

***DEPARTMENT  
OF  
POLITICAL SCIENCE  
AND  
INTERNATIONAL RELATIONS***



***GRADUATE HANDBOOK  
And  
PROGRAM POLICY  
STATEMENT***

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### **POLITICAL SCIENCE AND INTERNATIONAL RELATIONS**

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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 consisting of coursework during the first six semesters followed by dissertation research and writing. A limited number of students interested in a terminal MA degree may be admitted. The MA degree is a two-year, 38 credit program. Students admitted for the MA but who wish to pursue the PhD degree may apply to the PhD program during their second year of the graduate program. The PhD program is a 62 credit program.

Graduate study in the Department is organized around the theme of global governance. *Global governance* may be defined as an approach to politics and public policy that transcends the nation-state and its formal institutions of government. It is global because it recognizes that virtually all problems on the public agenda – environment, security, migration, gender, etc., transcend in their scope, source, and solution national boundaries. It is *governance* (rather than government) because non-formal, non-state actors – nongovernmental organizations, interest groups, professional associations, and so forth have increasingly been accorded legitimacy in rule-making and rule-enforcement. The global governance perspective does not insist that the traditional nation-state has collapsed, or even that such a collapse is inevitable. It does suggest, however, that we will increasingly live in a world characterized by powerful tensions between the formal governmental institutions of individual nation-states on the one hand and a vast array of transnational, non-state forces on the other. It is this tension, with each set of forces laying claim to political legitimacy that will shape the politics of this century.

## **GENERAL REQUIREMENTS FOR THE MASTER OF ARTS and PhD PROGRAMS**

### **A. 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 has recently been revised. While the 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.
4. For international students, a TOEFL score. Competitive scores for admission are at least 600 paper-based or 100 internet-based).
5. International students are required to undergo additional language training in the summer prior to matriculation. Students who receive funding must complete the International Teaching Assistant summer program and take the SPEAK or UDIA test administered by the English Language Institute. Students must receive adequate scores to work as teaching assistants. Information on this program is available here: <http://sites.udel.edu/eli/programs/professionaltraining/ita/>

Applicants are encouraged to submit examples of written work.

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, including core and track course work.

According to University policy up to nine credits from previous graduate coursework – credits NOT used to obtain a degree elsewhere – may transfer in to UD. These must be approved by the Director of Graduate Studies after reviewing relevant syllabi, and generally transfer in as elective credits.

### **B. Normal Progress toward Degree**

1. According to University policy, 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 least 3.00 and a student’s grades in courses counted toward the degree requirements of the program shall equal at least a 3.00. A grade below a B- will not be counted toward the course requirements for a degree but is calculated in the student’s cumulative grade point average.
2. Students should avoid accumulating grades of Incomplete. A student who fails to remove an Incomplete from his or her record by the end of the sixth week of the semester following that in which it was awarded will be considered no longer making normal progress toward the degree.
3. An assessment of each student’s performance and progress is undertaken at the end of each semester by the Director of Graduate Studies in conjunction with other Department faculty. 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.

### **C. Funding**

1. Funding 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.
2. Students who receive graduate assistantships or fellowships must achieve a grade of B or higher in every course while taking a minimum of 9 credit

hours per semester (unless fewer than 9 credits are needed to complete the credit requirements for the degree). 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 each February by the Graduate Admissions and Funding Committee, to make funding decisions for the following year. 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.

3. 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.
4. 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.
5. 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 assistant. Funding for the spring semester of the fourth year is contingent on successful completion of the dissertation proposal defense. Per Section 10.b of the Graduate Handbook, 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). Funding for the spring semester of the fourth year is contingent upon having passed the dissertation proposal defense. Unfunded students who do not meet this deadline will not be offered teaching opportunities.

#### **D. Advisement**

1. Students will be assigned an advisor by the Director of Graduate Studies. 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.

2. Students are encouraged to have their programs reviewed each semester by their advisors. More frequent consultation with the advisor is encouraged to ensure satisfactory progress towards the degree.
3. Students must keep the Department and their advisors informed of their current contact information.

## **REQUIREMENTS**

### **FOR THE MASTER OF ARTS DEGREE**

**Each student will complete a minimum of 38 credits.**

#### **1. Core Global Governance Courses: 12 credits**

POSC 806	Normative Issues in Global Governance
POSC 815	Introduction to Statistical Analysis for Political Science
POSC 830	International Relations Theory
POSC 843	Global Governance Theory and Cases

#### **2. Track Courses: 15 credits**

Each student will choose and declare one of three tracks within the global governance program by the end of their first semester. Track requirements consist of the completion of two required track courses and three elective track courses. The tracks and courses are listed as follows:

##### **Track 1: The United States and the World**

**Required Courses** (choose two from the following three courses)

POSC 807	American Political Behavior
POSC 808	American Political Institutions
POSC 813	American Foreign Policy

**Elective Courses (three from the following list and additional courses as approved by the Director of Graduate Studies)**

POSC 804	Comparative Politics of Post-Industrial Polities
POSC 805	Topics in Law and Politics
POSC 818	Environmental Politics and Policy

POSC 822	Topics in Political Theory (Depending on the content count for Track 2 and 3)
POSC 826	Islam in Global Affairs
POSC 836	Democratic Theory
POSC 840	International Political Economy
POSC 844	International Security
POSC 845	Human Rights and Global Governance

### **Track 2: Global Processes and Transnational Issues**

**Required Courses** (choose two from the following three courses)

POSC 840	International Political Economy
POSC 842	International Organization
POSC 844	International Security

**Elective Courses (three from the following list and additional courses as approved by the Director of Graduate Studies)**

POSC 812	Topics in International Relations
POSC 813	American Foreign Policy
POSC 818	Environmental Politics & Policy
POSC 822	Topics in Political Theory (Depending on the content)
POSC 826	Islam in Global Affairs
POSC 828	Feminist IR Theory
POSC 845	Human Rights & Global Governance

### **Track 3: A Comparative Perspective**

**Required Courses (choose two from the following three courses):-**

POSC 802	Comparative Politics of the Global South
POSC 804	Comparative Politics of Post-Industrial Polities
POSC 824	Comparative Political Economy

**Elective Courses (three from the following list and additional courses as approved by the Director of Graduate Studies)**

POSC 805	Topics in Law and Politics
POSC 807	American Political Behavior
POSC 808	American Political Institutions
POSC 811	Topics in Comparative Politics

POSC 822	Topics in Political Theory (Depending on the content)
POSC 826	Islam in Global Affairs
POSC 836	Democratic Theory
POSC 840	International Political Economy
POSC 845	Human Rights & Global Governance

### **3. Elective Courses, COGGS and Independent Studies: 11 Credits**

Students must take an additional three courses over the course of their program and the Colloquium on Global Governance and Society (COGGS – POSC 850) for one credit each spring of their first two years.

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 petition and a course design for review and approval. Elective courses may include 6 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 track or as an elective.

### **4. MA Writing Requirement**

Students not moving further into the PhD program will prepare a major research paper, usually one written for one of their graduate seminars. For the purposes of this requirement, the Department understands a “major research paper” to be one that addresses 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 the most appropriate professor, 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 MA Long Paper Course (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 1<sup>st</sup> February [the admission deadline] of their intention. (For students pursuing a PhD, this major research paper is the Long Paper, and a different procedure applies. See Long Paper Defense).

## **REQUIREMENTS** **FOR THE DOCTOR OF PHILOSOPHY**

**1. All requirements listed for the Master's Degree, plus 24 additional credits to total 62.**

**2. Secondary Track Requirements: 9 Credits**

All students will choose a secondary track in the fall semester of their third year. In this secondary track, students must complete one of the two (or three) required courses and two track electives, or two required courses and one track elective.

**3. Research Seminar (COGGS): 3 Credits**

All students must complete a research seminar in conjunction with the Colloquium on Global Governance and Society (COGGS – POSC 850) in the spring semester of their third year. This seminar will provide a significant research experience in addition to the speaker series. Students are expected to complete and present a draft of their dissertation proposal by the end of COGGS.

**4. Philosophy of Science and Research Design (POSC 816): 3 Credits**

This is a required course, to be taken in the fifth semester.

**5. Additional Research/Candidacy Credits: 9 Credits**

Students will enroll in 9 credits of POSC 969 (dissertation credits).

**6. Long Paper Defense**

All students who wish to pursue their doctoral degree are required to have a long paper written, revised, and orally defended *before* March 15<sup>th</sup> 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 the faculty member for whom the paper was originally written (serving as chair), and two other faculty members best able to comment on the substance of the paper (as approved by the Director of Graduate Studies). The paper should meet the expectations of the MA writing requirement – i.e. 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<sup>th</sup> of their fourth semester. A written assessment of student performance in the defense is transmitted to the Graduate Performance Review Panel, 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.

## **7. Graduate Performance Review Panel**

All students who wish to pursue a doctoral degree will be reviewed by this review panel in early April 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 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. Notice of approval of a student by the review panel will be sent to the Office of Graduate and Professional Education. Students who are rejected by the Review Panel will be recommended for dismissal from the graduate program by the Office of Graduate and Professional Education.

## **8. Skills Requirement**

All candidates for the PhD degree shall demonstrate competency in one language other than English OR expanded competency in research methods. Procedures for certifying language competence are supervised by the Director of Graduate Studies, and are completed via a translation exercise assessed by a Department or University faculty member with competency in the given language and should be completed before the dissertation proposal defense. Candidates whose first language is other than English have already demonstrated competence in a second language by appropriate scores on the TOEFL exam; in such cases, this requirement shall be deemed met. To complete this requirement via further research methods training, students shall take one additional research methods course (beyond 815 and 816) or participate in an external methods course/workshop.

## 9. Third-Year field Exams

Students will take two “take home” written field exams over the course of two weeks late in the spring semester of the third year. While the exact dates are to be determined, students should expect these exams to begin approximately 1<sup>st</sup> May. In the first week during a 56-hour period commencing 8 a.m. Monday and ending at 4 p.m. Wednesday, students will write responses for Part I – the Primary and Secondary track field exam. On the following Monday during an 8-hour period, 8 a.m. to 4 p.m. students will write their responses for Part II of the field exam, which tests students on their research specializations.

These exams expect students to demonstrate a mastery of the literatures relevant to the two tracks they have studied. Students should expect to use at least the summer between the second and third years, and the winter session and spring semester of the third year to prepare for these exams. Reading lists constructed by faculty will be made available to students. The fields are based around the three existing tracks (America and the World, Global Processes and Transnational Issues, Comparative Perspectives). A Field Exam Committee will be created for each field and will prepare field reading lists, questions and do the grading. Field reading lists will also include global governance/ Transnational readings relevant to each field and will have integrated committees to enable grading of these materials. The field exams are administered by the Director of Graduate Studies and the Graduate Admissions Committee.

- a. Part I consists of the primary and secondary track field exam questions and is divided into two sections. Section 1 tests students on the Primary track. Students must answer two questions from this section. Section 2 is the secondary track field exam and students must answer one question from this section.
- b. Part II is a section tailored to the individual research specializations of students (e.g. the politics of a particular region, a major sub-field, a variety of theory). Students must submit their own reading list for this section and nominate two appropriate faculty to write and grade questions for them by 30 September of their third year. Students must answer one question from Part II
- c. Answers are read and graded by the respective Field Exam Committee and, in the case of Part II, by those nominated faculty. Grades are then 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.

- d. For Part I, Section 1 (the Primary Track), 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 failure on a single response by 2 out of 3 faculty members who grade the exam, the student must retake this entire part of the exam. The Director of Graduate Studies will administer a new set of questions for the student to answer.

For Part 1, Section 2 (the Secondary Track), students who receive a mark of deficient or failure 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 Part II, the Specialization field exam, if a student receives a mark of deficient or a failure on a response by 2 out of 3 faculty members who grade the exam, then that student 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 Office of Graduate Studies to be terminated from the program.

- e) 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."

## **10. Admission to Candidacy Exam (Dissertation Proposal Defense)**

- a. A PhD student shall be officially admitted to candidacy upon successful completion of a candidacy oral examination by a faculty committee (oral defense of the dissertation proposal). Although the precise form of the dissertation proposal will vary from case to case, it is expected to include a clear statement of the problem and an explanation of its significance, a discussion of the methods proposed to investigate the problem, and a full discussion of relevant literature.

- b. The candidacy examination should be held at the end of the spring semester of the student's third year, or the beginning of the fourth year, and **not later than October 1** of the student's fourth year. Funding for the spring semester of the fourth year is contingent upon having passed the candidacy examination.
- c. The candidacy examination committee shall be convened and chaired by the student's dissertation chair and shall consist of members of the student's proposed dissertation committee. 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 chair the dissertation committee. In deciding whether or not to grant approval, the Graduate Policy Committee shall take into account the needs of the student and the Department.
- d. Other members of the Department are welcome to participate as non-voting members of the candidacy examination committee. The candidacy examination shall be announced and copies of the dissertation proposal shall be made available to all faculty at least one week in advance of the examination.
- e. The candidacy examination committee is charged with determining the student's fitness 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, which shall be made available to all members of the Department at least one week in advance of the examination.
- f. If, in the judgment of the committee, the student has passed the oral examination, he or she shall be admitted to candidacy, and shall begin work on the dissertation (see Section 9).
- g. If, in the judgment of the committee, the student has not passed the candidacy examination, 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 time frame 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 time frame that was agreed upon. This shall be sent to the student, circulated to the faculty members who participated in the oral examination and become part of the student's permanent file. At the conclusion of the agreed upon time period, 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 Office of Graduate Studies for termination from the program.

## **11. 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 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 Office of Graduate and Professional Education or online [www.udel.edu/gradoffice/polproc](http://www.udel.edu/gradoffice/polproc).

## **12. Teaching Experience**

Advanced PhD students may be given the opportunity to teach their own classes in the Department, in particular after defending their dissertation proposal and during their fifth or sixth years (see below). Advanced PhD students may also find teaching opportunities at nearby universities. Students are encouraged to utilize the resources available through the Center for Teaching and Learning (CTAL) to enhance their teaching skills (see resources below).

## **13. Conference Experience**

Advanced PhD students are encouraged to present their work at national and international conferences. Funding from the Department and the Office of Graduate Studies may be applied for to help defray the cost of conference participation for those students presenting papers (see Departmental Operations).

# ASSESSMENT PLAN

## 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, their peers, and a global audience. We have a specific commitment to the importance of using a global governance lens to inform this work.

## Learning Outcomes and Measures

1. Students will understand and appreciate the discipline of political science and be well-versed in its global governance dimensions. *Measures: required core courses and field examinations.*
2. Students will master the academic scholarly enterprise, including an ability to review, analyze and critique existing literatures and make original and insightful contributions to them. *Measures: research papers for core and track 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 Paper, dissertation proposal 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.*

## **DEPARTMENTAL OPERATIONS**

### **Addendum to the Graduate Handbook**

#### **September 2010**

#### **Funding Policy:**

While we have a small graduate program, we make every effort to fund as many students as possible. We can offer full funding packages (graduate assistant stipend and tuition remission) to only a few of each year's admitted students. We also offer funding packages that are tuition remission only. For an incoming class of 10-12 students, we are typically able to provide some level of funding for 5-6 students. If funded students make appropriate academic progress, their funding will likely be renewable for up to four years. Students who decide to join our graduate program with no funding should not expect to receive funding from the Department in the future. Unfunded students are encouraged to seek funding packages elsewhere on campus or from external sources. Teaching opportunities are used to help fifth and sixth year students meet their funding needs.

#### **Teaching/Research Assistant Assignments:**

Funded students generally earn their funding through teaching or research assistantships. It is expected that students will work up to 20 hours per week on these assistantships. Teaching assistants are 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, then some will be assigned to faculty to assist in research. Occasionally an advanced funded student may be asked to teach her/his own course rather than serve as a teaching or research assistant. 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 see the TA/RA/GA Handbook for further details.

### **University Graduate Scholars:**

Departments and programs are invited to submit names and dossiers of their nominees to the Office of Graduate and Professional Education, which will be assisted by a faculty review committee in the selection of scholars. Nominations are open to both newly admitted students and graduate students currently enrolled. Awards are competitive and are based on many criteria including, challenging social, economic, educational, cultural or other life circumstances; academic achievements; first generation graduate student status; and/or need as determined by federal income guidelines (FAFSA\*). University Graduate Scholars awards may be administered either as graduate fellowships or graduate teaching/research assistantships. Awards are granted for one year. Students may be nominated for the award in subsequent years, for not more than two years total. Students who enter our program as University Graduate Scholars will only receive funding in a subsequent year if they are making good academic progress.

### **University Graduate Fellows:**

Departments and programs are invited to submit names and dossiers of their nominees to the Office of Graduate and Professional Education, which will be assisted by a faculty review committee in the selection of fellows. Nominees for these awards must have completed at least one year of graduate study at the University. Awards are competitive and are based on academic achievement and professional commitment and potential. Awards are granted for one year. Students may be nominated for the award in subsequent years, for not more than two years total. The Faculty Selection Committee will accept up to two nominations from each unit. It is helpful to the Committee if the unit indicates the top nomination of the two nominated in its comments to the Committee. University Graduate Fellows awards may be administered either as graduate fellowships or graduate teaching/research assistantships.

### **University Dissertation Fellows:**

The University Dissertation Fellows award is established by the Office of the Provost to enable and support PhD students to devote full attention to the completion of their doctoral dissertations. The Office of Graduate and Professional Education is responsible for the administration of this competitive award and will be assisted by a faculty review committee in the selection of University Dissertation Fellows.

Departments and programs offering the PhD degree are invited to submit names and dossiers of their nominees to the Office of Graduate and Professional

Education. 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. The stipend of a Fellow may be supplemented by his/her department and/or college. 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 University Graduate Fellows or University Graduate Scholars Award if being nominated for the University Dissertation Fellows Award. 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 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.

### **Fifth or Sixth Year Funding:**

Funded students who are still working on their degree in a fifth or sixth year of study may have access to limited funding through teaching opportunities on a per course basis. However, these are not high paying and do not cover sustaining fees; moreover they are not always available.

### **Teaching Opportunities:**

It is the goal of the Department that every student who completes a PhD with the Department will have taught two to three 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 they are likely to be only a few during each semester/session. Students are paid a minimal amount to teach during

winter or summer sessions; unfunded students will be paid the same small amount during fall or spring semester. The Department keeps a spreadsheet of all teaching assignments so as to track which students have had the opportunity to teach, which courses, and how many courses. In making teaching assignments preference will be given to more advance 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 CTAL or other university or disciplinary resources will be looked upon favorably.

### **Travel and Conference Policy - As announced in September 2009:**

The opportunity to attend professional conferences while a graduate student is a very important one and we are pleased with the considerable interest in doing so among our students. The following constitutes the travel policy for graduate students in our Department (and, in certain respects, at UD):-

1. Students may apply for a Professional Development Award from the Office of Graduate & Professional Education at University of Delaware. Please visit this link: <http://www.udel.edu/gradoffice/financial/profdev.html>. According to the Office of Graduate & Professional Education, awards are limited to ONE PER YEAR and, generally speaking, to TWO AWARDS DURING THE COURSE OF GRADUATE STUDY. In order to qualify for the award you must be presenting a paper or a poster at a conference or, in special circumstances, attending an invited workshop at a conference. You may apply for up to \$500, to be matched by up to \$300 from the Department. The application must be submitted well in advance of the conference and there is an extensive application form. The awards have become very competitive. Award money may be used to cover reasonable travel and lodging and conference registration. Food or meals will NOT be covered. You will need to obtain a Cash Advance Card once the award is made to use for your expenses.
2. The Department will provide up to \$300 ONE TIME for an additional conference under the exact same terms as the Professional Development Award from the Office of Graduate & Professional Education (most importantly, that you are presenting a paper or poster).
3. While we encourage you to attend regional conferences such as the ISANE or NEPSA, we will provide NO 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.

We are assuming that first year students will not be able to attend a funded conference because they would not have had the opportunity to submit a paper proposal. Similarly, second year students are unlikely to be presenting papers at conferences. But in subsequent years, with careful planning and good luck, students should be able to attend conferences.

### **Other Opportunities:**

The Department provides funding for 'other opportunities' for our graduate students on a limited basis, when funding is available. It is very important that funding be sought in advance of the funding need. The Department has some funds available through the Soles Endowment (information on our webpage). The Soles Graduate Fellowships require 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 University Of Delaware Office Of Graduate and Professional Education and the College of Arts and Sciences have provided funding support for global research and for internships for graduate students, as well as summer dissertation writing support. The Department makes every endeavor to inform graduate students of these opportunities. Links to this and other offices (and opportunities) are available from the Graduate page on the Department of Political Science and International Relations website: <http://www.udel.edu/poscir>.

### **PLACEMENT INFORMATION:**

During the course of your graduate career the department will provide placement information as a part of your first year professionalization seminar, during the spring lecture series, and in workshops during the semester. In addition the department has a Graduate Placement Committee that will be charge of providing these opportunities and is available for consultation as you are considering going on the market. The Placement Committee for 2017-2018 is Dr. Dan Green, Dr. Daniel Kinderman, and Dr. Kassra Oskooii.

## **OTHER RESOURCES:**

**GGSA (Global Governance Student Association):** The graduate students in the department have a governing structure that includes a mentorship program, a Facebook page, and other resources. Departmental committees and administration often draws on the GGSA for participation in departmental governance, administering departmental programs, and other opportunities. The officers for 2017-18 are: Susan Weaver (President), Kelsey Obringer (Vice President), Luisa Torres (Mentorship coordinator), and Busra Soyamez (treasurer/secretary).

**Center for Teaching and Learning (CTAL):** The CTAL provides workshops and other resources for teaching in addition to fellowship opportunities.

**Disability Support Services (DSS):** The University provides accommodation for students and employees with disabilities through DSS. Information about their services is available online: <http://sites.udel.edu/dss/> Students are welcome to register with DSS as students and/or as employees to ensure they receive the necessary accommodations.

**Office of Equity and Inclusion:** The University provides resources for an inclusive university environment. OEI administers programs to enhance diversity on campus and resources for voicing concerns on campus. Information about their office is available here: <http://sites.udel.edu/oei/>

**Title IX Office:** The University is committed to federal regulations aimed at preventing discrimination on campus on the basis of sex. The Title IX office provides resources and referrals for anyone who has experienced discrimination on the basis of sex or sexual violence. You will receive training on your rights and responsibilities relative to Title IX. Their website is available here: <http://sites.udel.edu/oei/>

**Writing Center:** The Writing Center includes services for graduate students for written and oral communication. They also run dissertation boot camps and provide workshops for various writing skills. Their information can be found here: <https://www.writingcenter.udel.edu/for-graduate-students/graduate-student-writing-center>

