:

1. One research paper of at least 4000 words. The paper submitted should reflect the student's best work. The research paper must pose an interesting and relevant research question, a literature review that synthesizes how other scholars have answered this question, and original research and analysis. It must be typed, double-spaced, and include a bibliography of sources cited. Final submissions must be fully proof-read and comply with university rules regarding academic honesty. The submitted paper will be submitted to plagiarism and AI detection software by the department prior to distribution to the full committee. Specific criteria and standards will be set by the field committee.
2. An up-to-date curriculum vitae. The C.V. should list your educational background, publications and presentations, relevant work experience, service, awards, etc.
3. Methods training (quantitative or qualitative methods courses). Can be fulfilled with Political Analysis I or II or one methods course in another department with the approval of the DGS.

4. Internship (optional).
5. Oral defense of portfolio.

#### Portfolio Results

The written portfolio must be approved for a student to pass onto the oral examination. The written portfolio 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. Students may be awarded a "Pass" or "Fail" on the written portfolio. In the event of a "Pass," an oral examination will normally be scheduled within three weeks of notification. At the oral defense, students may be required to make some additional changes and revisions to the portfolio; that is, a final "Pass" may not be awarded on the day of the oral defense.

In the event of a "Fail" on the written portfolio, students must revise and resubmit the portfolio in the following semester.

#### **MA Program: The Thesis**

MA students who plan to continue into further advance study (e.g., a PhD) or who seek experience in research and writing should consider the thesis track in the MA program. Thesis students take 24 credit hours of course work and an additional six credits for the thesis.

The MA thesis is a substantial research and writing project, much more than a graduate course paper. Students are expected to situate their research in a theoretical context. A literature review is an essential part of the thesis. Although there is no minimum or maximum length, most MA theses are in the range of 60-100 pages (including all front matter and the bibliography). Past theses are available on ScholarWorks.

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

Students will work with a thesis committee of at least three members, one of whom will be the primary thesis advisor (sometimes called "thesis director" or "chair of the thesis committee") by mutual consent of both student and faculty member. With approval of the Director of Graduate Studies, one of the committee members may come from outside the department. The student will generally work most closely with the primary advisor. Plan to give committee members ample time to carefully read the draft whether in segments or *in toto*. After all committee members have consented that a draft is ready for defense, a formal thesis defense will be convened. All committee members must agree that the thesis has met the standards of the department and discipline. They may expect revisions after the defense and students should be prepared to undertake them if required.

Consult the Graduate College web site for forms to formally appoint your thesis committee and for the timetable for submission of your thesis for the semester in which you plan to graduate.

## **PhD Program: Language and Research Tools**

[Adopted April 12, 1995; Revised 12/10/21]

### 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 6910 and 6920 or their equivalents. Students are also encouraged to take PSCI 6640.

### Research Tool Requirement/Electives

In addition, all students must attain competence in a second elective research skill/methodological tool sufficient to meaningfully assist their research activities. Elective research tools may include advanced statistical methodology, foreign language skills (other than English), survey research, econometrics, Geographic Information Systems (GIS), qualitative methods courses, etc. Students may also receive credit toward completing the research tools requirement by attending the Interuniversity Consortium for Political and Social Research (ICPSR) or the Institute for Qualitative and Multi-method Research (IQMR) summer programs. Students should check the specific research tools/methodology policy with the Graduate Director.

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.

### **PhD Program: Independent Study (PSCI 7100)**

[Adopted December 2017]

In order to best prepare for comprehensive exams and for dissertation research, graduate students are encouraged to take as many courses as possible both within and outside of their subfield (and where appropriate, outside the discipline). Toward this end, students will be limited to two independent studies (PSCI 7100) prior to passing both comprehensive exams. To receive 7100 credit, students must submit a form and gather signatures from the professor who leads the independent study and from the graduate director. Under special circumstances, the graduate director has the discretion to override this cap.

Once the student passes the comprehensive exams, s/he may register for dissertation credits (PSCI 7300).

### **PhD Program: Comprehensive Examination Policy**

[Adopted March 18, 1998, revised February 14, 2001, November 12, 2008, April 23, 2009, November 11, 2011, January 14, 2014, October 27, 2020, November 2022]

In order to continue in the program after the completion of their required core course work, students must take and pass written and oral examinations in at least one field: American Politics or Comparative Politics. They may opt to take the comprehensive exam for their second field or they may choose to do the portfolio option. In either case, they must be taken within one calendar year of each other. Students who fail to take the exam(s) within this time frame are not making adequate progress and will be dismissed from the program. If there are extenuating circumstances, student may appeal this rule to the department's Graduate Committee. 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.)

Previous exams are available for students to review. Note that they are provided only to give students examples of the types of questions that are asked. Students should take care to directly address the questions on their own comprehensive exam and not questions that may be similar from previous exams.

Students are encouraged to seek out at least the chair, and perhaps all the members of the appropriate field committee prior to taking the written exam, and to seek advice about how to prepare. Upon passing the written exams, students are encouraged to once again meet with the chair and/or members of the field committee to discuss the written exams as preparation for the orals.

### 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. (Students for whom English is not their native language will be given one extra hour each day.) Field examinations will be given on Monday and Tuesdays during the second week of October and the first week after spring break. In the event a student wishes to take exams in two fields during the same semester, one of the fields will be administered one week later on Monday and Tuesday.

Prior to sitting for the PhD comprehensive exam, students must sign an honor pledge promising not to download documents, access the internet, cut and paste from previous documents, or to engage in any other acts of academic dishonesty. Violation of the honor code in exams will result in dismissal.

The honor pledge is: I affirm that I will not give or receive any unauthorized help on this exam, nor will I access the internet, download documents from a usb drive, a computer, or any other electronic source. I pledge that I have read the WMU policy on academic honesty and that I am in compliance with the WMU Code of Honor.

Students must take the exam on campus in a room designated by the political science department with usb ports locked, internet blocked and/or take the exam on a college provided computer. No other devices will be permitted.

The comprehensive exam must be typed or word-processed (in either Microsoft Word or a compatible program; verify in advance that your program is compatible with Word), double-spaced, in 11 or 12 point font, with no less than a 1" margin, and with a maximum daily total page length of thirty pages (that is, a combined page limit over the two days of 60 pages). Students should note that length is not a determining factor in any event, but should be aware of the maximum limit.

Exams will start at 8:30 am on the designated days and must be returned in electronic form to the graduate secretary and graduate director by 4:30 pm.

Students may have full access to books, articles and notes in printed form only. 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 will 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 will 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.

During the oral exam, students are expected to have a print copy of their exam. They may also bring a copy of the relevant reading list. No other materials, whether in print or digital format, are allowed – unless the student is explicitly asked by the field committee to do so.

### 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 if the written result was a "High Pass" or a "Pass" (a second attempt at the oral is not an option when the student receives a "Low Pass"). 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. 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 without attempting the oral 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
- 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's graduate advising page.

Students should note that reliance on literature reviews and field surveys is not an acceptable alternative to reading assigned material. The literature required to pass the comprehensive exam is broader than what will be addressed in courses.

#### 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 one or 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 of the members of the Field Committee. Positive decisions at each stage in the process require support from at least two members. Note that occasionally the department may make changes in the composition of the Field Committees depending on faculty commitments and other criteria.

### **PhD Program: The Portfolio Option**

For their second field of specialization, students may take and pass written and oral examinations or submit and defend a portfolio. Students opting for a second exam may choose from American Politics or Comparative Politics. Students opting for the portfolio may choose from one of the following fields: American Politics, Comparative Politics and Political Theory. The submission of the written portfolio is followed by an oral defense.

Portfolio requirements require advanced submission of portfolio materials and the research paper must be drafted in the semester *prior* to the semester the student plans to submit the portfolio. In the semester prior to submission, students must submit a full draft of the research paper by week three to the field committee. This allows sufficient time for professors to review the research paper, provide feedback, and time for students to make revisions. Students must apply for the portfolio by the third Monday of September if they plan to submit the portfolio in fall semester, or the third Monday of January if they plan to submit the portfolio in spring semester. A full draft of all portfolio materials is due at this time. Students will get feedback on the entire portfolio and then make the necessary revisions. The completed portfolio must be submitted on the same day as the PhD exam (see graduate calendar at the end of this manual for schedule details). Students may be required to revise their work before the portfolio is due (same day as the day of the written comprehensive exam) and again after the oral defense. There are two portfolio options: academic teaching and professional skills.

#### Academic teaching portfolio

The Academic teaching portfolio requirements are listed below. All materials must be on a topic or related to the field of examination.

1. A revised research paper of at least 8000 words. The paper should be equivalent to a polished conference paper. The research paper must pose an interesting and relevant research question, a literature review that synthesizes how other scholars have answered this question, and

original research and analysis. Final submissions must be fully proof-read and comply with university rules regarding academic honesty. The submitted paper will be submitted to plagiarism and AI detection software by the department prior to distribution to the full committee. Specific criteria and standards will be set by the field committee.

2. An up-to-date curriculum vitae. The C.V. should list your educational background, publications and presentations, relevant work experience, service, awards, etc.
3. Two complete syllabi for an introductory and advanced course in one's field. The syllabi must be class-ready and contain course readings, assignments, policy statements, etc.
4. Teaching statement that describes the student's teaching philosophy, strategies in the classroom, and how they have employed these strategies as an instructor of record, teaching assistant, or in a guest lecture.
5. Teaching demonstration (observer comments). Students can fulfill this requirement by doing a 30 minute practice lecture as part of their oral exam or by doing a guest lecture with an observer from the Political Science Department faculty.
6. Oral defense of portfolio

### Professional skills portfolio

The professional skills portfolio requirements are listed below. All materials must be related to the field of examination.

1. A revised research paper of at least 8000 words. The paper should be equivalent to a polished conference paper. The research paper must pose an interesting and relevant research question, a literature review that synthesizes how other scholars have answered this question, and original research and analysis. Final submissions must be fully proof-read and comply with university rules regarding academic honesty. The submitted paper will be submitted to plagiarism and AI detection software by the department prior to distribution to the full committee. Specific criteria and standards will be set by the field committee.
2. An up-to-date curriculum vitae. The C.V. should list your educational background, publications and presentations, relevant work experience, service, awards, etc.
3. Two additional courses in research methods or data analysis. Students should see the Graduate Director for approval of methods courses.
4. Internship (optional)
5. Oral defense of the portfolio

### Portfolio Results

The written portfolio must be approved for a student to pass onto the oral examination. The written portfolio will typically be graded within two weeks of submission. The student and the Graduate Director will be notified of the results by the chair of the Field Committee. Students may be awarded a "Pass" or "Fail" on the written portfolio. In the event of a "Pass," an oral examination will normally be scheduled within three weeks of notification. At the oral defense, students may be required to make some additional changes and revisions to the portfolio; that is, a final "Pass" may not be awarded on the day of the oral defense.

In the event of a "Fail" on the written portfolio, students must revise and resubmit the portfolio in the

following semester.

### **The MA as Part of the PhD**

[Adopted 11/10/2006]

Students who enter the PhD program without a Master's 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 one of the PhD comprehensive exams.

### **PhD Progress in Program**

[Adopted 1/14/2014. Revised 12/12/17]

It is in the professional interest of the student and the department for students to make timely progress toward completion of the PhD program; moreover, drawing this process out beyond what is reasonable is harmful to the student's pursuit of academic and professional objectives. To that end, PhD students are generally expected to meet make progress toward their degree according to a standard timetable. The timetable applies equally to students who enter with a BA or an MA, although students who enter with an MA might be able to accelerate the process if they receive credit for required core courses and/or required electives. All students should consult with the graduate director at least once per semester about their progress, at least until both comprehensive exams have been passed and a dissertation advisor chosen.

The timetable is based on the norm of taking nine credits per semester until most dissertation hours have been completed.

#### Expected Timetable

- The quantitative course sequence (6910 and 6920), the introductory professionalization courses (6940 and 6960), and the political analysis course (6640) will be completed within the first two years.
- The first comprehensive exam will be taken by the fifth semester.
- The second comprehensive exam will be taken no later than the seventh semester, although by the sixth is preferred.
- Determination of dissertation advisor (which requires that agreement by the advisor has been secured) will be done before taking the second comprehensive exam.

The decision about continuation during the annual review process will depend on the student reaching these benchmarks. Similarly, continuation of funding will be contingent on acceptable progress according to this timetable.

Should a student have difficulty in meeting this timetable, s/he should indicate the reasons during the annual review process. Acceptable reasons could include "life events" such as illness or injury, a need to take time off for personal matters, or enrolment in less than nine credits per semester due to part-time

status or external, full-time employment (the committee is more likely to look favorably on such considerations if they are discussed when they arise with the graduate director). The committee is unlikely to recommend continuation if it appears that slow progress is due to procrastination or unapproved course loads of less than nine credits. Similarly, failure at any stage of the comprehensive exam process may result in a judgment of insufficient progress during the annual review and funding process that will affect continuation and/or funding. Students who fail their comprehensive exam for the first time will be switched to semester-by-semester funding; funding for the following semester will be contingent on passing the comprehensive exam on the second attempt.

## **Doctoral Candidacy**

[Adopted April 28, 2011]

Doctoral Candidacy: After a student has passed comprehensive exams in two fields, s/he may proceed towards candidacy. Candidacy is a formal status that requires the appropriate form to be filed with the department and the Graduate College. To be eligible for candidacy, a student must:

- have an cumulative GPA of 3.0 or higher.
- have passed comprehensive exams in two fields
- have completed all courses (except dissertation credit)
- have met the university's residence requirement
- have an officially appointed and approved dissertation committee
- have a dissertation proposal approved by the dissertation committee
- have submitted the proposal to the department and to the Graduate College

Forms for the appointment of the dissertation committee, for approval of the dissertation proposal and for passing on to candidacy can be found on the Graduate College web site.

Note that eligibility for all Graduate College scholarships and awards depends on having achieved formal candidacy.

## **PhD Program: 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 early in the process. 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 be officially appointed using the form available on the Graduate College web site.

#### 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 shall be held prior to getting the written approval of all members and passing the student on to candidacy. 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 written approval of the proposal using the proposal approval form available on the Graduate College web site. All revisions requested by the committee during the proposal defense shall be made and accepted before the proposal is approved. 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, the committee shall not impose major additional demands. The approval of the proposal by a faculty member should therefore not be taken casually. If during the dissertation research process the student and committee agree to significant changes in the research design, they may collectively agree to formally revise the proposal.

#### 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 encourage 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 significantly exceed, the required number of hours.

### **Graduation Audit and Permanent Program of Study**

[Graduate College Policy]

See the registrar's website for the application form to graduate. When you apply, you must arrange for 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. In each case, see the relevant advisor (Director of Graduate Studies or Director of the MIDA 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.

### **Classroom Observations for Graduate Student Instructors of Record**

[Added March 2014]

Each semester when a graduate student is serving as instructor of record (that is, teaching his/her own course) in a conventional classroom format, the chair of the department will arrange an observation by

a faculty member. As much as is possible, the observing faculty member will have experience teaching the same course. The purposes of the observation are twofold: to provide constructive feedback to the graduate student instructor and to provide a letter that can become part of the graduate student's portfolio (if needed) on the job market. Determination of the date of observation should be made by mid-semester and should be agreed upon by both the graduate student instructor and the faculty observer. In all cases, the department will act in accordance with any provisions stated in the TAU contract.

### **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.

### **Practice Job Talks**

[Added January 2014]

PhD students going on the academic job market in any given year are required to report their intention to the graduate director by the beginning of the fall semester. The IGP Director will organize a practice job talk by the students in front of faculty and other PhD students by mid-October. The goal is to provide constructive feedback so that a student is better prepared when an interview takes place.

## **Lectures and Presentations**

[Added January 2014]

PhD students are expected to attend lectures and presentations by faculty and visiting speakers that are pertinent to the field. These include especially research colloquia and public lectures.

## **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 Studies
- the Claude Phillips Scholarship for doctoral research expenses

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 1. 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. Revised December 2017]

### 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 all members of the faculty who have taught graduate courses in the last 2 years. The Annual Review Committee 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: see section on "dismissal policy" below.)

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 January 12<sup>th</sup> of each year. The form is cumulative; students will add to it each year. In addition, PhD students who are at the proposal stage or

the dissertation stage must have their advisor submit a written statement of their progress. If their advisor is a member of the Annual Review Committee, a written statement is not necessary.

The composition of the Annual 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 Annual Review Committee, not that of only the Graduate Director, whose signature will appear with the evaluation 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 MIDA Students

No annual review is required.

### **Academic Integrity in Graduate Study**

[Adopted May 2007]

The Department of Political Science fully conforms to the university's position on academic conduct as described in the graduate catalog (see <http://catalog.wmich.edu>):

#### Academic Honesty (excerpts)

If a student is uncertain about an issue of academic honesty, he/she should consult the faculty member to resolve questions in any situation prior to the submission of the academic exercise. Violations of academic honesty include but are not limited to:

##### *Cheating*

*Definition:* Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

##### *Fabrication, Falsification, and Forgery*

*Definition:* Fabrication is the intentional invention and unauthorized alteration of any information or citation in an academic exercise. Falsification is a matter of altering information while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise or University record. Forgery is defined as the act to imitate or counterfeit documents, signatures, and the like.

##### *Multiple Submission*

*Definition:* Multiple submission is the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of all classes for which the student submits the work.

##### *Plagiarism*

*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.

##### *Complicity*

*Definition:* Complicity is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

### Computer Misuse

*Definition:* Academic computer misuse is the use of software to perform work which the instructor has told the student to do without the assistance of software.

### Conduct in Research

Research and creative activities occur in a variety of settings at the University, including class papers, theses, dissertations, reports or projects, grant funded projects and service activities. Research and creative activities rest on a foundation of mutual trust. Misconduct in research and in creative activity destroys that trust and is prohibited. Students shall adhere to professional standards of integrity in both artistic and scientific research including appropriate representations of originality, authorship and collaborative crediting.

*Definition:* Misconduct in research is defined as serious deviation, such as fabrication or falsification of data, plagiarism, or scientific or creative misrepresentation, from accepted professional practices of the discipline or University in carrying out research and creative activities or in reporting or exhibiting/performing the results of research and creative activities. It does not include honest error or honest differences in judgments or interpretations of data.

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 academic integrity hearing process outlined on OSC's web site. 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 (see next section).

### 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; revised April 28, 2011]

Students may be automatically dismissed from the department's graduate programs for two reasons: failure to pass comprehensive exams in two fields (PhD students only – see this manual) or a cumulative GPA that drops below the 3.0 threshold established by the Graduate College (all graduate students – see the Graduate Catalog).

Students may otherwise be dismissed for either of two reasons: violations of academic integrity (all graduate students) or failure to address concerns expressed in the annual review process (PhD students only).

### Dismissal or Other Sanctions Stemming from Responsibility for Academic Dishonesty

The Graduate Funding and Review Committee serves as the deliberating body to adjudicate charges of violation of student conduct, including academic integrity.

- Upon a finding of responsibility for violation of academic integrity, 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.
- If the Office of Student Conduct dismisses the student from the university, the student appointment will be terminated automatically.

### Dismissal as Part of the Annual Review Process

If the Graduate Funding and Review Committee evaluates a doctoral student's annual review as "continuation with reservation," and by the time of the next annual review the student has failed to address the concerns expressed or improve performance as stipulated in written comments provided to the student, the Committee may opt to dismiss the student from the program. Reasons for doing so will be provided in writing. Should the student wish to appeal the decision, he/she will have two weeks to do so by informing the department chair in writing. The chair will convene an ad-hoc Appeals Committee of at least three department faculty members including the chair, but excluding all members of the Graduate Funding and Review Committee. The Director of Graduate Studies will be invited to the Appeals Committee meeting to explain the basis for the dismissal and answer questions, but will not have a vote. The decision of the Appeals Committee is final.

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

## Job Application Process for PhD Students

[Added September 2007; updated September 2014]

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 letters. The Director of Graduate Studies will also provide a letter of introduction if so desired. Make it clear to letter-writers well in advance whether letters are to be sent by email, regular mail or through an online system. If by regular mail, the office can arrange to collect and mail them as a group. Some faculty prefer to mail independently. Check with your letter-writers, the Director of Graduate Studies and the graduate secretary at the beginning of the hiring season to work out the arrangements.

## Generic Template For Graduate Calendar

### MA Portfolio Dates

Fall Portfolio Submission  
2nd Monday of October

Application Due Date  
3rd Monday of September

Spring Portfolio Submission  
1st Monday after spring break

Application Due Date  
3rd Monday of January

### PhD Exam and Portfolio Submission Dates

Fall Comprehensive Exams  
2nd Mon/Tue of October

Application Due Date  
3rd Monday of September

Spring Comprehensive Exams  
1st Mon/Tue after spring break

Application Due Date  
3<sup>rd</sup> Monday of January

Graduate Assistantship Application Deadline:  
PhD Annual Review Deadline:  
Graduate Student Award Applications

February 1  
January 15  
February 1