



# Department of Politics and International Affairs

GRADUATE HANDBOOK  
2019–2020

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# POLITICS AND INTERNATIONAL AFFAIRS GRADUATE STUDENT CONTRACT

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The guidelines and policies contained in this handbook are designed to serve as aids for graduate students, academic advisors, faculty, and thesis committee members in the discharge of their responsibilities. This document is intended to establish procedures that are clear and current and should help the graduate student make consistent progress toward the degrees of Master of Arts in Political Science (MA), PhD in Political Science, and Master of Public Administration (MPA). In addition, sections of this handbook will be useful for students pursuing a Public Management Certificate. All students are expected to adhere to the policies and procedures, including timelines, outlined in this handbook. Failure to adhere to these can lead to disciplinary actions ranging from a reprimand to expulsion from the program.

While these are the current guidelines and policy statements, they are subject to change. Students will be notified of any relevant changes in policy; however, students should consult with their academic advisor on a regular basis.

In addition to using this handbook, graduate students should also become familiar with the NAU Academic Catalog, especially the [policies in the Academic Catalog relevant to graduate students](#). The Academic Catalog contains important information on residency requirements, enrollment requirements, financial support, and other topics.

I, \_\_\_\_\_, (print name) have read and understand the policies and procedures outlined in the Department of Politics and International Affairs Graduate Student Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please submit this form to the Politics and International Affairs Office by the third week of the fall semester. A copy will be placed in your graduate student file.**

## THE GRADUATE COLLEGE

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The Graduate College is located in Ashurst (Building #11). The Graduate College governs all graduate programs and has dual and cooperative functions with academic departments throughout the University. It is responsible for many policies and procedures that affect graduate students in the Department of Politics and International Affairs. The Graduate College determines minimum standards of admission and retention, requirements for graduation, regulations governing transfer credit, and other matters pertaining to academic activities. The Department of Politics and International Affairs supports the Graduate College's mission statement:

As the primary advocate of graduate education at Northern Arizona University, the Graduate College is committed to supporting and advancing our outstanding master's, doctoral, and professional programs at Flagstaff, online, and state-wide campuses. Consistent with the institution's mission, our purpose is to promote graduate student achievement, research, scholarship, global learning, strategic partnerships, and engagement in discovery and practice.

Graduate College policies apply in all areas of academic performance and can be found in the [NAU Academic Catalog](#).

## DEPARTMENTAL INFORMATION

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### OUR FACULTY

Faculty Member	Interests	E-mail Address
<b>Rhonda Allen</b> Associate Clinical Professor	Public Management, Organization Development & Change, Mediation/Conflict Resolution, Innovation in Government, eGovernment	<a href="mailto:Rhonda.Allen@nau.edu">Rhonda.Allen@nau.edu</a>
<b>Marija Bekafigo, Ph.D.</b> Lecturer Internship Coordinator	Congress, Social Media, Presidency	<a href="mailto:Marija.Bekafigo@nau.edu">Marija.Bekafigo@nau.edu</a>
<b>Andrew Dzeguze, Ph.D.</b> Lecturer	American Political Institutions, Judicial Decision Making, Law and Courts, Law and Society, Public Law, Public Policy	<a href="mailto:Andrew.Dzeguze@nau.edu">Andrew.Dzeguze@nau.edu</a>
<b>Gretchen Knudson Gee, Ph.D.</b> Senior Lecturer Associate Chair Undergraduate Coordinator	International Relations, Comparative Politics, Former Soviet Union, American Politics	<a href="mailto:Gretchen.Gee@nau.edu">Gretchen.Gee@nau.edu</a>
<b>Sean T. Gregory, Ph.D.</b> Associate Professor	Health Policy	<a href="mailto:Sean.Gregory@nau.edu">Sean.Gregory@nau.edu</a>
<b>Maiah Jaskoski, Ph.D.</b> Associate Professor Graduate Coordinator	Comparative Politics, Latin American Politics, Environmental Politics, Ethnic Politics, Security Privatization, Military Roles, Civil-Military Relations, Borders	<a href="mailto:Maiah.Jaskoski@nau.edu">Maiah.Jaskoski@nau.edu</a>
<b>Paul E. Lenze, Ph.D.</b> Senior Lecturer	Comparative Politics International Relations, Middle East Politics	<a href="mailto:Paul.Lenze@nau.edu">Paul.Lenze@nau.edu</a>
<b>Stephen A. Meserve, Ph.D.</b> Assistant Professor	Comparative Legislatures, Comparative Political Economy, Democratic Institutions, Digital Politics, Western European and European Union Politics	<a href="mailto:Stephen.Meserve@nau.edu">Stephen.Meserve@nau.edu</a>
<b>Sheila Nair, Ph.D.</b> Professor	International Relations Theory, International Political Economy, Comparative Politics, Globalization, Social Movements, Southeast Asia, U.S. Foreign Policy	<a href="mailto:Sheila.Nair@nau.edu">Sheila.Nair@nau.edu</a>

<b>Faculty Member</b>	<b>Interests</b>	<b>E-mail Address</b>
<b>Stephen A. Nuño, Ph.D.</b> Associate Professor Chair	American Politics, Latino Politics, Voting Behavior	<a href="mailto:Stephen.Nuno@nau.edu">Stephen.Nuno@nau.edu</a>
<b>Eric E. Otenyo, Ph.D.</b> Professor	Comparative Public Administration	<a href="mailto:Eric.Otenyo@nau.edu">Eric.Otenyo@nau.edu</a>
<b>Sean Parson, Ph.D.</b> Associate Professor <i>On sabbatical 2019–2020</i>	Political Theory, Environmental Politics	<a href="mailto:Sean.Parson@nau.edu">Sean.Parson@nau.edu</a>
<b>Lori Poloni-Staudinger, Ph.D.</b> Professor Associate Dean, College of Social and Behavioral Sciences	Women and Terrorism, Social Movements, West European Politics	<a href="mailto:Lori.Poloni-Staudinger@nau.edu">Lori.Poloni- Staudinger@nau.edu</a>
<b>Zachary A. Smith, Ph.D.</b> Regents' Professor	Environmental & Natural Resources Policy and Administration, Public Administration, State, Local, and Public Policy	<a href="mailto:Zachary.Smith@nau.edu">Zachary.Smith@nau.edu</a>
<b>Frederic I. Solop, Ph.D.</b> Professor	American Government, Elections, Public Opinion, Internet Democracy, Social Movements	<a href="mailto:Fred.Solop@nau.edu">Fred.Solop@nau.edu</a>
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<b>Minzi Su, Ph.D.</b> Associate Professor of Practice	Public Administration, Public Policy, Comparative Governance, Public Budgeting and Financial Management, Subnational Government, Policy Development, Collaborative Governance, Comparative Governance	<a href="mailto:Minzi.Su@nau.edu">Minzi.Su@nau.edu</a>
<b>Halit Tagma, Ph.D.</b> Assistant Professor	International Relations, Comparative Politics, International Security, Europe and Middle East	<a href="mailto:Halit.Tagma@nau.edu">Halit.Tagma@nau.edu</a>
<b>Alan Wood, Ph.D.</b> Principal Lecturer	Public Administration, Ethics	<a href="mailto:Alan.Wood@nau.edu">Alan.Wood@nau.edu</a>
<b>Stephen Wright, Ph.D.</b> Professor MPA Advisor	Comparative Politics, International Relations, European Politics, African Politics	<a href="mailto:Stephen.Wright@nau.edu">Stephen.Wright@nau.edu</a>

## **DEPARTMENT CHAIR**

The general responsibility of the Department Chair is to oversee all programs in the Department of Politics and International Affairs. With advice and feedback from faculty, the Department Chair coordinates curricular offerings, facilitates the development of faculty, coordinates faculty evaluation, and oversees staffing in the office. Additionally, the Department Chair is responsible for signing off on many of the forms related to your graduate study and is involved in dispute resolution and appeals made by students related to grade and non-grade appeals. The Chair also manages the budget, maintains communication with all centralized university units, and represents the Department in interactions with the Dean and Associate Deans of the College of Social and Behavioral Sciences. The current Department Chair is Professor Stephen A. Nuño.

## **GRADUATE PROGRAM COMMITTEE**

The Graduate Program Committee (GPC) within the Department of Politics and International Affairs (PIA) is responsible for overseeing policies related to the graduate program as well as recommending admissions and funding decisions to the full faculty. The GPC also serves as an initial hearing committee for graduate student appeals, generally as they relate to the qualifying paper and oral exam process. Students, through the Graduate Association of Political Science (GAPS), select a student representative to serve on the committee. The Graduate Program Coordinator (also, "Graduate Coordinator") serves as the head of the GPC. The current Graduate Coordinator is Professor Maiah Jaskoski. The GPC generally meets once per month.

## **ACADEMIC ADVISORS**

Students will be assigned an initial faculty academic advisor upon matriculation in the graduate program. These assignments are made by the Graduate Coordinator. The function of this advisor is to be an initial person with whom the student can interact to address questions and develop first-semester course schedules.

PhD students must designate a permanent advisor by the beginning of their third semester of study. Master's students must designate an advisor during their second semester of study. To designate a permanent advisor, complete the departmental form "Designation of Graduate Program Advisor," available from the Administrative Associate in the Department office. The purpose of the permanent academic advisor is to help students structure their degree plan and address any issues or problems that arise while enrolled in the program. It is the responsibility of the student to regularly update a Program of Study form with their academic advisor and have it placed in their file.

*Note:* A graduate student's academic advisor may be different from the graduate student's thesis/dissertation chair. (For guidelines on selecting a chair, see the "Thesis and Dissertation Requirements" section of this handbook.)

## **GRADUATE STUDENT ASSOCIATION (GAPS)**

GAPS was established to facilitate communication among graduate students as well as between students and the faculty/Department. GAPS seeks to provide information, advocacy, and community to graduate students; offer professional development opportunities to graduate students; and facilitate relations between graduate students and PIA faculty. All political science

students are members according to the GAPS charter. GAPS sends a representative to the university [Graduate Student Government \(GSG\)](#).

Why should you get involved?

- Build your curriculum vitae (CV)/resume by sitting on a faculty committee.
- Learn about the Political Science profession by engaging directly with professional experiences, including participating in academic job searches, departmental policy discussions, and guest speaker events.
- Enhance the graduate student community with your unique experience and ideas.

What has GAPS done?

- Sponsored speakers such as Dr. George Ciccariello-Maher, Amy Goodman, Toni Morrison, Ralph Nader, and Dr. Theda Skocpol.
- Proposed and facilitated changes to graduate program requirements and policies.
- Hosted “Intellectual Intersections: A Multidisciplinary Student Conference.”
- Aided the 2013 conference committee for “Fanaticism and the Abolition-Democracy: Critical Theory in the Spirit of Joel Olson.”

To get involved, contact the current GAPS president, who would be happy to talk with you and answer questions. All graduate students are strongly encouraged to become involved in GAPS.

## **DEPARTMENT OFFICE**

The Department office, SBS Castro (Building 65) room 224, is open 8:00 a.m. to 5:00 p.m., Monday through Friday. The Department staff are available to assist you in accessing your student file, providing certain forms (e.g., for class registration), Department stamping and Chair signatures on specific forms, and generally to answer questions. In the interest of protecting the privacy of all students in the Department, it is against policy for you to access any file in the office without prior approval from the office staff.

The office staff will be happy to assist Graduate Assistants (GAs) with questions that arise. The Administrative Associate manages all paperwork related to the graduate programs, serves as the graduate student liaison with payroll and the Graduate College, assists with scheduling meetings, maintains the PIA Department web and Facebook pages, manages supplies, and oversees the Department’s student workers. The current Administrative Associate is Ms. Heaven Johnson.

## **SUPPLIES, MAILBOXES, AND COPYING**

Computers are available for use in the GAs’ office in SBS Castro, room 204. This workspace is provided to aid GAs in the implementation and completion of assistantship duties.

Office supplies are available in SBS Castro 221, the department workroom. Please speak with the office staff or a student worker for access to office supplies. Departmental office supplies are to be used only for GA-related functions and not for personal use. In this room, there are also mailboxes for all faculty and GAs. Graduate students who are not GAs can request a mailbox by e-mailing or calling the Administrative Associate in the Department office. Copy and scan jobs related to GA duties may be requested from the student worker, using the request form, in SBS Castro 221. Please allow at least 48 hours for completion of copy or scan jobs.

The Department is not responsible for the costs associated with coursework, theses, or other student research. For example, if a student uses a GA office computer to write and print a thesis,

the student must supply paper and ink cartridges. For assistance, please see the office staff. For personal copies, you must use other copying services available across campus.

## **STUDENT DEPARTMENTAL FILES**

The Department maintains a file on every graduate student. This file is open to faculty and to the individual student. If the student needs to examine their file, the office staff will allow student access to the file. Items from the file may be copied, but the file will remain in the office. Note: Recommendation letters with waived right of access are to remain sealed in an envelope in the student file.

It is the responsibility of the student to keep all documents current. For example, the student is responsible for adding copies of awards, documentation of presentations, their updated CV and teaching statement, and other evidence of accomplishments to their file; ensure that semester GA evaluations have been completed and placed in the file; and ensure that the file is up-to-date on progress in the degree program, including by submitting updated Programs of Study and notifying the office of an upcoming oral exam or thesis or dissertation defense.

## **POS-GRADS**

POS-GRADS is an open listserv for PIA graduate students and faculty. Its purpose is to facilitate communication between graduate students and the Department. All PIA graduate students are automatically added to this listserv. Departmental updates and announcements and other important communication occurs using the listserv. This list should be used only for graduate-student-related information regarding, for example, job opportunities, grants, conferences, publication opportunities, and departmental announcements.

POSGRADASSISTS is a listserv for GAs, the Graduate Coordinator, Chair, and Administrative Associate, to facilitate communication from these sources to all GAs. All GAs are automatically added to this listserv.

## GENERAL POLICIES

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These general policies, which from the Department, the Graduate College, and the University, should help guide you during your graduate studies in the Department of Politics and International Affairs (PIA).

### TRANSFERRING GRADUATE CREDITS

If you have taken graduate coursework prior to your enrollment in your PIA graduate program and want to apply it toward your PIA graduate degree, you must obtain advisor and Chair approval, before petitioning the Graduate College. You must provide your advisor for their review the syllabus(i) for the course(s) in question. The number of units you transfer from other institutions cannot exceed 25 percent of the total minimum units of credit required for your PIA degree. Credits transferred must have been earned within 6-, 8-, or 10-year period to finish your PIA degree (see below “Time-Limit Policy” under “Criteria for Maintaining Regular Status”).

For more details on university restrictions on and rules for credit transfers, see Academic Catalog, [Policy 100336, Transfer Credit, Graduate Students](#).

### INCOMPLETES AND IN-PROGRESS GRADES

#### Incomplete Policy

A student may petition a course instructor to receive a grade of “incomplete” (I). If the instructor agrees to assign the student an “I,” the student and instructor must complete and submit to the Department office a written agreement (the [Incomplete Contract, Graduate](#)) indicating the exact work required of the student to finish the course and the anticipated date of completion of the work. The student must complete the coursework within one calendar year. For example, if a student receives an “I” in a course during the Fall 2018 semester, all agreed upon requirements must be finished by the end of the Fall 2019 semester.

For more information about rules governing Incompletes, see Academic Catalog, [Policy 100406, Grades of In-Progress or Incomplete, Graduate](#).

#### In-Progress Policy

Graduate students may receive the “In Progress” (IP) grade for professional paper/practicum (689), thesis (699), dissertation (799), fieldwork experience, and internships. A student must request an IP grade and “be making satisfactory progress in a course.” For more information, see Academic Catalog, [Policy 100406, Grades of In-Progress or Incomplete, Graduate](#).

### WORK OUTSIDE THE DEPARTMENT

Students are required to notify the Graduate Coordinator of any volunteer or paid activities or employment—on or off campus—in which they are involved while enrolled as full-time graduate students in the Department. Students employed by an NAU department or unit other than PIA must inform the Chair, as well, about that employment. No GA can be employed for more than 20 hours per week at NAU during a given semester without first obtaining Graduate College permission, requested by submitting a [Request for Exception Allowing Additional Work for Graduate Assistants](#).

*Caution:* Although you should expect to work hard in graduate school, it is important that graduate students take care not to overextend themselves with too many courses, research commitments, GA-ship responsibilities, or outside employment.

## CRITERIA FOR MAINTAINING REGULAR STATUS

### Grade Criteria

Students are allowed up to 6 units of a “C.” All other course grades must be an “A” or “B.” Students must maintain a GPA at or above a 3.0. B’s are “average” grades. An earned course grade is permanent. For more information: Academic Catalog [Policy 100319, Academic Continuation Probation, Dismissal, and Readmission—Graduate](#); [Policy 100318, Course Repeat, Graduate](#).

### Continuous Enrollment

With few exceptions, all graduate students must be enrolled in all Fall and Spring terms throughout the completion of all their degree requirements. For more information, see Academic Catalog, [Policy 100326, Continuous Enrollment, Graduate](#).

### Leave of Absence

A leave of absence may be granted for extenuating circumstances. If you are experiencing problems or environments that make it difficult to focus on your graduate studies and/or Graduate Assistant (GA) obligations, you should consult your advisor. You would be responsible for petitioning for a leave of absence, using the [Petition for Leave of Absence](#) form. For more information, see Academic Catalog, [Policy 100326, Continuous Enrollment, Graduate](#).

### PhD Residency Requirement

Residency must be established by doctoral students during their degree progress. (*Note:* Here, “residency” refers to academic residency and differs from residency for tuition classification.) The Graduate College provides two ways for students to establish residency.

**Option 1: Full-Time Enrollment.** Generally, to fulfill this requirement, you would be enrolled full-time—i.e., in at least 9 units per semester—during your first two semesters in the program.

**Option 2: Program-Specific Alternative Residency Plan.** PIA’s alternative residency plan is as follows. Within the first six semesters of doctoral study, students will maintain 6 credit hours toward the program of study for three semesters (excluding summers) in addition to one of the following:

- Present one academic conference presentation; or
- Publish an academic article or book chapter; or
- Take POS 691: Professional Development Seminar.

In addition, students must maintain:

- Continuous enrollment of at least 3 credit hours per semester (excluding summers) until comprehensive exams
- One face-to-face course (3 credit hours) per academic year
- Complete Program of Study form by end of first semester that shows the student’s remaining coursework plan, by semester. Student must ensure the Program of Study is updated and resubmitted as changes are made

After the first six semesters, students will undergo a review by the Graduate Coordinator. If the above conditions have not been met, students will be dropped from the program. Students can petition the GPC for an additional semester to meet the requirements.

For more information, see “Residency Requirements,” in Academic Catalog, [Policy 100805, Requirements for the Doctoral Degree, Ph.D.](#)

### **Time-Limit Policy**

Master of Arts in Political Science and Master of Public Administration students must earn the degree within 6 years. Students who start the PhD program with a master's degree in-hand must earn the PhD within 8 years. Students who start the PhD program with no master's degree must earn the PhD within 10 years. The time period begins at the start of your first term in your PIA graduate program. An extension beyond the 6- or 8-year time limit may be granted for extenuating circumstances, for up to one year, by student petition.

On time-limit and extension request policies, see “Time Parameters to Complete Degree,” in Academic Catalog, [Policy 100805, Requirements for the Doctoral Degree, Ph.D.](#) (for PhD students); and “Time Limits for Completion,” in Academic Catalog, [Policy 100811, Requirements for Master's Degrees](#) (for master's students). For the “Petition for Extension of Time Limit” form, click on “Extension of time” at <https://nau.edu/graduate-college/forms/>.

### **Application for Graduation**

The semester before a student plans to graduate, the student must apply to graduate through the Graduate College. Deadlines and instructions for completing this process are in the [Graduation section of the Graduate College's web page](#).

### **Professional and Ethical Standards**

All Northern Arizona University students are required to abide by the University's [Academic Integrity Policy](#) (Academic Catalog, Policy 100601). A violation of NAU's Academic Integrity Policy may result in dismissal from the program.

One type of violation is plagiarism. As described in the policy, plagiarism includes the taking of ideas, words, or creative work from another and offering them as one's own. Note that plagiarism can be deliberate or unintentional.

In addition to plagiarism, other forms of academic dishonesty include the submission of work previously submitted for another class and without the knowledge or consent of the instructor. All work done for seminars will be assumed to be original and students shall not submit the same work in different classes.

Just as there are general rules against plagiarism, it is not acceptable for a graduate student to utilize the services of consulting firms, companies, or individuals who conduct statistical analyses or prepare written reports for the student. It may be appropriate for the student to consult such groups about statistical analyses, developing good writing style, and so on, but it is expected that the work submitted by the student (e.g., the thesis) will be the student's own work.

Another category of potential reasons for dismissal from the program includes instances of unprofessional or unethical behavior. As representatives of the Department of Politics and International Affairs and Northern Arizona University, it is important to dress and act in a professional manner. Graduate students commonly receive constructive feedback on professional and ethical behavior from their academic advisors, thesis chair, and GA supervisors.

This should not necessarily be construed as a negative evaluation. However, if the behavior of a graduate student is judged a serious professional or ethical violation, the student may be dismissed from the program. Additionally, if the student consistently displays errors in judgment or inappropriate behavior, he or she may be dismissed from the program.

### **Student Code of Conduct**

When students accept admission to NAU, the University assumes that they thereby agree to conduct themselves in accordance with University standards. The University reserves the right, on the recommendation of the Dean of Students and with the approval of the President, to terminate at any time the enrollment of a student who proves to be an undesirable member of the student body.

In compliance with state law, the Arizona Board of Regents has adopted and promulgates a uniform [Student Code of Conduct](#), which establishes rules and regulations governing student behavior at NAU.

### **Protection of the Learning Environment**

The university's [policies regarding course behavior](#) are to be followed in all cases. Among other expectations, different groups are to be respected; it is to be expected that course material will challenge students, including by presenting ideas with which students may disagree; and students are expected not to disrupt learning, as follows:

#### ***Disruptive Behavior***

Membership in NAU's academic community entails a special obligation to maintain class environments that are conducive to learning, whether instruction is taking place in the classroom, a laboratory or clinical setting, during course-related fieldwork, or online. Students have the obligation to engage in the educational process in a manner that does not breach the peace, interfere with normal class activities, or violate the rights of others. Instructors have the authority and responsibility to address disruptive behavior that interferes with student learning, which can include the involuntary withdrawal of a student from a course with a grade of "W". For additional information, see NAU's disruptive behavior policy at <https://nau.edu/university-policy-library/disruptive-behavior>.

#### ***Nondiscrimination and Anti-Harassment***

NAU prohibits discrimination and harassment on the basis of sex, gender, gender identity, race, color, age, national origin, religion, sexual orientation, disability, or veteran status. Due to potentially unethical consequences, certain consensual amorous or sexual relationships between faculty and students are also prohibited. The Equity and Access Office (EAO) responds to complaints regarding discrimination and harassment that fall under NAU's Safe Working and Learning Environment (SWALE) policy. EAO also assists with religious accommodations. For additional information about SWALE or to file a complaint, contact EAO located in Old Main (building 10), room 113, PO Box 4083, Flagstaff, AZ 86011, or by phone at 928-523-3312 (TTY: 928-523-1006), fax at 928-523-9977, email at [equityandaccess@nau.edu](mailto:equityandaccess@nau.edu)<<mailto:equityandaccess@nau.edu>>, or via the EAO website at <https://nau.edu/equity-and-access>.

#### ***Sensitive Course Materials***

University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In their college studies, students can expect to encounter and to critically appraise materials that

may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.

### **Procedures when Students Do Not Meet Criteria**

The procedure for dismissal typically involves a probationary period during which the Graduate Program Committee (GPC) provides the student and their academic advisor with detailed feedback about the student's behavior and/or academic performance. The GPC may recommend additional arrangements for supervision, including possibly supervision by another (other) faculty member(s). The GPC and the student's advisor outline specific parameters for acceptable behavior to be addressed by the student during the evaluation period. The student is monitored closely during this period and reevaluated at the end of the specified time. Within a specified period, the student is expected to remediate the difficulty. After the probationary period, the GPC will make a recommendation as to whether the student is dismissed or returned to regular standing.

## **GRADUATE ASSISTANTSHIPS, TUITION WAIVERS, AND GRADUATE TEACHING SCHOLAR POSITIONS**

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The Department of Politics and International Affairs (PIA) provides support for graduate students, including in the forms of Graduate Assistantships (GA-ships), in-state and out-of-state tuition waivers, and Graduate Teaching Scholars (GTS) positions, which are filled by advanced PhD students who teach courses. GAs and GTS' receive remuneration in addition to full tuition remission and health insurance.

The department has a limited number of each type of award. All awards are competitively awarded based upon merit. Faculty members may also have additional funds with which they may hire research assistants; the number of such opportunities varies each year.

### **POOL, RANKINGS, AND FUNDING OFFERS**

#### **Graduate Assistantships and Tuition Waivers**

A call for applications from students for GA-ships and tuition waivers will be sent out to all graduate students in the Department at the end of the fall semester or early in the spring semester. Typically, student must apply to the Department in February.

Annually in the spring semester, the Graduate Program Committee (GPC) determines who will be in the GA and waiver pools. The GPC considers all continuing students who applied for an assistantship and/or waiver; and all newly admitted applicants who applied for an assistantship and/or waiver: the admitted M.A. and Ph.D. program applicants who applied for the funding and met the most recent October 15<sup>th</sup> or January 15<sup>th</sup> application deadline; and the admitted MPA program applicants who applied to the program and for funding by the most recent January 15<sup>th</sup> application deadline. Students are ranked based on merit. An assistantship is assumed to be the preferred award unless the application indicates otherwise. The Department does not award both an assistantship and a waiver to an individual student.

To recruit high-quality candidates, the Department designates at least two assistantships per year to incoming students. As circumstances permit, one assistantship per year is designated for an incoming Master of Public Administration (MPA) student if there is a well-qualified applicant.

The GPC reports its GA/waiver award determinations to the full faculty for approval. Then, all PIA faculty have the opportunity to engage in the decision process by approving GPC determinations selectively, requesting changes, or requesting GPC reconsideration on specific points. Award offers are extended to students in order of the Department-approved ranking.

A student who is offered but declines a GA-ship, may request in writing to be reinstated in that year's pool. The student would be placed at the bottom of the ranked GA list. If the student were originally ranked for a renewable award, the ranking would still be for renewable status.

If an assistantship opportunity becomes available and the pool of ranked candidates is exhausted, the Department will put out an open call to PIA graduate students, rank applicants, and make an offer based on those rankings.

## **Graduate Teaching Scholar (GTS) Positions**

A call for applications from students for GTS positions will be sent out to all graduate students in the Department during the spring semester. In considering advanced PhD students for individual responsibility for teaching a class, students should meet all the following criteria:

- Advanced to candidacy (that is, passed the qualifying exam and successfully defended the dissertation prospectus).
- Completed POS 691, "Professional Development."
- Recommended by their academic advisor for an instructor assignment.
- Apply for consideration by the announced application deadline.

Preference will be given to students who meet all these criteria. Doctoral students who do not meet all the above requirements may submit an application that includes an explanation of any exceptions and extenuating circumstances.

The GPC will review all applications, taking into consideration the above criteria as well as each student's previous teaching/classroom-related experience (usually as a GA), including any student teaching evaluations; the student's English language proficiency; and whether the student has completed their coursework in their specialization area.

In addition, the GPC will take into consideration whether a student has already held a GTS position. GTS' are encouraged to teach for only one year in that capacity, allowing other eligible students the opportunity to teach. Students, however, are permitted to teach more than one year, especially if no other students are available to teach for the Department.

The GPC may rank the applicants or provide the Department Chair a list of recommended candidates. The Department Chair has the final authority for making course assignments, in accordance with Departmental scheduling needs, faculty teaching loads, and the ability of potential instructors to teach courses that must be offered in the curriculum.

## **CONDITIONS OF AWARDS**

### **Tuition Waivers**

Recipients of tuition waivers do not perform any work as a condition of the award. They must continue to meet all eligibility requirements of the Graduate College.

### **Graduate Assistantships**

To supplement this section on GA-ships, for more information on the rights and responsibilities of NAU GAs, see the [Graduate Assistantship, Traineeship, and Fellowship Policy Handbook](#).

Each year the Department awards a limited number of GA-ships. GAs are assigned to faculty members. The nature of a GA's duties varies based upon the needs of the supervising instructor. Generally, GAs will assist their faculty member with teaching, research, and administrative duties for 20 hours per week. Each GA must sign a set of [Conditions of Assistantship Appointment](#) required by the Graduate College. These Conditions include working for the entire required contract term, which begins one week before classes start and continues through the last day of finals' week. The Department may impose other duties and conditions of service as announced.

GAs are assigned to faculty by the Graduate Coordinator, based upon need and schedules. Every effort is made to match requests between students and faculty; however, funding or scheduling restrictions make this difficult, and not all requests can be met.

**Mandatory Training for Graduate Assistants.** All PIA GAs—including new and returning GAs—are required to attend a departmental GA orientation session at the beginning of the contract period each academic year. The orientation will discuss, in depth, GA rights and responsibilities.

As per Graduate College policies, all GAs are required to take training on the NAU’s “Safe Working and Learning Environment” (SWALE) policy; preventing workplace harassment; and the Family Educational Rights and Privacy Act of 1974 (FERPA). For more information, see pp. 8 and 18 of the [Graduate Assistantship, Traineeship, and Fellowship Policy Handbook](#); the [SWALE policy](#), in the “Forms” section of the Equity Access Office webpage; NAU’s [Required Training](#) webpage; and the [FERPA Training](#), accessible through the Office of the Registrar webpage.

**Graduate Assistant Evaluations.** Each faculty supervisor completes an evaluation form for their GA at the end of each term, using the department-supplied form. The supervisor personally discusses with the GA their performance and the written evaluation. The GA must be shown the evaluation, sign it acknowledging receipt of a copy, and have an opportunity to add comments. Evaluations are due in the department office within a week after the end of each semester. Each GA’s evaluations are retained by the Department, in the student’s file.

**Renewable Assistantships.** Assistantship awards are considered *renewable* unless specifically designated “non-renewable.” Renewal is not automatic. Students with renewable assistantships must demonstrate satisfactory work performance, demonstrate adequate academic progress, continue to meet all eligibility requirements of the Graduate College, and reapply annually.

Satisfactory performance for GA-ship renewal is defined according the following criteria:

1. Maintenance of at least a 3.5 GPA.
2. “Incompletes” in courses fulfilled within one semester.
3. Consistent GA evaluations of “good” or “excellent” on the GA evaluation form.
4. For newly admitted students, completion of conditions of admission before first day of GA contract.

Failure to meet any of the above criteria will be grounds for non-renewal of the GA-ship. Failure to satisfactorily carry out the conditions of the assistantship and maintain adequate academic progress is grounds for termination or non-renewal. All awards can be revoked if normal academic progress is not made and/or if the GA does not satisfactorily complete their duties.

The department commits to renewable assistantship awards according to the following formula (assuming eligibility requirements are met):

Graduate Program	Individual Student GA Award Eligibility	Example of GA Award Distribution
MA or MPA	80 hours	20 hours/week for 4 semesters <i>(typically, original award year + 1 year)</i>
PhD: Students entering with master’s	120 hours	20 hours/week for 6 semesters <i>(typically, original award year + 2 years)</i>
PhD: Students entering with bachelor’s	160 hours	20 hours/week for 8 semesters <i>(typically, original award year + 3 years)</i>

Students who receive an 80-hour GA-ship while earning an MA or MPA from PIA may reapply for a renewable assistantship when entering the PhD program. The maximum funding commitment is limited to 160 hours/4 years funding, in the master’s and PhD programs combined. GA funding from a source outside PIA is not counted in this funding formula.

***Non-Renewable Assistantships.*** Some GA-ships may be designated *non-renewable*. In this case, there is no commitment to funding beyond the specified award period. All spring term awards are non-renewable. Other partial-year awards and awards based on restricted-source funding may also be designated non-renewable. A GA with a non-renewable assistantship may apply during the next award cycle for available (renewable or non-renewable) assistantships.

### **Graduate Teaching Scholar Positions**

GTS' normally teach three semester-long courses across one academic year. The Department will support new graduate student instructors in the form of orientation and assistance with procedural matters (e.g., book ordering and syllabus development). Graduate student instructors should have their syllabi reviewed by the department Chair before the start of the semester.

The Chair will assign a faculty member to mentor and evaluate each graduate student who teaches a class. This faculty member will visit the class several times during the semester, prepare a written evaluation of the student's teaching performance, and submit the evaluation to the Chair. Graduate student instructors are strongly encouraged to consult regularly with their mentors.

# GRADUATE STUDENT EVALUATION

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Graduate students are evaluated on an ongoing basis. The Graduate Coordinator oversees the evaluation of graduate students. Copies of all student evaluations are placed in the student's departmental file and used for various purposes, including letters of recommendation and GA assignments. The Graduate Coordinator reviews the files each spring to verify whether students are making satisfactory academic progress. If a student is not making satisfactory academic progress, a letter will be sent to the address on file. Graduate student evaluations are based on the following:

## MAINTAINING REGULAR STATUS

Students must maintain regular status (see above "Criteria for Maintaining Regular Status" under "General Policies").

## ACADEMIC REQUIREMENTS

The student will work with their academic advisor in planning a Program of Study. Each year, the Program of Study form needs to be updated, and the latest version, added to the student's file. Before a student graduates, their final Program of Study must be approved by the student's advisor and the Department Chair; the student needs this document to apply to graduate. Program of Study forms are in the ["Programs of Study" section of the Graduate College web page](#). In addition to coursework, graduate students must also complete the following requirements:

- MA students: synopsis paper and oral exam; *or* thesis and thesis defense.
- MPA students: capstone project.
- PhD students: two qualifying papers, oral exam, dissertation prospectus, prospectus defense, dissertation, and dissertation defense.

## STATEMENT OF ACCOMPLISHMENTS (SOA)

### Description and Purpose

Graduate study goes beyond coursework and many activities contribute to the development of each student as a professional in the field. These activities often go unnoticed. An SOA is a document that specifies a graduate student's workload accomplishments throughout the academic year. The SOA is inserted into the student's academic file and serves as a record of achievements that can be used to gain a more holistic view of the student's progress throughout their tenure at NAU. Every M.A. and Ph.D. graduate student is expected to complete an SOA before the end of each academic school year. Completed SOAs are reviewed by the Graduate Program Committee and by the Department Chair. Specific dates will be announced.

### Elements of the SOA

1. Up-to-date curriculum vitae.
2. Up-to-date program of study form.
3. A completed [Politics and International Affairs Statement of Accomplishments \(SOA\) Form](#), available in the "Forms" section of the PIA web-site. **To be considered complete, the form must be signed by the student's faculty advisor.**

## PROGRAM DESCRIPTIONS AND TIMELINES FOR NORMAL PROGRESS

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While individual student experiences are different, this section traces program progressions towards timely graduation for full-time (9 credit hours/semester) graduate students. The timelines do not guarantee program completion or lengths of time for completion.

### MASTER OF ARTS IN POLITICAL SCIENCE (MA)

Students will have the flexibility to tailor their degree to their particular interests. The Department offers coursework in the traditional disciplinary subfields of American Politics, Public Administration, Comparative Politics, and International Relations. Additionally, the core curriculum will provide a strong foundation in the discipline as a whole. Students will develop foci that align with the foci of the Politics and International Affairs Department. The Department has a particular strength in Social Movements with focal areas in Environment, Development, and Diversity.

MA students can expect to complete the degree program in two or two-and-a-half years, provided they maintain minimum GPA and course grade requirements and prepare in advance for the thesis or oral exam. The following timeline can serve as a guide as students advance through the program. *Note:* Students should be in continuous communication with their advisors as they prepare for their thesis or exam.

- **Fall Semester 1:** 9 credits of coursework including POS 600.
- **Spring Semester 1:** 9 credits of coursework including POS 601; naming of advisor; forming of thesis or exam committee.
- **Summer 1:** Begin thesis research or exam preparation.
- **Fall 2:** 9 credits of coursework; continue thesis research/writing or exam preparation.
- **Spring 2:** 9 credits of coursework including 6 hours of thesis credits if thesis option or 3 hours of comprehensive reading credits; completion and defense of thesis; or completion of synopsis paper and of oral exam.

#### Thesis Option

27 units of course work plus 6 units of thesis credit and 3 units of additional POS courses or electives related to primary or secondary coursework. For information on the thesis process and timelines, see below section, "Thesis and Dissertation Requirements."

#### Non-Thesis Option

27 total units of course work plus 3 additional credits of reading for the comprehensive exam, to be completed in the final semester, and 6 units of additional POS courses or electives related to primary or secondary coursework. As required preparation for the oral exam, the student will produce a 20–25-page synopsis research paper in which the student integrates knowledge learned throughout the program. This research paper will form the basis of the oral examination. For the M.A. Synopsis Paper Evaluation form and the M.A. Oral Exam Evaluation form, see [Forms](#) on the PIA web-site. For more information, see [Checklist for Master's, Non-Thesis Candidates](#).

**Exam Board for Non-Thesis Option.** The exam board is made up of a student's advisor (from PIA) and two other members to represent the foci and specialization areas. The board will be chosen by the student in consultation with the advisor and approved by the Graduate Coordinator and Department Chair. At least two of the three members of the committee must be from PIA.

## From Graduate College

At least 24 of the 36 units for the degree must be in courses other than such individualized studies as independent studies and research. Up to 6 of those 24 units may be at the 400 level, through a formal “override” process that you must initiate. For more information, see “Academic Requirements,” in Academic Catalog, [Policy 100811, Requirements for Master’s Degrees](#).

## Master of Arts in Political Science Program of Study\*

<b>I. Core Courses (9 units required)</b> POS 600 Approaches to Political Inquiry POS 601 Research Methods and Analysis POS 607 Political Theory
<b>II. Political Science Specialization (9 units required)</b> —See Appendix A for options.
<b>III. Secondary Coursework (9 units required, including at least 3 in PIA)</b> —See Appendix B for suggested non-PIA courses in Environment, Development, and Diversity.
<b>IV. Additional Thesis or Exam credits (9 units required).</b> <i>Thesis option:</i> 6 units of thesis credit (POS 699) and 3 units of additional POS courses or electives related to primary or secondary coursework. <i>Non-thesis option:</i> 3 units of reading for the comprehensive exam (POS 597), to be completed in the final semester, and 6 units of additional POS courses or electives related to primary or secondary coursework.

\* For Program of Study form, go to [“Programs of Study” section of the Graduate College web page](#). For more details on program requirements, see [PIA MA requirements](#).

## DOCTORATE IN POLITICAL SCIENCE (PHD)

Students will have the flexibility to tailor their degree to their particular interests. The Department offers coursework in the traditional disciplinary subfields of American Politics, Public Administration, Comparative Politics, and International Relations; and the core curriculum provides a strong foundation in the discipline, including in public policy. Students will develop foci that align with the foci of the Department. The Department has a particular strength in Social Movements, and its foci areas include Environment, Development, and Diversity. The PhD program involves coursework; writing and defending two qualifying papers; writing and defending a dissertation prospectus (a proposal); and writing and defending a dissertation.

PhD students can expect to complete the degree program in 4–6 years, though individuals vary widely: in recent years some students have completed PhD study in four years. Others have taken as long as ten years. The length of time a student takes depends on previous degrees, performance in coursework and the qualifying exam, time needed for dissertation preparation and research, and focus of the student. The following timeline illustrates an optimal scenario for a student entering the program without any transfer credit who remains focused and uses summers for dissertation and exam preparation.

- **Year 1:** 18 credits of coursework, including POS 600 and POS 671 (Fall) and POS 601 (Spring); choose permanent advisor by Spring semester.
- **Year 2:** 18 credits of coursework including POS 607; choice of advisor required by third semester; begin thinking about possible dissertation committee members; begin research on dissertation prospectus (summer).
- **Year 3:** 18 credits of coursework; completion of 2 qualifying papers and oral exam (required by end of Year 3); submit papers to peer-reviewed journals.
- **Year 4:** 18 credits of coursework; write and defend dissertation prospectus (required by middle of Year 4); dissertation research.
- **Year 5:** Dissertation credits (minimum of 6 units); complete and defend dissertation.

*Note:* Students must maintain regular contact with advisors and the other committee members throughout their coursework, qualifying papers, and dissertation processes. For students applying for academic jobs, the Department strongly encourages students to work with their advisor to deliver at least one practice job talk in the Department before their first interview.

### **Course Planning**

Students must fulfill all Core course requirements, and at least 9 of the 15 units in their Specialization Area, through coursework within the Department of Politics and International Affairs. Exceptions to this policy will be made only under exceptional circumstances, by petition of the GPC and with department Chair approval.

Students must satisfy a “research tool” requirement in one of two ways: (1) Demonstrate proficiency in a language other than English that is equivalent to two years of university course work; or (2) Obtain a grade of “B” or better in POS 601 and complete 6 additional units of research methods. For more information on the NAU research tool requirement for PhD students before they may advance to candidacy, see “Application and Admission/Designation,” in Academic Catalog, [Policy 100805, Requirements for the Doctoral Degree, Ph.D.](#)

Students are encouraged to choose courses in such a way as to possibly earn a certificate in addition to their PhD.

### **Qualifying Exam Papers**

Students are required to complete and defend in an oral exam two (2) qualifying exam papers by the end of the 3<sup>rd</sup> year. Each paper is to cover a topic of interest related to the student’s substantive disciplinary and foci areas. The quality of the paper must be “submittable” to a reputable peer-reviewed journal in the student’s area of research or a Political Science journal.

Each qualifying exam paper is to be approved by a Qualifying Exam Paper Committee approved by the faculty advisor, the Graduate Coordinator, and the Department Chair. Each committee will consist of a primary and secondary reader. At least one committee member must be a member of the Politics and International Affairs faculty.

A faculty member can serve on both qualifying paper exam committees, but both qualifying paper exam committees cannot have the same two faculty members. No faculty member can be the primary reader of both qualifying exam papers. The primary reader has ultimate advisory control over the quality of the paper. Approval of each qualifying exam paper will require a signature by each of the two committee members, acknowledging that the paper is suitable for submission.

While a primary reader is responsible for assessing the student’s progress on the qualifying paper, broad guidelines should be adhered to in order for a paper to receive approval at the “submittable” standard. Qualifying exam papers are to be used for preparation of the skills necessary to write a dissertation. Therefore, all papers should satisfy the readers in the following areas: writing quality; clarity of objectives; clarity of research methodology; demonstration of appropriate critical thinking skills; significant originality, creativity, or insight; and promise for publishability. Qualifying exam papers are to be completed by the end of the third year. For the Form to Create Qualifying Paper Committee and for the Qualifying Paper Evaluation Form, see [Forms](#) on the PIA web-site.

### **Oral Exam**

Students are required to pass an oral exam based on the students’ program of study, conducted by the student’s oral exam committee. The oral exam committee will be comprised of at least three faculty members pulled from the two qualifying paper committees. In most cases, the exam

committee consists of all (three or four) qualifying paper readers. The student is to identify a committee chair to guide the student through the oral exam process. The chair must be a member of the Politics and International Affairs faculty. The oral exam should test the student’s command of the literature learned in the core course curriculum and the literature in their primary and secondary fields. The qualifying exam papers are also to be used in developing the questions in the oral exam. Oral exams are to be completed by the end of the third year. An appeal can be made for up to one year. For the Qualifying Paper Exam Evaluation Form, the Qualifying Paper Oral Exam assessment form, and the form used to document the pass/fail decision of the committee, see [Forms](#) on the PIA web-site.

**Dissertation Prospectus and Dissertation**

Upon completion of the oral exam, a prospectus must be completed and defended by the end of the following semester. An appeal can be made for up to one semester. For more information on the prospectus and dissertation, see “Thesis and Dissertation Requirements.”

**Obtaining Master of Arts in Political Science**

While working toward their PhD and still enrolled in the PhD program, a student may obtain a Master of Arts in Political Science (MA). To qualify for the MA, the student must first complete (1) all program coursework, excluding dissertation credits (POS 799) and any required coursework to fulfill the research tool requirement; and (2) the qualifying paper and oral exam process. Upon completion of these requirements, to pursue the master’s degree, the student must contact their advisor to express interest in obtaining the degree. The advisor would guide the student through the following steps. First, the student would apply to the Master of Arts in Political Science program through the Graduate College. This application would be accepted, and the student would be admitted to the program, all through an expedited process. Second, after being formally admitted to the program, the student would be required to apply for graduation through the Graduate College.

**Doctorate in Political Science Program of Study\***

<p><b>I. Core Courses (12 units required)</b>          POS 600 Approaches to Political Inquiry          POS 601 Research Methods and Analysis          POS 607 Political Theory          POS 671 Policy Process</p>
<p><b>II. Political Science Specialization (15 units required)</b>—See Appendix A for options. For Public Administration, International Relations, and Comparative Politics, select from those options and/or take other courses as approved by your advisor.</p>
<p><b>III. Secondary Coursework (12 units required)</b>—See Appendix B for suggested non-PIA courses in Environment, Development, and Diversity.</p>
<p><b>IV. Additional Coursework:</b> Further coursework needed to complete your research tool requirements, complete qualifying exam papers, and ensure adequate preparation for your dissertation research. It is recommended that students take a total of 12 units to write, revise, and defend their qualifying papers (POS 597). See Appendix C for suggested non-PIA methodology course options to help fulfill research tool requirement.</p>
<p><b>IV. Dissertation (minimum of 15 units; maximum of 18 units counted toward degree)</b>          POS 799 Dissertation</p>

\* For Program of Study form, go to [“Programs of Study” section of the Graduate College web page](#). For more details on program requirements, see [PIA PhD requirements](#).

## MASTER OF PUBLIC ADMINISTRATION (MPA)

MPA students can expect to complete the degree program in two to two-and-a-half years, provided the student maintains minimum GPA and course grade requirements. Students may take longer, and students maintaining full-time employment during the degree may take classes at a slower pace. The following timeline can serve as a guide.

- **Fall Semester 1:** 6–12 credits of coursework, advisor assigned.
- **Spring Semester 1:** 6–12 credits of coursework.
- **Summer Term:** 3–6 credits of coursework.
- **Fall Semester 2:** 6–12 credits of coursework.
- **Summer Term:** 3–6 credits of coursework.
- **Spring Semester 2:** 6–9 credits of coursework including POS 681 (capstone).

*Note:* Students should be in regular communication with their advisors throughout their course of study. They may be able to complete some requirements during summer terms. See course offerings.

### Course Planning

Choose all courses in consultation with your academic advisor. You may choose a concentration from a particular field or take several interdisciplinary courses that comprise a coherent area of study. Areas from which you may select a concentration or area of study include, but are not restricted to, Criminal Justice Administration, Educational Administration, Environmental Management, Applied Sociology, and Tribal Government.

**From Graduate College.** At least 24 of the 39 units for the degree must be in courses other than such individualized studies as independent studies and research. Up to 6 of those 24 units may be at the 400 level, through a formal “override” process that you must initiate. For more information, see “Academic Requirements,” in Academic Catalog, [Policy 100811, Requirements for Master’s Degrees](#).

### Master of Public Administration Program of Study\*

<b>I. Core Courses (21 units required)</b> POS 501 Research Methods and Analysis POS 527 Ethics of Public Administration and Ethics POS 541 Public Management POS 571 Policy Analysis and Evaluation POS 543 Organizational Management POS 642 Human Resources Administration POS 644 Government Budgeting
<b>II. Seminar after completing Public Administration (PA) coursework (6 units required):</b> After completing the PA Coursework, you must take 6 units of POS 681, with a grade of “B” or better. POS 681 Theory and Practice of Public Administration
<b>III. Courses in Concentration Area (12 units required):</b> Select 12 units of electives, which may include the POS courses listed here or other courses chosen in consultation with your advisor. POS 428, POS 581, POS 600, POS 605, POS 610, POS 612, POS 657. POS 428 or POS 581 can be taken twice with different topics.

\*For Program of Study form, go to [“Programs of Study” section of the Graduate College web page](#). For more details on program requirements, see [MPA requirements in Academic Catalog](#) and [Checklist for Master’s, Non-Thesis Candidates](#).

## THESIS AND DISSERTATION REQUIREMENTS

A major project facing graduate students is the preparation of a PhD dissertation or MA thesis. The following guidelines are provided to reduce ambiguity commonly associated with a thesis or dissertation. You are responsible for meeting all deadlines relating to your thesis/dissertation, including the following Graduate College deadlines:

### GRADUATE COLLEGE DEADLINES

Task	PhD deadline	MA deadline	Helpful links
Register committee with Graduate College	Well before prospectus defense	n/a	Required form: <a href="#">Recommendation of Dissertation Committee to the Graduate Dean</a>
Apply for candidacy	Immediately after prospectus defense	n/a	Required form: <a href="#">Candidacy Application for the Doctoral Degree</a>
Apply for graduation	<b>By specific date</b> semester before planned dissertation defense	<b>By specific date</b> semester before planned thesis defense	<b>See exact deadline:</b> <a href="#">Graduate College graduation page</a>
Submit formatted thesis/dissertation to Graduate College for review	10 days before dissertation defense	10 days before thesis defense	<a href="#">Graduate College thesis and dissertation page</a>
Schedule oral defense with Graduate College	10 days before dissertation defense	n/a	Required form: <a href="#">Dissertation Defense Scheduling Form</a>
Complete student portion of Form Part I, Form Part II	Before dissertation defense (bring to defense)	Before thesis defense (bring to defense)	Required forms: <a href="#">Thesis/Dissertation Oral Defense Form Part I and Form Part II</a>
Thesis/dissertation defense	Friday of penultimate week of classes	Friday of last week of classes	<b>See exact deadline:</b> <a href="#">Graduate College thesis and dissertation page</a>
Make all final revisions to thesis/dissertation	Before last day of term; <b>in time for committee review and submission of Form Part II</b>	Before last day of term; <b>in time for committee review and submission of Form Part II</b>	Required form: <a href="#">Thesis/Dissertation Oral Defense Form Part I and Form Part II</a>
Submit final thesis/dissertation (Electronic Thesis and Dissertation, ETD)	Last day of term (and after committee submits Form Part II)	Last day of term (and after committee submits Form Part II)	<b>See exact deadline:</b> <a href="#">Graduate College thesis and dissertation page</a>

*Note:* For further information on thesis and dissertation requirements, including timeframes, see [Checklist for Master's Students, Thesis Candidates](#), and [Checklist for Doctoral Students](#).

## **IDENTIFYING A CHAIR AND SELECTING A COMMITTEE**

The decision to assign a dissertation/thesis chair should be based upon common research interests as well as interpersonal compatibility. Before asking a professor to serve as your chair, it is a good strategy to read dissertations/theses completed by previous students under faculty members and to read the curricula vitae (CVs) of faculty members. Students may access faculty CVs by going to the Departmental office or approaching individual faculty members.

Changing the composition of a thesis committee is an unusual move that should first involve discussion between the student, the committee chair, and any committee member directly involved. Consultation with Graduate Coordinator is also encouraged, but not mandatory. If after consultations, the student, the committee chair, or another committee member still seeks a change, the next step is for the party requesting the change to submit written notice to the Graduate Coordinator.

Information specific to forming PhD dissertation and M.A. thesis committees, respectively:

### **PhD Dissertation Committee**

After passing the oral exam, PhD students select a dissertation committee chair to guide them through the dissertation process, and they designate the other members of the dissertation committee. The dissertation chair can be, but need not be, the same person who chaired the oral exam. The dissertation chair must be a full-time member of the NAU Politics and International Affairs faculty. Co-chairs are permissible, and one of the two co-chairs may be from outside the Department. The decision to assign a dissertation chair should be based upon common research interests as well as interpersonal compatibility. Note: It would be highly unusual for a non-tenure-track faculty member serve as a dissertation chair or co-chair, due to their substantial teaching responsibilities. If a student is considering this option, they must first discuss the possibility with the faculty member, the Graduate Coordinator, and the Department Chair.

The dissertation committee consists of four members. At least two members, including the dissertation chair, must be full-time faculty members in Politics and International Affairs. At least one member—and up to two members—must be from outside the Department. The outside member(s) may work at (a) university(ies) other than NAU. Any non-NAU member must be available to attend both the dissertation proposal defense and the final oral defense of the dissertation, either in-person or by speakerphone.

Changes to a committee after the prospectus defense are strongly discouraged.

The makeup of the dissertation committee and any subsequent changes must be formally registered with the Graduate College, using the form, [Recommendation of Dissertation Committee to the Graduate Dean](#).

### **Master's Thesis Committee**

The thesis committee consists of a committee chair from Politics and International Affairs and two other members to represent the specialization and secondary coursework areas. The committee will be chosen by the student in consultation with the student's academic advisor and approved by the Graduate Coordinator and Department Chair.

Thesis students are to identify a thesis committee chair by the end of the spring semester of their first year in the program. At least one of the other two committee members must be from Politics and International Affairs. Master's thesis committees are typically comprised of two faculty members from Politics and International Affairs and one outside member.

## THE RESEARCH AND WRITING

### PhD Students: The Dissertation Prospectus

Students develop a proposed dissertation project in close consultation with the dissertation chair. Depending on the chair and student, committee members may be more or less involved in this aspect of the project. However, the committee typically becomes more involved and has more input at the proposal (or “prospectus”) stage. All committee members make recommendations about the proposal prior to the defense and during the prospectus defense. The prospectus defense must be scheduled after successfully completing the oral exam and before major writing begins for the dissertation. Students must provide their committee a completed proposal at least two weeks prior to the proposal defense meeting. While every committee is different, in general, the dissertation prospectus ought to include the following components:

- Introduction and statement of research problem/question, significance of project
- Relevant In-Depth Literature Review
- Expected Results
- Potential data sources (e.g., datasets, interview subject populations, archives)
- Suggested Plan of Research (who, where, when, how will collect data, including draft survey instruments to be used)
- Suggested Chapter Layout

In general, a dissertation prospectus is 25–50 pages in length and provides a fairly detailed blueprint of how one will carry out dissertation research. Above all, the dissertation proposal must set you on a path to carry out the purpose of the dissertation, which is to conduct and write original analysis. Therefore, the proposal must communicate clearly how the research will contribute something new to our understanding of the topic at hand.

After the prospectus defense, working closely with their advisor, a student must apply for candidacy with the Graduate College, using the required [Candidacy Application for the Doctoral Degree](#).

### IRB Approval for Research

If your dissertation or thesis research involves collecting information about living individuals through (1) interacting with or observing people and/or (2) the review of non-public documents, then you are conducting “human subject research,” and your research requires the approval of the NAU Institutional Review Board (IRB). Generally, if the research involves any interviews, questionnaires, focus groups, or observation of people, you will need to obtain IRB approval for the research. You must obtain IRB approval before you begin any human subject research, including any subject recruitment—e.g., recruitment for interviews, focus groups, or surveys.

Failing to meet all IRB requirements can have dire consequences for your research, including but not limited to your access to your data and any work you produce based on those data.

You would apply for IRB approval after your thesis/dissertation committee approved your research plans. In the case of the dissertation, this would be after the successful defense of the prospectus. IRB review of a complete application takes at least one month.

Before submitting a research proposal to the IRB, students are required to complete online training administered by the Collaborative Institutional Training Initiative (CITI).

For more information on CITI training and the IRB application process, go to the NAU [Human Research Protection Program](#) web page.

## **Data Collection**

Once the dissertation/thesis committee and, if relevant, the IRB, has approved the research, the student may begin data collection. Data for the thesis/dissertation may be from primary and/or secondary sources, but the purpose of the research is to conduct and write original analysis.

**For PhD Dissertation.** Committee approval for a student to collect data follows a successful, formal defense of the prospectus (see above). The data-collection stage often involves fieldwork. While timelines differ greatly, data collection typically takes several months to one year.

## **Writing**

After data are collected and the research is completed, the student will begin to write the dissertation/thesis following the proposed chapter outline approved by the committee. If the student needs to deviate from the proposal, changes must be communicated to the dissertation/thesis committee. During the writing stage, some committee members may wish to see chapters as they are completed. Some committee members may wish to review only a complete draft of the dissertation/thesis. It is your responsibility to communicate with each committee member to learn their preferences and timeframes for reviewing (parts of) the dissertation/thesis during the writing stage.

**For PhD Dissertations.** Approval of the chapter outline would occur at the prospectus defense. The research and writing stage of your project can take anywhere from three months to several years depending upon student focus, the degree of analysis, type of research/data collection, and the quality of the original proposal. Typically, dissertations in the field of Political Science range from five to eight chapters and total 250–500 pages.

## **THE ORAL DEFENSE: BEFORE, DURING, AFTER**

### **Before Oral Defense: Mandatory Steps with Graduate College**

**Graduate College Review of Formatted Dissertation/Thesis.** A formatted version of the dissertation/thesis must be submitted to the Graduate College for a formatting check at least 10 days prior to the thesis/dissertation defense. For formatting and submission instructions: Graduate College thesis and dissertation page.

**For PhD Students.** Scheduling Defense with Graduate College. In preparation for the dissertation defense (but not the thesis defense), students are required to work with the Graduate College, as follows: Each dissertation defense must be scheduled through the Graduate College at least 10 days prior to the defense, and a Graduate College representative must be present at every defense. To schedule the defense, you must use the Dissertation Defense Scheduling Form.

### **Dissertation/Thesis Defense**

All members of the dissertation/thesis committee must be willing to hear a defense before it is scheduled. Thus, you are strongly encouraged to maintain constant communication with your committee. Your chair makes the final decision regarding your readiness for the oral defense.

Students should provide their committee members with a final copy of the thesis or dissertation at least two weeks prior to the dissertation/thesis defense meeting.

A dissertation defense must take place on or before the Friday of the penultimate week of classes in the term. A thesis defense must take place on or before the Friday of the last week of classes

in the term. For the exact deadlines in a given term, see the [Graduate College thesis and dissertation page](#).

You should complete the student portion of the Graduate College's two dissertation/thesis defense forms, [Thesis/Dissertation Oral Defense Form Part I and Form Part II](#), and bring them to the dissertation/thesis defense.

The dissertation/thesis chair will organize specific protocol for the defense. Students must be prepared to answer a variety of questions about the dissertation/thesis project during the defense. The dissertation defenses typically lasts two hours and requires the graduate student to present and defend the dissertation. For thesis defenses, the defense is slightly shorter.

Students are not to provide food or drinks during defense meetings. More generally, students are not to buy committee members or committee chairs gifts or gift certificates in advance of graduation.

Immediately following the defense, the committee will vote to pass the dissertation or thesis. A minimum of 2/3 (MA), 3/4 (PhD), or 3/5 (PhD) votes for approval is required for successful defense.

For the M.A. Thesis Evaluation form and the M.A. Thesis Oral Defense Evaluation form, see [Forms](#) on the PIA web-site.

### **Post-Defense: Final Revisions and Submission**

***Revisions of Dissertation/Thesis after Oral Defense.*** A student may pass the oral exam but still be required to make additional revisions to the thesis/dissertation.

If no additional revisions are required, then after the defense the committee will complete and submit to the Graduate College Form Part II. Once Form Part II is submitted, the student can submit the final dissertation/thesis to the Graduate College.

If additional revisions are required after the defense, then the student must make the required changes and submit them to the committee for review. After committee review and approval, the committee would submit the completed Form Part II to the Graduate College, making it possible for the student to submit the final dissertation/thesis to the Graduate College.

***Electronic Thesis and Dissertation Submission (EDT).*** All NAU theses and dissertations are submitted electronically online using NAU's Electronic Thesis and Dissertation (EDT) submission process. After the dissertation/thesis defense, and after your committee has approved the final dissertation/thesis, you must submit it electronically. To graduate during a given term, a student must submit the final dissertation/thesis by the last day of the term. For further information and submission instructions, see the [Graduate College thesis and dissertation page](#).

## FUNDING: TRAVEL, RESEARCH, AND GENERAL

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### CONFERENCE AND RESEARCH SUPPORT

#### **Conference Travel Support through PIA**

The department has limited funds to support graduate students for travel to conferences. In order to apply, students must submit a budget, conference acceptance and a memo detailing why the presentation of the project is important to the student's career and how it fits into an overall research agenda. This packet should be submitted electronically to the Department Chair, copied to the Graduate Coordinator and Administrative Associate. There is a rolling deadline. Awards of up to \$500 will be made.

#### **Conference Travel Support through Center for International Education (CIE)**

CIE has some funds to support international travel by graduate students who present at international conferences. Contact [CIE](#) for information on how to apply.

#### **Conference and Research Travel Support through Graduate College**

For information on the awards and application deadlines and processes, and to apply, go to [NAU Graduate College Travel and Research Grants](#).

#### **Research Support through Office of the Vice President for Research—SGS**

The Office of the Vice President for Research awards Support for Graduate Students (SGS) to help cover expenses related to thesis and dissertation research. Applicants can request up to \$1,500. The annual application deadline is generally late fall. For more information about the program, deadlines, and to apply, go to the [“NAU Support for Graduate Students \(SGS\) Awards”](#) section of the Office of the Vice President for Research web page.

### GENERAL SUPPORT

Beyond the above funding opportunities specifically for travel and thesis/dissertation research, there are other funding sources to help cover expenses associated with graduate studies, including travel, research, and other expenses related to your studies.

#### **Graduate College Funding and Listings**

The Graduate College offers and advertises scholarships to help students fund their graduate education. These scholarships include, for example:

- Graduate College and Graduate Student Government Scholarships: up to \$1,000
- NAU Foundation Scholarships
- Louis H. and Betty J. Quayle Scholarship: up to \$4,000 per semester for full- or part-time graduate students who are members of a federally recognized Native American tribe or nation

For more information on these and other scholarships, see [“Scholarships for Graduate Students at NAU”](#) on the Graduate College web page.

**GrantForward**

[GrantForward](#) is a database of external funding opportunities: For free, register and create personalized searches to receive regular alerts about relevant funding opportunities.

**American Political Science Association**

APSA lists funding opportunities, at [“Grants, Fellowships, and Funding in the Discipline.”](#)

**NAU Graduate Assistantships Outside of Politics and International Affairs**

In addition to departmental graduate assistantships (GA-ships) in the Department of Politics and International Affairs, other assistantships (non-academic GA-ships) are available around campus. Information about these GA-ships can be found on the Graduate College web page, at [“NAU Graduate Assistantships and Tuition Waivers.”](#)

## MORE GRADUATE STUDENT RESOURCES AT NAU

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### CONFERENCES AND WORKSHOPS

- PIA offers a weekly research brown-bag for graduate students and faculty. This is an excellent opportunity to share your research in a serious environment highly conducive to constructive feedback in a professional setting.
- Graduate students in the College of Social and Behavioral Sciences are encouraged to present their research at the [Annual Social Science & Social Change Conference](#), hosted by the Department of Sociology.
- At the annual [Graduate Student Government \(GSG\) Poster Symposium](#), NAU graduate students showcase their research for a large audience.
- Students may also participate in the Graduate College's [Three-Minute Research Presentation \(3MRP\)](#) competition.
- Additionally, the Graduate College sponsors presentations, brown bag seminars, and workshops for graduate students, including a [professional development series](#). Check your e-mail the Graduate College web page for announcements.

### COMPUTER, SOFTWARE, AND LIBRARY PRIVILEGES

Students may access computer labs for general use in different buildings on campus. Students at NAU have access to a wide range of software programs, including for statistical analysis. For more information, visit the [Information Technology Services](#) web page.

Graduate students have special library privileges available to them at the NAU [Cline Library](#). Students are encouraged to avail themselves of these services.

- Graduate students are afforded 3-month checkout with up to 3 renewals.
- [Document Delivery Services](#) will locate and provide almost any book or item ever published, anywhere. They are very prompt, but sometimes it takes 7–10 days for an item to arrive.
- Databases, including JSTOR and Academic Search Premier are available on-line.

### INDIVIDUAL CAREER, ACADEMIC, AND HEALTH SUPPORT

Services provided to all NAU students, often free or at reduced rates, include the following:

- [The NAU Career Development](#) Office provides consultation and information regarding development of a professional profile, as well as on-campus interview opportunities with a variety of employers.
- [Disability Resources](#) supports people with disabilities including by providing accommodations for students.
- The [NAU Dental Hygiene Clinic](#) provides dental services.
- The [Campus Health Services](#) provides medical and counseling services.

## **APPENDIX A: POLITICAL SCIENCE SPECIALIZATION AREA COURSES (FOR PHD AND MA)**

### **American Politics**

POS 610 American Political Institutions  
POS 612 American Political Processes  
POS 621 Topics in American Public Law  
POS 659 Environmental Policy

*Depending on topic:*

POS 603 Special Topics  
POS 605 Topics in Research Methods  
POS 606 Topics in Political Theory  
POS 658 Topics in Environmental Politics

### **Public Administration**

POS 527 Ethics of Public Admin and Management  
POS 541/641 Public Administration  
POS 543/643 Organizational Management  
POS 642 Human Resources Administration  
POS 644 Government Budgeting  
POS 671 Policy Process [for PhD: Core course, *not* Specialization course]

*Depending on topic:*

POS 603 Special Topics  
POS 605 Topics in Research Methods  
POS 606 Topics in Political Theory  
POS 658 Topics in Environmental Politics

### **International Relations**

POS 658 Topics in Environmental Politics  
POS 680 IR Theory  
POS 683 Topics in International Policy Studies  
POS 684 Issues in Global Society

*Depending on topic:*

POS 552 Political Economy  
POS 603 Special Topics  
POS 605 Topics in Research Methods  
POS 606 Topics in Political Theory  
POS 658 Topics in Environmental Politics

### **Comparative Politics**

POS 670 Comparative Politics  
POS 672 Political Development

*Depending on topic:*

POS 552 Political Economy  
POS 603 Special Topics  
POS 605 Topics in Research Methods  
POS 658 Topics in Environmental Politics  
POS 679 Topics in Global Environmental Politics

## APPENDIX B: NON-PIA ENVIRONMENT, DIVERSITY, AND DEVELOPMENT GRADUATE CLASSES

Class Number		Name	Env	Div	Dev
ADM	655	Leading Diverse Organizational Cultures		X	
AIS	501	Global Indigenous Law and Policy		X	X
AIS	503	Indigenous Nation Building		X	X
AIS	530	Tribal Administration and Human Resource Management		X	X
AIS	550	Tribal Financial Management, Economic Development, and Entrepreneurship		X	X
AIS	585	Tribal Environmental Management	X	X	X
AIS	590	Indigenous Nation Building: Theory into Practice		X	X
ANT	521	Research Ethics, Community Research, and Vulnerable Populations		X	
ANT	548	Anthropology of Development		X	X
ANT	556	Anthropology of Gender		X	
ANT	639	Anthropology of American Culture		X	
BIO	568	Conservation and Management of Imperiled Species	X		
BME	542	Administration of Multicultural Programs		X	X
CCJ	515	World Indigenous People and Justice		X	
CCJ	532	Feminist Justice		X	
CCJ	545	Ethnicity, Race, and Justice		X	
CST	565	American Political Communication		X	
CST	623	Intercultural Communication Theory		X	
DIS	503	Foundations of Disability Studies		X	
DIS	518	Advanced Disability Law and Discrimination		X	
ECO	526	Applied Environmental Economics	X		
EES	605	Regional Topics in Earth and Environmental Science and Policy	X		
ENG	516	Women Writers and Feminist Theory		X	
ENG	546	American Indian Literature		X	
ENG	547	African American Literature		X	
ENG	551	Cultural Studies		X	
ENG	644	American Literature and the Environment	X		
ENV	520	Collaboration in Environmental Management	X		
ENV	540	Conservation Biology	X		
ENV	591	The Science and Management of Greenhouse Gases	X		
ENV	595	Global Environmental and Climate Change	X		
ENV	650	Current Topics in Global Resource Conversation	X		X
ENV	675	Topics in Environmental Discourse	X		
EPS	596	Developmental Perspectives of Human Diversity		X	
ES	570	Politicizing Hip-Hop		X	
ES	584	Racism in U.S. Schools and Society		X	

ES	600	Critical Approaches to Ethnic Studies		X	
FOR	560	Wetland Ecology and Management	X		
FOR	590	Economic and Social Issues in Forest Recreation Development	X		
GSP	501	Community and Public Planning			X
GSP	514	Planning Sustainable Communities		X	X
GSP	521	Land Use Planning Law and Ethics	X		
GSP	522	Fundamentals of Development Law and Community Sustainability	X		X
GSP	524	Fundamentals of Environmental Law and Professional Ethics	X		
GSP	545	Community Planning and Public Health	X		X
HIS	505	Readings in Native American History		X	
HIS	520	Readings in Asian History		X	
HIS	560	Readings in World History		X	X
HIS	567	Readings in Power, Culture, and Ideology		X	
HIS	568	Readings in Environment and Economy	X	X	X
HIS	580	Readings in Latin American History		X	X
HIS	590	Readings in U.S. History	X	X	X
HIS	592	Readings in American West, Southwest, and Borderlands	X	X	X
JUS	610	Ethics in Justice Administration		X	
NUR	572	International, Intercultural, Transcultural Health Care in a Global Society		X	X
SOC	515	Race and Ethnic Relations		X	
SOC	633	Environmental Sociology	X	X	
SPA	531	Hispanic Writers in the United States		X	
SPA	534	Topics in Latin American Literature		X	
SUS	601	Visions of Sustainable Communities	X		X
SUS	602	Elements and Contexts of Sustainable Communities	X		X
SUS	695	Achieving Sustainable Communities	X		X
WGS	600	Introduction to Feminist Theories		X	
WGS	601	Topics in Feminist Studies		X	

*Note:* This list was compiled and approved by the PIA Department in 2016. Courses for the foci area should be discussed with and approved by your advisor before enrolling. Not all classes are offered every semester. Check with the department in question and/or a professor in that department about course offerings and your ability to enroll as a non-major student. These courses are suggestions. Students may propose, with advisor approval, courses beyond those listed, to fulfill requirements related to the foci area.

## APPENDIX C: COURSES TO HELP SATISFY RESEARCH TOOL REQUIREMENT (FOR PHD)

### **Anthropology**

ANT	568	Quantitative Research Methods	Emphasizes quantitative ethnological theory and method. Explores a variety of techniques and their rationale for designing and evaluating anthropological research with a problem-oriented focus. Prerequisite: statistics. Letter grade only. Course fee required.
ANT	569	Ethnographic Research Methods	Intensive, in-depth, direct naturalistic observation for the discovery and description of culture. Letter grade only. Course fee required.

### **Communications**

COM	603	Qualitative Research Methods	Graduate level class in qualitative research methods, focusing on contemporary problems and practices of participant observation, interviewing and ethnographic inquiry, and developing background and skills to conduct qualitative research. Letter grade only.
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### **Criminology and Criminal Justice**

CCJ	606	Research Methods for Criminology	Explores the role of the quantitative paradigm in criminal justice; examines modes of inquiry and proposal development in criminal justice. Letter grade only. Prerequisite: undergraduate research methods course
CCJ	610	Qualitative Research	Characteristics, applications, and implications of qualitative research methods in criminal justice; comparison of positivist and interpretive forms of qualitative research. Cross-listed with SOC 654. Letter grade only.

### **Forestry**

FOR	525	GIS and Spatial Techniques in Forestry	Application of geographic and spatial techniques to research and management in forestry, wildland management, and conservation planning. Seminar format may include analysis of data provided by instructor or students. Letter grade only.
FOR	593	Natural Resource Economics	Application of advanced methods in analyzing multi-resource forest economics problems. Co-convened with FOR 493. Letter grade only.
FOR	633	Ecological Economics	Theory of ecological economics, which is the union of ecology and economics, and its application to natural resource management. Addresses both micro and macro aspects of ecological economics. Letter grade only.

### **Geographic Science and Community Planning**

GSP	506	Data Analysis and the Digital Community	The analysis of community planning data and their presentation for public meetings and online settings. Co-convened with GSP 406. Pass-fail or letter grade. Course fee required.
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GSP	529	Applied Remote Sensing	This course will introduce the principles and applications of digital image analysis. Students will work with digital images from various satellite sensors and 3-dimensional lidar data in the latest edition of ENVI software. An individual term project will be required using the techniques learned in the course and via literature review. Cross-listed with EES 529. Letter grade only.
GSP	531	Foundations I: Map Design and GIS	Overview of computer applications in map production, including geographic information systems using ArcGIS. Co-convenes with GSP 331. 3 hrs. lecture, 3 hrs. lab. Letter grade or pass-fail. Course fee required.
GSP	533	Foundations II: Spatial Analysis and GIS Applications	Designing and implementing multiple layer geographic information system with raster and vector data using ArcGIS. Co-convenes with GSP 433. 3 hrs. lecture, 3 hrs. lab. Letter grade only. Course fee required.
GSP	537	GIS Modeling and Analysis I: Raster	This course provides extensive exposure to the raster (cell-based) GIS spatial data model, including the conceptual structure, important GIS operations, object manipulation, and multidisciplinary modeling of the environment. Co-convenes with GSP 437. 3 hrs. lecture, 3 hrs. lab. Letter grade only. Course fee required.
GSP	538	GIS Modeling and Analysis II: Vector	The course will focus on principles and techniques of vector-based spatial data analysis. Emphasis will be placed on spatial modeling and spatial statistics. Co-convenes with GSP 438. Letter grade only. Course fee required.

### **History**

HIS	600	Historiography and Methodologies	Introduces historiography from the nineteenth century to the present. Provides an overview of theoretical and methodological approaches to the study of history. Letter grade only.
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### **Interdisciplinary Health**

IH	601	Methods in Interdisciplinary Health Research	Provides the foundation for methodology in both quantitative and qualitative designs for the PhD in Interdisciplinary Health, emphasizing health disparities, disabilities, or psychosocial health. The course provides students with specific research methods skills and methodologies and the ability to apply appropriately to health-related research questions. Course focuses on methodological principles, including formulating and focusing research questions, protection of human subjects, collecting and managing data, and analyzing and evaluating data. Examples will be drawn from current research from a variety of fields/specialties with a focus on health disparities, disabilities, and psychosocial health, and students will acquire skills in critiquing research designs and analytic approaches. The benefits and limitations of various designs will be highlighted.
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### **Psychology**

PSY	625	Intermediate Statistics	Advanced descriptive and inferential statistics including parametric and nonparametric procedures. Undergraduate course in statistics required before taking PSY 625. Letter grade only. Course fee required.
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PSY	725	Multivariate Statistics	Application of multivariate techniques to research. Undergraduate course in statistics required before taking PSY 725. Letter grade only. Course fee required.
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**Sociology**

SOC	653	Applied Research Methods	Research methodology in applied sociology. Particular emphasis on fundamentals of research design; survey research design; sampling; and survey and interview instrument construction. Letter grade only.
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SOC	654	Qualitative Methods and Analysis	Characteristics, applications, and implications of qualitative research methods; comparison of positivist and interpretive forms of qualitative research. Letter grade only.
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SOC	655	Quantitative Analysis	Quantitative research methodology techniques for survey data management and analysis. Emphasizes linear multivariate statistical techniques. Cross-listed with CCJ 614. Letter grade only.
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SOC	661	Demography	Quantitative and qualitative study of human population size, growth, composition, and distribution. Analysis on both global and regional levels. Letter grade only.
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**Statistics**

STA	570	Statistical Methods I	Sampling, t-tests, linear regression and correlation, elementary analysis of variance. Letter grade only. Course fee required. Prerequisite: undergraduate statistics course.
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STA	571	Statistical Methods II	Analysis of variance and covariance, multiple and partial regression, nonparametric methods. Letter grade only. Course fee required.
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STA	572	Multivariate Statistical Methods	Analysis of multivariate data: multivariate analysis of variance, discriminant analysis, canonical correlation, principal components, factor analysis, and cluster analysis. Letter grade only. Course fee required.
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STA	574	Categorical Data Analysis	Categorical data; two-way contingency tables; three-way tables; generalized linear models; logistic regression; log linear models; multiplicative models. Letter grade only. Course fee required.
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STA	575	Applied Sampling	Classical sampling schemes: simple random, stratified, systematic, cluster, and multistage; ratio estimation; special methods: point, line intercept, and transect methods. Letter grade only. Course fee required.
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*Note:* This list was approved by the Department in December 2017. Courses should be discussed with and approved by your advisor before enrolling. Not all classes are offered every semester. Check with the department in question and/or a professor in that department about course offerings and your ability to enroll as a non-major student. These courses are suggestions. Students may propose, with advisor approval, courses beyond those listed, to fulfill requirements related to the research tool requirement.

## **APPENDIX D: OPTIONAL UNDERGRADUATE QUESTIONNAIRE ABOUT GRADUATE ASSISTANTS (GAS)**

This is a list of questions that the Politics and International Affairs faculty recommend GAs draw from when designing anonymous student surveys to distribute to undergraduate students with whom they have worked in their capacity as a GA. Any administering of any such survey is strictly optional, for GAs and for their faculty supervisors, and is apart from the evaluation by faculty supervisors of GAs working under them.

### **Questions particularly helpful for a GA collecting data for purposes of academic job applications:**

*Strongly disagree, disagree, agree, strongly agree:*

1. The GA provided constructive feedback on assignments.
2. The GA was available to answer questions.
3. The GA answered questions effectively.
4. The GA presented subject matter clearly.
5. The GA facilitated discussions well.
6. The GA encouraged discussion of diverse viewpoints.

### **Questions particularly helpful for a GA seeking to improve their teaching skills:**

7. What did your GA do that worked?
8. What did they do that did not work?
9. What do you wish they did more of?
10. What do you wish they did less of?

*Note: This optional questionnaire was approved by the Department in March 2019.*