

UNIVERSITY OF DELAWARE

**DEPARTMENT OF POLITICAL SCIENCE
AND INTERNATIONAL RELATIONS**

**GRADUATE HANDBOOK
AND PROGRAM POLICY STATEMENT**

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For additional information, please contact:

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Program Overview

The Department of Political Science and International Relations offers both MA (Master of Arts) and PhD (Doctor of Philosophy) degrees. The graduate program is a PhD focused program; the PhD degree consists of coursework during the first six semesters followed by dissertation research and writing. The PhD is a 63-credit program. The MA is a two-year, 39-credit program.

Graduate study in the Department is organized around four major subfields within the discipline of Political Science: American Politics, Comparative Politics, International Relations, and Political Theory. PhD students are required to pick one of these major subfields within the discipline as their primary field and a second subfield as their secondary field. Alternatively, students may construct an interdisciplinary secondary field in consultation with a faculty member and with the approval of the Director of Graduate Studies. Examples of such secondary fields include Gender and Politics, Research Methods, Political Psychology, etc. MA students complete a primary subfield only.

Mission Statement and Learning Outcomes

Mission Statement

The Master of Arts (MA) and Doctor of Philosophy (PhD) programs in the Department of Political Science and International Relations prepare students for occupations related to several aspects of political science but primarily for joining the professoriate, as college and university professors. We expect our graduates to possess a broad understanding of the discipline of political science, achieve specialized expertise in one or more areas, and competence in the underlying philosophy of social science inquiry and research methods. We aim to produce PhDs who have the breadth and vision to grapple with important questions in political life, the training to make original contributions to those issues, and the ability to communicate their work to students and their peers nationally and internationally.

Learning Outcomes and Measures

1. Students will understand and appreciate the discipline of political science and be well versed in its subfields.
 - **Measures: required core courses and field examinations.**
2. Students will master the academic scholarly enterprise, including an ability to review and analyze existing literatures and make original and insightful contributions to them.
 - **Measures: research papers for classes and dissertation proposal.**
3. Students will be able to design innovative, interesting and important research projects and utilize appropriate research methods to pursue them.
 - **Measures: Long Papers and dissertation proposals.**
4. Students will be able to write high quality, article-length manuscripts of publishable quality, on topics of import to our discipline.
 - **Measures: Long Papers and peer reviewed journal articles.**
5. Students will be able to make effective oral presentations of their work.
 - **Measures: Long Papers, dissertation proposals and dissertation defenses and scholarly conference presentations.**
6. Students will gain experience in the classroom and possess the ability to be effective teachers at the graduate and undergraduate levels.
 - **Measures: student course evaluations and job placements.**

GENERAL REQUIREMENTS AND OTHER INFORMATION FOR THE MA and PhD PROGRAMS

Admission Requirements:

Those seeking admittance and possible financial assistance should submit a completed application by January 15 for admission effective the following September. To be accepted into the program, students are evaluated on several criteria:

1. Performance on the GRE. The GRE General Test that has recently been revised. While our program does not have strict cut-offs for scores, competitive scores for admissions are 155 or above for the verbal section, and 150 or above for the quantitative section.
2. Undergraduate grade point averages. Competitive GPA's for admission are a 3.00 overall and 3.25 in a major field and a 3.5 in any prior graduate work in political science.
3. Three letters of recommendation. Applicants should request letters from previous faculty that speak to their academic potential.
4. For international students, a TOEFL score. Competitive scores for admission are at least 600 paper-based or 100 internet-based.
5. A personal statement that describes the applicant's research interests and the Department faculty with whom the applicant would like to study.

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission, if they offer other appropriate strengths.

For Students with Previous Graduate Education:

Students arriving with an MA degree, in political science or another discipline, must nonetheless begin anew in our program and complete all its requirements.

According to University of Delaware policy up to nine credits from previous graduate coursework – credits NOT used to obtain a degree elsewhere – may transfer in to UD. The Director of Graduate Studies must approve these after reviewing relevant syllabi. They will generally transfer in as elective credits.

Satisfactory Progress Toward Degree:

See University policies at the end of this document.

Funding:

Funding through the Department is available to graduate students in the form of graduate assistantships (for teaching and/or research), tuition scholarships and University fellowships. These awards are merit-based.

Students who receive graduate assistantships or fellowships must achieve a grade of B or higher in every course while taking a minimum of six credit hours per semester (unless fewer than six credits are needed to complete the credit requirements for the degree). Satisfactory progress towards the degree generally requires nine credits per semester and exceptions should be discussed with the Director of Graduate Studies. Retention of funding from the Department normally requires a student to maintain a GPA of above 3.50, occasionally there is a re-allocation of funding if new resources have come available. In general, all funding allocations are reviewed annually by the Graduate Admissions and Funding Committee. If a student is in jeopardy of losing funding, the Department will follow University procedures and give written notice of this, and a timeframe in which a student may improve their performance.

Students who receive graduate assistantships or fellowships are expected to work 20 hours per week and must satisfactorily fulfill the requirements of their positions. Work may consist of teaching or research.

Any student who, in the judgment of the Director of Graduate Studies, with the advice of the graduate faculty, fails to demonstrate sufficiently strong performance in his or her studies, research, and teaching (as applicable) will be subject to the suspension of his or her graduate assistantship, fellowship or tuition scholarship, as per University procedures. Students are evaluated according to their grade point average as well as written assessments of their teaching and course performance submitted to the Director of Graduate Studies each semester by supervisory faculty.

Funding is awarded on an annual basis. Students entering the PhD program with funding may anticipate funding for up to four years, depending upon academic performance, faculty evaluations, and performance as graduate (teaching or research) assistant. Entering students receiving funding will be provided with a letter detailing the funding offer. Funding for the spring semester of the fourth year is contingent on successful completion of the dissertation proposal defense. All dissertation proposal defenses must be held at the end of the spring semester of the student's third year or the beginning of the fourth year (but not later than

October 1 of the student's fourth year). Unfunded students who do not meet this deadline will not be offered teaching opportunities.

For further information, **please, reference Graduate College [funding policies](#) for graduate students.**

Advisement:

The Director of Graduate Studies assigns all students a faculty advisor. Students who wish to change advisors are free to do so, but must fill out a change of advisor form available in the Department office, obtain the necessary signatures, and return the form to the Graduate Administrative Assistant in the Department office.

Students are encouraged to have their programs reviewed each semester by their advisors. Frequent consultation with the advisor is encouraged to ensure satisfactory progress towards the degree.

Students must keep the Department and their advisors informed of their current contact information.

REQUIREMENTS FOR THE MASTER OF ARTS (MA)

Each student will complete a minimum of 39 credits, as follows:

METHODS SEQUENCE: (10 credits)

- 801: Scope and Methods in Political Science (1st semester) (1 credit) (Pass/Fail)
- 815: Introduction to Statistical Methods for Political Science (1st semester) (3 credits)
- 816: Philosophy of Science and Research Design (2nd semester) (3 credits)

In addition, one of the following courses:

- 817: Statistical Methods for Political Science II (3 credits)
- 819: Qualitative Methods for Social Science (3 credits)

ADDITIONAL REQUIREMENTS: (3-6 credits)

➤ Skills Requirement (one of the following):

- Competency in a foreign language (0 credits)
- 812 Proseminar in Political Theory (if not chosen as primary field) (3 credits)
- Additional methods course (may be quantitative or qualitative course not taken for the Methods Sequence, or a course from outside the department or participation in a research methods workshop) (3 credits)

➤ One Proseminar (not in primary field) (3 credits):

- 803 Proseminar in American Politics
- 809 Proseminar in Comparative Politics
- 812 Proseminar in Political Theory (may count for Skills also if primary field is not Political Theory)
- 825 Proseminar in International Relations

PRIMARY FIELD REQUIREMENTS: (15 credits)

For courses counting towards the respective fields, see below.

➤ Primary Field (15 credits: proseminar plus 12 credits of electives):

- Students must complete the proseminar in their primary field
- Students must complete four additional courses in their primary field

CRISP, ELECTIVE AND OTHER COURSES: (8-11 credits)

Students must take Current Research in the Study of Politics (CRISP – POSC 850) which is a one-credit pass/fail class each spring of their first two years. In addition, students must take elective courses (two or three, depending on the means by which the skills requirement is fulfilled) to bring their total credits to 39.

Students may take no more than **one** 3-credit independent study in their first two years of coursework. In order to do so, students need to submit to the Director of Graduate Studies a written request and a course design for review and approval. Elective courses may include **six credits** taken outside the Department **with the prior approval** of the Director of Graduate Studies. In addition, each semester additional courses (POSC 867s) may be offered and may count toward one or another field or as an elective and as approved by the Director of Graduate Studies.

MA WRITING REQUIREMENT: (0 credits)

Students not moving further into the PhD program will prepare a major research paper, usually one written for one of their graduate seminars. The Department understands a “major research paper” to be one which speaks to an important and well-defined topic, demonstrates mastery of the pertinent literature, strives to make an original contribution to knowledge, and is presented in a coherent and professional manner. In meeting this requirement, students are to identify an appropriate academic journal and write the paper as if they were preparing a manuscript for submission to that journal. This research paper is to be handed in to the professor for whom the paper was originally written, or a professor of the student’s choosing, in May of the second year, as part of the completion of the MA requirements. It is the prerogative of that professor to determine whether the student’s work meets the test of this definition. Students will register for POSC 899 Research Paper for Master of Arts (0 credits) in the spring of their second year to facilitate completion of this requirement. MA Students who wish to pursue a PhD must notify the Director of Graduate Studies no later than January 15, of their intention. (For students pursuing a PhD, this major research paper is the Long Paper, and a different procedure applies. See Long Paper description below.)

ELECTIVE COURSES FOR FIELDS

Note, some courses are offered as “Topics” courses. Topics courses may be repeated assuming different course content. Also note, classes may count for only one field.

American Politics

- POSC805: Topics in Law and Politics
- POSC807: American Political Behavior
- POSC808: American Political Institutions
- POSC813: American Foreign Policy
- POSC818: Environmental Politics and Policy
- POSC823: Topics in American Politics

Comparative Politics

- POSC802: Comparative Politics of the Global South
- POSC804: Comparative Politics of Post-Industrial Polities
- POSC811: Topics in Comparative Politics
- POSC818: Environmental Politics and Policy
- POSC824: Comparative Political Economy
- POSC827: Gender and Politics
- POSC841: Comparative Regionalisms
- POSC851: Failed States and Good Governance

International Relations

- POSC810: Topics in International Relations
- POSC813: American Foreign Policy
- POSC814: Political Economy of the Environment
- POSC826: Islam in Global Affairs
- POSC828: Feminist International Relations
- POSC830: International Relations Theory
- POSC831: Frontiers in Critical International Relations Theory
- POSC840: International Political Economy
- POSC842: International Organizations
- POSC843: Global Governance
- POSC844: International Security

- POSC845: Human Rights and Global Governance

Political Theory

- POSC805: Topics in Law and Politics
- POSC806 Global Ethics and Normative Issues
- POSC822: Topics in Political Theory
- POSC831: Frontiers in Critical International Relations Theory
- POSC836: Democratic Theory

For consultation on substitutions, topics courses, POSC867 ('experimental' or new classes) courses, or courses from other departments, please see the Director of Graduate Studies.

REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY (PHD)

All requirements listed for the MA degree, plus 24 additional credits to total 63.

SECONDARY FIELD REQUIREMENTS: (9 credits)

- For this secondary field students may choose one of the four main fields (American Politics, Comparative Politics, International Relations or Political Theory) or may construct a field in consultation with a selected faculty supervisor and upon approval by the Director of Graduate Studies. Students take the proseminar and two electives in their secondary field.

CRISP Seminar: (3 credits)

- All students must complete for three credits the Current Research in the Study of Politics (CRISP – POSC 850) in the spring semester of their third year. CRISP will provide a significant research experience in addition to a speaker series. Students are expected to complete and present a draft of their dissertation proposal at the end of the CRISP seminar.

ADDITIONAL RESEARCH/CANDIDACY CREDITS: (varies)

- Students will enroll in POSC964 – Pre-Candidacy Study while preparing for their field exams in their sixth and seventh semesters; the number of credits will depend on other classes taken.
- Students working on their dissertation will enroll in POSC969 – Doctoral Dissertation while completing their dissertation.
- The total number of credits taken for the degree must total at least 63.

LONG PAPER:

- All students who wish to pursue their PhD degree are required to have a Long Paper written, revised, and orally defended before March 15 of their second year. This involves students making an oral presentation of the paper they are submitting in fulfillment of the MA writing requirement. They will be examined by a three-person committee consisting of a faculty ‘chair’ and two other faculty members as selected by the student and in agreement with the faculty and as approved by the Director of Graduate Studies.
- Students are responsible for creating their long paper committees. The paper should meet the expectations of the MA writing requirement – it should be a “major research paper” etc. Students should identify their long paper committees in their third semester and

should have an initial draft completed and under review by their committee chair by the start of the winter semester. Students should revise their paper over winter session and schedule their paper defense to take place before March 15 of their fourth semester.

- A written assessment of student's performance in the defense is communicated to the Director of Graduate Studies, as part of the assessment materials for moving on to the third year. Students who do not pass the Long Paper defense may receive an MA degree upon completion of the requirements for that degree. PhD students who defend their long paper successfully also receive MA degrees. Students will register for POSC 899 (0 credits) in their fourth semester to facilitate completion of this requirement.

GRADUATE PERFORMANCE REVIEW PANEL:

This review panel will review all students who wish to pursue a doctoral degree in spring of their second year. The panel will decide to accept or reject students in their bid to enter the dissertation proposal and field exam phase. This panel is comprised of the Director of Graduate Studies and the Graduate Admissions and Funding Committee. Materials to be used in the review include a student's GPA and course record, faculty evaluations of students in seminars and as graduate assistants, and the written assessments of student performances in their Long Paper defenses. Students who are not recommended for further study will still receive their MA degree, assuming they have met the requirements.

FIELD EXAMS:

Students will take a "take home" written field exam late in the spring semester of the third year. While the exact dates are to be determined, students should expect these exams to take place late April or early May. The exam takes place during a 56-hour period commencing 8 a.m. Monday and ending at 4 p.m. Wednesday. During this time students will complete responses to three questions - two in their Primary Field and one in their Secondary Field.

Through these exams students should demonstrate a mastery of the literatures relevant to the two fields they have studied. Students should expect to use at least the summer between the second and third years, and the winter session and early spring semester of the third year to prepare for these exams. The field exams are based around the four existing fields (American Politics, Comparative Politics, International Relations, and Political Theory). Field reading lists constructed by faculty from each field are available to students. A Field Exam Committee of three faculty will prepare the questions and do the grading for each set of exams. The Director of Graduate Studies administers the field exams.

- a. The Field Exam consists of two sections. Section 1 tests students on the Primary Field. Section 2 tests students on the Secondary Field.

- b. Exams are graded by Field Exam Committees. Grades are reported to the Director of Graduate Studies. Possible grades on the exam are Distinction, Pass, Deficient and Fail. Distinction and Pass are considered passing grades. Results of the field exams will be made known to students as soon as all exams have been graded, usually within two to three weeks.
- c. Grading for Field Exams proceeds as follows: For the Primary Field, students who receive a mark of Deficient on a single response by 2 out of 3 faculty members who grade the exam must retake that question, regardless of the third faculty member's grade. If a student receives a Fail on a single response by 2 out of 3 faculty members who grade the exam, the student must retake this entire section of the exam. The Director of Graduate Studies will administer a new set of questions for the student to answer. For the Secondary Field, students who receive a mark of Deficient or Fail on a response by 2 out of 3 faculty members who grade the exam must retake that question, regardless of the third faculty member's grade. The Director of Graduate Studies will administer a new set of questions for the student to answer. For any question(s) a student retakes, there will only be a pass/fail option. If, on the second try, the student fails even one question, then the student fails the field exam requirement and will be recommended to the Graduate College to be terminated from the program.
- d. Students who wish to sit for the field exams must be in good standing, have at least a 3.0 GPA, and have no "Incompletes."

DISSERTATION PROPOSAL DEFENSE (ADMISSION TO CANDIDACY EXAM):

- a. A faculty committee that conducts the defense of the dissertation proposal shall officially admit a PhD student to candidacy upon successful completion of the dissertation defense. Although the precise form of the dissertation proposal will vary from case to case, it is expected to include a clear statement of the research question(s), an explanation of the significance of the research, a discussion of the research methods proposed to investigate the problem, and a full discussion of relevant literature.
- b. The dissertation proposal defense should be held at the beginning of the student's fourth year, **not later than October 1**. Funding for the spring semester of the fourth year is contingent upon having passed the candidacy examination.
- c. The dissertation proposal defense committee shall be convened and chaired by the student's dissertation chair and shall consist of members of the student's proposed dissertation committee (minus the external member). Normally students are expected to select a dissertation chair from faculty whose primary appointment is in the Department.

In exceptional circumstances, students may petition the Graduate Policy Committee for approval to have someone whose primary appointment is outside the Department to chair the dissertation committee. In deciding whether to grant approval, the Graduate Policy Committee shall take into account the needs of the student and the Department.

- d. The dissertation proposal defense committee determines the student's capability for advancement to candidacy. The main question the committee has to answer is, 'Is this student prepared to write an acceptable PhD dissertation?' In seeking to answer this question, the committee's focus shall be on the student's dissertation proposal.
- e. If, the committee decides, the student has not passed the proposal defense, the committee may direct the student to (a) rethink, rewrite, and resubmit the proposal prior to a re-examination by the committee; (b) undertake remedial work in research design and methodology; or (c) any combination or variation of the above that the committee deems necessary. In the event that additional work is required, the committee will discuss with the student a reasonable period for completion of the necessary work. A written statement completed by the student's dissertation adviser should set forth the nature of the work to be undertaken by the student and the period that was agreed upon. This shall be sent to the student, circulated to the faculty members who participated in the proposal defense and become part of the student's permanent file. At the conclusion of the agreed upon time, the committee will reconvene to assess the student's progress toward candidacy. The committee may determine that the student is unable to advance to candidacy and may be recommended to the Graduate College for termination from the program.

THE DISSERTATION:

- a. A PhD dissertation is a manuscript that reflects "the results of original and significant research written in a scholarly and literate manner worthy of publication."
- b. Students are expected to consult closely and regularly with members of their dissertation committee, particularly the dissertation committee chair.
- c. Upon completion of the manuscript, a final oral examination – or "dissertation defense" – must be passed. Ordinarily, students will be asked to summarize the major findings of their research and evaluate the significance of these findings for the field more generally. The student shall then be called upon to defend the findings in the face of questions from members of the dissertation committee and other members of the academic community who choose to attend. If, after deliberating, the dissertation committee is unable to reach agreement on whether the student has successfully defended the dissertation, the committee will adjourn after explaining the nature of their objections and providing

suggestions on how these might be satisfactorily addressed with guidance from the dissertation chair. It shall be the responsibility of the dissertation chair to reconvene the group to reconsider the revised product.

- d. Detailed guidelines for the preparation and presentation of the dissertation are described in Regulations Governing Theses and Dissertations, which may be obtained from the Graduate College or online www.udel.edu/gradoffice/polproc.

ADDITIONAL DEPARTMENT POLICIES AND RESOURCES

Funding

While we have a small graduate program, we make every effort to fund all of our students. We offer full funding packages (graduate assistant stipend and tuition remission) or we offer funding packages that are tuition remission only. If funded students make satisfactory academic progress, their funding will likely be renewable for up to four years and potentially for a fifth year.

Teaching opportunities are often used to help fifth and sixth year students meet their funding needs. Students are typically funded in our Department as Teaching Assistants, occasionally as Research Assistants. Unfunded students are encouraged to seek funding opportunities outside the Department. Students should inform the Department if they received outside funding opportunities.

Teaching Assistants

Teaching assistants are required to perform teaching and other instructional activities for 20 hours each week during the academic year. Teaching assistants are typically assigned to a professor for one course. Students have no input whatsoever into these assignments (including day or time preferences, course preferences etc.); nor do faculty. The only exception is POSC 300 where special skills are needed. If not all of the fully funded graduate students are needed for TA assignments some may be assigned as Research Assistants. Students are expected to meet all of their teaching or research assistant obligations before leaving campus/the country at the end of the semester. Please refer to the Department's TA Manual for specific details on expectations.

Research Assistants

Research assistantships are generally funded by research grants and contracts provided by external funding agencies. Research assistantships require 20 hours of service or research a week. The amount of each Research Assistant's stipend will be calculated in accordance with the number of months that the student is appointed as a research assistant.

University Graduate Scholars

Departments and programs are invited to submit names and dossiers of their nominees to the Graduate College where a faculty review committee determines the selection of scholars. Nominations are open to both newly admitted students and graduate students currently enrolled who are US citizens or permanent residents. Awards are competitive and are based on many criteria including evidence of academic merit and academic achievement; cultural status (African-American, Hispanic, Asian, Native American, Native Alaskan, Native Hawaiian, other

Pacific Islanders, or two or more races); physical disabilities; and/or need as determined by federal income guidelines (FAFSA). The University Graduate Scholars award may be administered as either graduate fellowship or graduate assistantship. Awards are granted for one year. Students may be nominated for the award in subsequent years but may receive a maximum of two years of funding in this program.

University Doctoral Fellows

Departments and programs are invited to submit names and dossiers of University Doctoral Fellow nominees to the Graduate College. Doctoral Fellow awards are competitive and are selected by a faculty review committee. Nominees for these awards must be enrolled in at least their third year of doctoral study at UD at the time of nomination. These awards are based on academic achievement since being admitted to a doctoral program as well as evidence of professional commitment and potential contribution to the student's field of study. Awards are granted for one year. Graduate programs may nominate up to two students and must rank their nominations.

University Dissertation Fellows

The Office of the Provost established the University Dissertation Fellows award to enable and support PhD students to devote full attention to the completion of their doctoral dissertations. The Graduate College is responsible for the administration of this competitive award. A faculty review committee assists in the selection of University Dissertation Fellows.

Departments and programs offering the PhD degree will submit names and dossiers of their nominees to the Graduate College. Nominees for these awards must be in doctoral candidacy student classification and have completed all course requirements for the PhD degree except the submission of the dissertation. A Dissertation Fellow must be a full-time student holding no other University financial award. His /her department and/or college may supplement the stipend of a Fellow. No work obligations may accompany such a supplement.

Awards are competitive and based on academic achievement, the need to devote full-time effort to dissertation writing, and the likelihood of completion of the dissertation within one academic year. Awards are granted for one academic year in the form of a tuition scholarship and stipend corresponding to the announced level set by the University each year. Students may not be nominated for the award in subsequent years. Each PhD program may nominate up to two nominees per academic year.

External Funding

Graduate students are encouraged to seek external funding, especially to fund dissertation research and fieldwork. If a student is funded by the Department and receives external funding for, say, a year of research during the fourth year, the student may expect to receive her/his 'fourth' year of funding during her/his fifth year back on campus. If, however, a funded student receives one of the above listed fellowships at any time during her/his graduate career, it will count as part of the four years of funding that the student receives from the Department. Paid GA positions in other departments and units of the University do not count against the four-year funding commitment, when such a commitment is made.

Teaching Opportunities

It is the goal of the Department that every student who completes a PhD with the Department will have taught their own courses before leaving the Department, preferably two to three different courses. As a rule, students would only be asked to teach their own class, at the earliest, in their fourth year after they have defended their dissertation proposal. Courses may be available during fall, winter, spring and summer sessions, though there are likely to be only a few during each semester/session. Students are paid for teaching classes on 'supplemental-contracts.' In making teaching assignments, preference may be given to more advanced unfunded students as well as those who have not yet had sufficient teaching experience. Consideration will be given to the graduate student's area of expertise. Seeking additional training in teaching through the Center for Teaching and Assessment of Learning (CTAL) or other University or disciplinary resources will be looked upon favorably.

Travel and Conference Policy

Participation in professional conferences is essential to the academic development of graduate students in all disciplines. It affords opportunities for professional networking and exposure to research underway at other institutions in addition to providing graduate students with opportunities to share their own research-in-progress with scholarly communities nationally and internationally.

The Graduate College's [Professional Development Awards](#) help University of Delaware graduate students participate in significant professional conferences. Departmental cost-share is a requirement. Proposals from students who have received invitations to present their work at national and international conferences are a higher priority for Graduate College funding than requests to support participation in regional conferences. Conference presentations related to research on teaching and/or research on higher education administration are also eligible for support through this internal grant program.

The deadline for application for a travel award is one month prior to the beginning of travel. Awards are limited to one per academic year and to two awards during the course of graduate study. The student must conform to [University Travel Policy \(3-07\)](#) on allowable travel reimbursements:

1. A student must have a paper or poster accepted for presentation. A copy of the acceptance letter or other confirmation documentation must be provided, as well as a tentative title. In the case of multiple authors, only one student per presentation is eligible for funding.
2. The amount of support will be based on the quality of the application and the level of conference participation up to a maximum of \$500. These grants are competitive and full funding is not guaranteed. The applicant's department or college must match the award offered by the Graduate College for at least \$300. The departmental match must not be from research grant travel monies, but must be from other departmental resources. Please note: It is fully anticipated that those students receiving external grants that support conference costs will utilize those funds first towards their conference participation.
3. The student must submit a detailed budget for the proposed travel and include information outlining projected costs. Applicants should budget for the least costly mode of travel and lodging. Students should also pool resources whenever possible; for example if a number of students within a department are attending the same conference, then carpooling should be considered. The funds may not be used for meal expenses.
4. Within two weeks of the completion of this conference, students will be required to upload actual expenses amounts to the [Professional Development Summary Form](#). Original receipts are to be submitted to the student's department.
5. While we encourage you to attend regional conferences such as the [International Studies Association Northeast \(ISA Northeast\)](#) or [New England Political Science Association \(NEPSA\)](#), we will generally not provide funding to do so (hotel, registration, gas mileage) unless you are presenting a paper and have applied for the funds above. The annual ISANE and NEPSA conferences are usually located nearby and so it should be possible for you to pool your resources if you would like to see what a (small) professional conference is like.
6. The department may occasionally have additional funds available to support graduate student research or conference attendance. These opportunities will be announced.

The Department provides funding for 'other opportunities' for our graduate students on a limited basis, when funding is available. Please be advised that if you need funding it is encouraged that you search in advance of the funding need. The [James R. Soles Graduate Student Fellowship](#) requires an application in a timely manner. In recent years, there has also been funding available, on a competitive basis, for students to assist faculty in the Department in their research. The

College of Arts & Sciences has provided funding support for global research or internships, as well as winter and summer session Dissertation Retreats.

Hire a PhD/ Recent Placements

The [Department of Political Science and International Relations](#) at the University of Delaware has a long-standing record of placing graduate students in academic positions at some of the best research and liberal arts schools in the country and abroad. For a list of positions that our former students have secured, please refer to the [Recent Placements](#) page. For more information, please contact [Dr. Kassra A.R. Oskooii](#), Graduate Placement Director.

Political Science Graduate Student Association (PSGSA)

The [Political Science Graduate Student Association](#) (PSGSA) is an organization geared towards graduate student advocacy, news, and assistance for the Department of Political Science and International Relations. PSGSA always welcomes any graduate student in the Department who wishes to help in organizing and undertaking its activities.

The PSGSA mission, as stated, is first graduate student advocacy in the Department: giving a voice to student concerns, prerogatives, and achievements. In service of this mission, the PSGSA will hold a number of town hall-style meetings open to student discussion throughout the fall and spring semesters.

PSGSA places at the top of its agenda the construction of a mentorship program for first-year students. The PSGSA mentorship program aims to better integrate first-year graduate students within their new environment, concentrating on the team of graduate students, the Department, the University of Delaware and the city of Newark. The program intends to match each first-year student with a senior graduate student (in their 2nd, 3rd or 4th year) according to similar academic interests. The main role of the mentor is to answer the new students' questions and guide them throughout the first months of the program. Mentorship activities, once students have been admitted, will also serve as a further recruitment tool; new students are given an orientation in acclimating them to the Department, the University and Newark. Incoming students are able to come on campus, visit the Department and have lunch or contact their mentor if they have any questions regarding their future life in Newark.

ADDITIONAL UNIVERSITY RESOURCES

Center for Teaching and Assessment of Learning (CTAL):

Your colleagues at CTAL are available to discuss teaching and learning in your courses, in your department or in your college, and to work with you to achieve the learning goals and outcomes that are important to you and your students. Our services include one-on-one consultations, programs/workshops, and consultations on the development of courses and programs, and guidance on their assessment. In addition, we offer a venue for collaborating with you on research and grants focused on teaching and learning in your disciplines. Please refer to the CTAL link <https://ctal.udel.edu/> for programs and information.

Office of Disability Support Services (DSS):

The University of Delaware is committed to providing access to its academic experience, employment opportunities, programs and activities for all individuals with disabilities. Through an interactive process that includes the individual with a disability and various campus stakeholders, the [Office of Disability Support Services \(DSS\)](#) facilitates appropriate and reasonable accommodations in order to eliminate or minimize accessibility barriers the individual may face. DSS also provides educational resources and consultation to the University community across a variety of topics related to accessibility and inclusion of people with disabilities within our community. Reporting to the Office of the Vice Provost for Diversity, DSS is proud to be a partner in the University of Delaware's commitment to embracing a diverse and inclusive campus that reflects our collective views, experiences, capabilities, cultures, aspirations, and ultimately our commitment to excellence.

Office of Equity and Inclusion (OEI):

The [Office of Equity and Inclusion \(OEI\)](#) was established in July 2009. For years, OEI has worked to advocate for an equitable and inclusive work and learning environment by monitoring, coordinating, and overseeing the University's diversity and inclusion initiatives. The office focuses on activities on campus diversity, LGBT community issues, women's affairs and affirmative action, and serves the entire UD community of students, faculty, and staff. Providing leadership and support in creating an equitable, diverse and inclusive working and learning environment, OEI is responsible for managing complaints of harassment and discrimination, affirmative action compliance, protection of minors on campus, and on-going education in all of these areas.

Title IX Office:

The University of Delaware prohibits sex discrimination, sexual assault, sexual harassment, dating violence, domestic violence and stalking *by anyone on* University property. The University also prohibits such conduct committed by students, faculty, staff, volunteers, or vendors off University property, if:

- The conduct was in connection with a University or University-recognized program or activity;
- The conduct may have the effect of creating a hostile environment for a member of the University community;
- The respondent's conduct disrupts the normal functions and processes of the University and is egregiously offensive to the University's mission; or
- The respondent has continued presence on campus poses a serious threat to persons or property, regardless of where the activity occurred.

This policy is intended to keep the University community free from sexual misconduct and is designed to ensure a safe and non-discriminatory environment that protects the constitutional and civil rights of students, faculty and staff, as well as vendors, guests, visitors and volunteers, regardless of their sexual orientation or gender identity. Please refer to Sexual Misconduct Policy, Information, and Resources website <https://sites.udel.edu/sexualmisconduct/title-ix/>

College of Arts & Sciences Graduate Student Writing Center:

The [Graduate Student Writing Center](#) offers free one-on-one and small group tutorials for all UD graduate students in both Writing Center locations: Memorial Hall 016 and Morris Library 017. Graduate students from UD's English Department are prepared to offer assistance with theses, dissertations, articles, or any other type of writing on which graduate students may be working.

To make an appointment, view our [Online Scheduler](#) and select either the Graduate Writing Center Memorial 016 or Graduate Writing Center Morris 017 schedule from the dropdown menu. You may want to check availability on both, then select the time that works best for you!

Most graduate tutors are available for both face-to-face and e-tutoring. To learn more about both kinds of appointments, visit the [Writing Center Services](#) page.

Graduate Student Writing Center Offers:

- [Dissertation Boot Camp](#)

Offered during winter and summer sessions, Dissertation Retreats allow participants to devote a week to working on their dissertation in the Writing Center.

Participants spend a majority of their time writing; however, the program sometimes also includes discussions on topics relevant to dissertations students, including motivation, goal setting, and time management.

Students gain access to space, and the structure to facilitate progress on their dissertation. They do not receive feedback on their draft; rather, the Dissertation Retreat provides support for their writing process.

- [Dissertate Write Now!](#)

The Writing Center's Dissertate Write Now! Offers weekly time and space for dissertating students to work on their dissertations in a quiet, supportive environment. In addition, participants will keep weekly writing logs that they share with each other, for accountability and encouragement. Writing sessions meet on either Tuesday or Thursday, 9:00am-11:00am in Memorial Hall 016. While most of the sessions will be devoted to quiet writing time, participants will be lead in discussion of their writing goals and strategies a few times across the semester.

- [Workshop Series](#)

The Writing Center offers workshops for UD students on writing-related topics. Both undergraduate and graduate students are welcome. Workshops are held in the Morris 017 writing center location.

UNIVERSITY OF DELAWARE ACADEMIC POLICIES

Graduate Student Responsibilities

It is the student's responsibilities to satisfy all University requirements described in the Academic Regulations for Graduate Students section in the [Graduate Catalog](#) as well as any additional requirements established by the faculty in the academic program in which the student is enrolled. All students enrolled at the University of Delaware are subject to student life policies set by the University and documented in the University publication, [Student Guide to University Policies](#).

Exceptions to Policies

Exceptions to policies may be requested of the Graduate College. A request for an exception should cite the policy, justify the request, and provide appropriate departmental support for the request from the graduate student's advisor, the graduate program director and department chair.

Academic Good Standing

To be considered in good academic standing, a student must maintain a minimum cumulative graduate grade point average (GPA) of 3.00 on a 4.00 scale each semester. To be eligible for an advanced degree, a student's cumulative grade point average shall be at least a 3.00 and the student's grades in courses counted toward the degree requirements of the program shall equal at least a 3.00. A grade below a C- will not be counted toward the course requirements for a degree but is calculated in the student's cumulative grade point average.

In addition to the University's definition of good standing, some programs may also require minimum grades in specific courses in the program. These courses are identified in each program's policy and procedures manual and the Faculty Senate has approved these unit-specific requirements.

Performance in graduate lecture courses and seminars are evaluated according to the University's Grading Policy. When the work required in research (868/968), dissertation (969), master's thesis (869), or special problems (866) extends beyond the regular semester period, temporary grades of "S" and "U" should be recorded. Final letter grades are to be recorded only at the completion of the project.

Students should avoid accumulating grades of Incomplete. Course requirements need to be completed within six weeks of the end of the semester in which the incomplete grade was granted. To receive an extension students must receive permission from the course instructor and

the Director of Graduate Studies. All incompletes must be completed before the granting of the M.A. in the fourth semester and again before taking comprehensive exams in the sixth semester. Students may not receive their degree or progress to ABD status with incompletes on their transcript.

The Director of Graduate Studies in conjunction with other Department faculty starts assessment of each student's performance and progress at the end of each semester. The purpose of this assessment is to identify any academic problems that may impede progress toward a degree as early as practicable in a student's graduate career, and to make recommendations for appropriate courses of action.

Satisfactory Progress Toward a Graduate Degree

If a graduate student fails to make satisfactory progress toward all degree requirements, permission may be denied to continue in the degree program. At the close of each semester, winter session or summer session, in those circumstances deemed appropriate by the department or program faculty exercising its professional judgment, the faculty of each department or program may evaluate the progress of a graduate student toward meeting the academic standards of the program in which the student is enrolled. In addition to graded course work, academic standards include, but are not limited to, professional, ethical, clinical and other standards required of graduate students. In the case of dismissal, the program director is required to send a report to the Graduate College that states the faculty vote on the decision causing dismissal and the justification for this action. The Graduate College will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program and the procedures for the student to appeal the action.

Degree Time Limits

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission. The University time limit is ten consecutive semesters to complete the degree requirements for students entering a master's degree program. Students completing the requirements for the master's degree who are subsequently granted permission to continue toward the doctoral degree are given an additional ten consecutive semesters. Students entering a doctoral program with a master's degree are given ten consecutive semesters to complete the requirements. Students entering a doctoral program without a master's degree are given fourteen consecutive semesters to complete the requirements. Students who change their degree plan and have transferred from one-degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

Degree Time Limit Extension

Requests for time extensions must be made in writing and approved by the student's advisory committee and the chair of the department's graduate committee. The department will forward the request to the Graduate College. The Graduate College will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

Leaves of Absence and Parental Accommodation

The University of Delaware recognizes the importance of having a leave policy for graduate students. The policy helps balance the responsibilities of graduate studies and personal, medical, or professional circumstances. The University's policy encourages graduate students to initiate a dialogue with their advisors and immediate supervisors so their career paths will be maintained while assuming the added responsibilities of a temporary leave or parental accommodation. Graduate students are expected to inform their advisors as early as possible when considering a potential leave of absence. In many circumstances, it is possible to reach an arrangement that permits the student to continue with academic work without requiring a leave of absence.

Students who wish or need to interrupt their study temporarily may request a leave of absence or parental accommodation. There are four types: personal, medical, professional, and parental. All four types are described below. The student must make the request in writing.

The general policies that apply to all types of leave are:

1. The Graduate College, following the recommendation of the student's advisor, department graduate program coordinator, and department chair must approve all leaves of absence. Medical leaves also require the recommendation of a medical doctor. See [Medical Leave of Absence](#).
2. Students in graduate programs may be granted a leave for one term or one academic year. **Except for a student approved for accommodations for parental responsibilities**, the period of absence will not alter the limitation of time for completion of the degree requirements, as given in the student's official letter of admission. See [the policy for time extension requests](#).
3. In exceptional circumstances, the maximum leave period may be extended to up to two years upon approval of a written request. Students who fail to register for the term following the end of an approved leave will be considered to have withdrawn from the University.
4. Students on leave may complete, by the appropriate deadline for the term in which the course was taken, outstanding work in courses for which they have been granted grade(s) of incomplete. They may not, however, fulfill any other degree requirements during the

time on leave. Students who intend to work toward the degree while away from the University must request registration in absentia. Students who in fact make progress toward the degree while on leave will have their registration changed retroactively to sustaining for the period of the leave.

5. Upon written request, students may be granted access to or use of specific University facilities while on medical leave.
6. Students on leave of absence do not have to file a formal application for readmission. However, they must petition the Graduate College in writing to request an extension of the leave of absence. Such notification should be given at least six weeks prior to the end of the approved leave. Extensions are reviewed and must be approved.
7. Students funded through sponsored activity must also abide by the guidelines of their respective funding agencies.
8. International students holding visas must contact the [Office of International Students and Scholars](#) to discuss the impact of a leave of absence on their immigration status.
9. Except for a student approved for accommodations for parental responsibilities, students on leave are not eligible to hold assistantships (graduate, research, or teaching) or fellowships.
10. Students on leave who have purchased the [Student Health Insurance](#) will continue to be covered for the duration of the plan period for which they have enrolled. Students on leave of absence are not eligible to re-enroll in the Student Health Insurance.

Accommodations for Parental Responsibilities

A student who is making satisfactory progress toward his or her degree requirements and wishes to, or must, interrupt study temporarily for reasons of pregnancy, maternity, or paternity care including adoption, may be granted accommodations for parental responsibilities. For many students, short-term arrangements, rather than a leave of absence or parental accommodation as outlined here, are possible. Any student planning to have or care for a child is encouraged to meet with his or her advisor and director of graduate studies to discuss the parental accommodation and other short-term arrangements at least three months prior to the start of the accommodation. A student who is making satisfactory progress toward his or her degree requirements is eligible for a parental accommodation any time after matriculation.

Full-time graduate students in years one through six who wish to modify their academic responsibilities because of the birth or adoption of a child may request parental support and relief during or following the semester in which the birth or adoption occurs. For the full semester in which the support and relief are requested, the student may request the academic clock to stop, effectively adding an additional semester to the total time to degree. During this period, the student remains registered; if on contract, receives for a six-week period of time the full financial package as specified in their contract letter of the year of the accommodation; and will have

academic expectations modified to best suit the specific situation. The precise nature of the academic responsibilities undertaken or modified during this period should be a matter of consultation among the student, the advisor, and the Graduate College with the understanding that students are entitled to full relief for at least a six-week period. The student is eligible for 14 course weeks (one semester) of unpaid leave in any 12-month period due to parental responsibilities. The University policy will support two periods of parental accommodation for students on contract for maternity or paternity care during the period of the student's matriculation in a graduate program. Funding under the parental accommodation does not extend the total years of funding available to the student.