Wright State University
Master of Arts Program in International and Comparative Politics (ICP)
Student Handbook
2013-2014

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Welcome to the Master of Arts Program in International and Comparative Politics (ICP)!

This degree is designed to enhance students' awareness of issues that impact citizens, governments, and institutions around the world. We believe our program is flexible enough to permit students to pursue a variety of career interests that include, but are not limited to: advanced graduate education, government service, higher education, and community leadership. We are glad that you are a part of our program and we look forward to working with you.

Graduate school is an intellectually challenging and stimulating experience during which time students will be able to explore some of the most important questions in their field of choice and develop a working relationship with academic mentors in order to complete an original final product. Many individuals find their time in graduate school to be among the most interesting and fulfilling periods in their lives: our hope is that the same is true for you.

This handbook is designed to assist both new and continuing graduate students, and should be closely consulted throughout your program. Faculty members in the Department of Political Science have prepared this handbook to help guide graduate students in the International and Comparative Politics program through this process. Please work closely with the program faculty in order to make the most of the educational opportunities available to you.

In addition to these guidelines, students should familiarize themselves with the requirements of the WSU Graduate School, available online:

http://www.wright.edu/gradschool/thesis/index.html (Thesis/dissertation handbook)
http://www.wright.edu/gradschool/policies/index.html (Policies/procedures manual)

<u>**Graduate Research: Inquiry and Scholarship**</u>

As a student enrolled in a graduate program, you are working within a larger community of academic inquiry and scholarly research. The vibrancy of this enterprise is maintained by the quest for deeper insight that is fueled by scientific inquiry. During the course of your enrollment in the Master of Arts Program in International and Comparative Politics, we hope to equip you with the skills, tools and perspectives to facilitate your participation more directly in the development of scholarship. This will build upon the skills already developed in other educational pursuits and work experiences and will require new ways of thinking, writing and analyzing. Every profession has its conventions for

accomplishing desired goals, including academic subfields. Even those students who have already completed graduate-level work in other fields may find the way of conducting research and analyzing scholarship in International Relations and Comparative Politics to be a bit different.

In comparing graduate and undergraduate education, the differences are manifold. While bachelor's degrees are mostly focused around acquiring knowledge and skills for critical thinking, master's level education pushes the student to grasp fields of research (known as literatures), think conceptually, and attempt to contribute independently to a closely defined field of research. Please be patient, both with yourself and with those trying to guide you. Know that the feedback and attention afforded you is provided in the spirit of academic inquiry and professional development.

Academic Courses

At the beginning of graduate study, students naturally want to gain a sense of how long they will be enrolled in the program. Although each student's time constraints, research availability and commitment level may vary, students generally need approximately two and a half years of full time work to successfully complete the entire program.

Students are permitted to enroll in the ICP program on either a full-time (six or more semester hours) or on a part-time basis. (Some financial support agreements require particular levels of enrollment.) The Graduate School requires students wanting to register for more than 18 credit hours in any given semester to request permission from the Dean of the Graduate School. The ICP program strongly recommends against taking on such a heavy load of courses and will only support such petitions in extremely rare circumstances.

Timely registration is necessary for accurate planning, accounting and forecasting. Please be sure to register during your scheduled time frame. Each semester, the program director will post a list of relevant courses for ICP grad students.   Students may select courses beyond this list, but they should do so in consultation with either their thesis chair or the program director.

Program of Study (POS)

Each student enrolled in the ICP program will complete a personalized set of courses and research. The Program of Study (POS) is an official listing of courses in which each student plans to enroll in order to complete the master's program. To facilitate student and curricular planning, the Wright State University Graduate School recommends that each student complete an initial POS before

the end of the second semester of full time study. Students should negotiate a thesis focus and a chairperson for the thesis committee prior to submitting the initial POS. Programs of Study are also used in the evaluation of continuing students who seek financial support from the Department of Political Science. Templates for the POS within the ICP program are provided in the appendix to this handbook and also available on the ICP Grad Students page in WINGS.

The POS includes four sections: Core courses (PLS 7030 – ICP Research Design; PLS 7200 – IR Theories; PLS 7300 – Comparative Theories); methodology (either Modern Language or Quantitative Analysis); Major Field (at least 15 credit hours); and Graduate Thesis or Project (at least eight credits). Within the Major Field, students designate one track or concentration, choosing among: peace and security studies; international organizations; or area studies. The track helps a student focus their elective coursework and assignments to develop an area of expertise in preparation for the final thesis or project.   (Please note: courses in Modern Language are used to meet the Methodology requirement in the POS; they cannot be applied as elective credit toward the degree.)

Students should complete an initial POS in consultation with the Program Director, preparing revisions of this document, when necessary, with either their thesis or project director. When presented for review, all contents must be typed and the student must sign the form. Each revision of the POS must be presented to the Program Director for approval. It will then be forwarded to the Graduate School on the student's behalf. Before applying for graduation, students should confirm that their POS on record accurately reflects all completed coursework. Discrepancies will delay the processing of the graduation application and could even require a postponement of matriculation.

Transfer Credit

Most students in the ICP program will complete all of their coursework for the degree at Wright State University. Students who have completed coursework at other programs or universities may petition to have some of their courses transferred as credit toward the ICP degree, only in the "Major Field" section of the POS. (The program recognizes foreign language proficiency to meet the methodology requirement in the POS without the transfer of credits.) Approval of transfer requests is on a case-by-case basis, and is completed only after a student has completed at least one semester of work in the program and has submitted an approved POS. This is done to ensure that the student is pursuing elective credits in topics related to his or her planned research for the degree, i.e., the transferred courses should be related to the area of research proposed by the student. Students may transfer a maximum of

two courses, and they must submit the rationale for the courses to be transferred, providing syllabi and a significant assignment completed in the class for review by the committee. Courses to be considered for transfer must have been completed within the last five years, must be graduate level, and the student must have earned a B or better in the course.

Some students inquire about receiving a second master's degree. Students who have already been awarded a master's degree from a regionally accredited institution in the United States, who apply and are accepted to the ICP program, may designate the ICP degree as their second degree. Upon consultation with the program director, and keeping in mind the area of interest of the student, this may permit the student to take fewer credit hours in the program. The Graduate School requires a minimum of 22 semester hours (or 33 quarter hours), of which none may be transfer credit, for the second degree.

Students seeking enrollment in the dual degree program with ICP and the Master of Public Administration (MPA) should consult the "Interdisciplinary Opportunities" section below.

Adequate Progress

In order to graduate from any graduate program at Wright State University, students must maintain a minimum of a 3.0 GPA. Students must earn a "B" or better in each one of the courses designated as "core" classes in the Program of Study. Please note that no more than six semester hours of "C" grades can be included in the final Program of Study.

Recipients of federal student financial aid are also required to demonstrate "Satisfactory Academic Progress," measured by Cumulative GPA, Completion Rate, and Maximum Timeframe allotted for the degree. For more information, please see:

http://www.wright.edu/financial-aid/apply/academic-progress

Incomplete grades

Every now and then, a student may need time beyond the semester to complete required coursework for a particular class. In these cases, students should approach the instructor to request an incomplete grade. If the faculty member is in agreement, the student and the instructor will sign a contract for an incomplete grade, stating the agreed deadline to complete the required work. Students should approach the faculty member no later than two weeks prior to the end of the course to request consideration, unless there is an emergency situation that warrants otherwise.

It is the student's responsibility to keep track of this deadline and to request an extension if necessary (incompletes will revert to "F" grades if they are not completed by the agreed upon deadline). Before the student applies for graduation, all incomplete grades must be cleared from the academic record.

Courses requiring permission

Students registering for the courses listed below require Program permission before they may enroll (the form for requesting permission is provided in the appendix of this handbook as well as being posted in the ICP Grads WINGS page). In order to register for any of these classes, students must first fully complete the course registration permission form (**be sure to include the Course Registration Number, or CRN**), gathering both the signature of the faculty member supervising the course as well as that of the Program Director. The student then needs to take the completed form to the administrative assistants in the Department of Political Science, so that one of them may enter permission to register into the system. The student then needs to register through WINGS Express in order to complete the registration process. Please note: there is usually a 24-36 hour window for registration after permission is granted for each particular course.

PLS 6900: Independent Readings

Beginning Fall Semester, 2012, Independent Readings courses are no longer eligible to be included in the POS for ICP students.

PLS 7790: Practicum

This course is included in the inventory available to graduate students to encourage the incorporation of "real world" opportunities with an academic course of study. Opportunities may include unpaid internships at local non-governmental organizations involved in global affairs, involvement in a locally-based activity related to a global topic, or a unique field experience designed in consultation with a faculty panel. Generally, students will combine a practicum experience with work on a graduate project. Students seeking to enroll in PLS 7790 need to draft a course proposal to present to their supervising faculty member, which should include a detailed description of the experiential activity and means for evaluation. This proposal will then be forwarded to the Program Director for approval.

During the term, the student should write approximately two pages each week analyzing his or her internship experience and potential connections to the proposed course of study. This should be presented to the supervising faculty member and will serve as the basis for discussion between the advisor and student in their weekly sessions. Additionally, the student should present a 5-10 page paper at the conclusion of the internship that analyzes the reading list completed during the semester. This paper should be more academic than the weekly journal entries, and should at least begin to point to connections the student can make between the internship and research opportunities in the graduate program.

Any writing that the student completes as required by the organization providing the opportunity may be submitted as a part of this portfolio, in addition to the above requirements.

PLS 7900: Continuing Registration

Students should register for PLS 7900, Continuing Registration, if they are not completing any work toward their thesis or project during a particular academic term, but need to be registered in order to maintain active status with the Graduate School (in addition to maintaining WSU Library privileges and e-mail access). The total credit hours for continuing registration are NOT used to count toward the required minimum hours for the thesis or project, nor do they factor into the required number of credit hours necessary for the graduate degree.

PLS 7980: Graduate Project

Students actively engaged in work on a graduate project should enroll for PLS 7980 credit with the faculty member who will supervise this work. **Students may not register for more than three credits of PLS 7980 before a formal project proposal is approved and on file.** Please note: during the semesters that the student is actively working on the graduate project, an "M" grade will be issued by the supervising faculty member ("M" signifies "making progress"). An "M" grade will only be granted with contact and the demonstration of reasonable progress in the judgment of the supervising faculty member. Students should choose their registration for PLS 7980 carefully so that they are able to complete the amount of work appropriate for the number of credit hours. This is a temporary grade that will be changed to a "P" (pass) once the final project has been approved by the project and program director.   The ICP program faculty will not issue incomplete grades for PLS 7980 credit.

PLS 7990: Graduate Thesis

Students actively engaged in work on a graduate thesis should enroll for PLS 7990 with the faculty member who will serve as the chair of their committee. The precise number of credit hours per term should be decided in close consultation between the thesis chairperson and the student. There should be a shared understanding of how much work will be completed during each term that a student registers for PLS 7990 credit. The general rule of thumb is that students should meet with their thesis chair to discuss work completed toward the thesis at least one time per credit hour registered, i.e. a student registering for PLS 7990-02 should have, *at minimum*, two substantial meetings with their advisor during the semester. The ICP program limits registration during the pre-prospectus stage because students receive temporary grades for thesis work, and they can only be changed to a successful grade upon the completion of the thesis. **Therefore, students may not enroll in more than three credits of PLS 7990 before a formal thesis prospectus is approved and on file.**

Please note: during the semesters that the student is actively working on the graduate thesis, an "M" grade will be issued by the supervising faculty member ("M" signifies "making progress"). "M" grades are not automatically issued, and students should choose their registration for PLS 7990 carefully so that they are able to complete the amount of work appropriate for the number of credit hours. An "M" grade will only be issued with contact and the demonstration of reasonable progress in the judgment of the supervising faculty member. This is a temporary grade that will be changed to a "P" (pass) once the final thesis has been approved by the thesis committee and program director.   The ICP program faculty will not issue incomplete grades for PLS 7990 credit.

Maintaining Active Status with the Graduate School

Students should be registered for each semester of active work in the program, including terms during which they are consulting with their thesis committee in relation to their independent research.

Students are not permitted to go more than two semesters in a row without registering for coursework (this includes Summer term). If a graduate student fails to complete at least one course in three consecutive semesters, they will have to reapply for admission to the Graduate School. Students who have completed the maximum number of credit hours for the project or thesis who need to register to maintain this active status may enroll in one credit of PLS 7900, "Continuing Registration." International Students needing to register for a credit hour in order to maintain their F-1 status may

register for ITL 7890. They should work with the SEVIS coordinator at the University Center for International Education (UCIE) in order to coordinate this registration. **International students should work closely with the University Center for international Education to ensure their compliance with visa regulations, especially when they plan time outside of the United States for internships and/or research, and they map out their academic plan toward the end of their degree.** International students are limited to five consecutive months outside of the United States for an internship, for example. As some of these policies, which are at the discretion of federal authorities, are subject to change, it is best to routinely check with staff in UCIE to confirm compliance.

Sometimes, exceptional circumstances combine and a student is not registered for any courses, but wishes to arrange for library or computer privileges with the university. In these cases, the student should work with the thesis chair or project director to help arrange an exception. The chair or director will need to contact Ms. Susan Wehmeyer, the Head of Information Delivery Services at Dunbar Library, in order to request a registration waiver to allow the student to have library access (susan.wehmeyer@wright.edu; 937-775-2530). These exceptions are approved on a case by case basis and are at the discretion of the administration in the University Libraries.

Please be aware of the **seven year time limit** established by the Graduate School to complete all required work for the M.A. degree. This time frame begins with the date of the earliest graduate-level course taken by the student at Wright State University. The time limit excludes a leave of absence granted in advance for adequate cause by the academic program and the Dean of the Graduate School.

Re-application to the ICP Program

Any student hoping to re-join the ICP program after an extended absence (see "active status" section above) needs to re-apply to the WSU Graduate School. All re-applicants must submit a new statement of purpose that details their work since leaving the graduate program as well as their research plans upon returning to the program. Students must also submit a new 500-word essay, using academic sources, that discusses a topic related to the work they plan to complete in order to graduate from the program. All re-applicant students will also need to arrange for an interview with the program director as part of the re-application process. Unlike new applicants to the program, re-applicants can submit their application and be admitted during any term of the academic year.

University Resources for Academic Success

Students are strongly encouraged to make efficient use of the multiple centers and systems afforded all students at Wright State University. This includes specially trained research personnel at the University Libraries (Mandy Shannon is the "subject librarian" assigned to Political Science and International Studies), the multiple computer labs across campus (which include printing services and 24-hour labs), and the University Writing Center, located in 031 Dunbar Library Annex. Information about the Writing Center and on-line resources about editing, academic integrity, evaluating sources and even on-line feedback, is available at:

http://www.wright.edu/academics/writingctr/resources/academicwriting.html

WSU University Libraries also maintain many research guides for students, including a "Research Quick Start" guide for Political Science, International Studies, and an extremely helpful guide to citing sources. See:

http://guides.libraries.wright.edu/polisci

http://guides.libraries.wright.edu/regional

http://guides.libraries.wright.edu/content.php?pid=59883&sid=447949

Wright State University also hosts numerous student organizations designed to promote student development and success. One of the most applicable to students in the ICP Program is the WSU Graduate Student Assembly. This student organization is serves as advocates for graduate and professional students across Wright State, and works to provide services and opportunities for professional and academic development for all students. The Assembly also provides two types of grant opportunities: an "Original Work Grant" and a "Professional Development Grant." For more information about membership and activities, please follow them on Twitter (@WSUgsa), "like" them on Facebook ("WSU Graduate Student Assembly") or see:

http://wsugradstudent.wordpress.com/members/

As citizens interested in international affairs, ICP students are generally quite active in events coordinated by the University Center for International Education (UCIE), located in E 190 Student Union. This office coordinates many programs of interest to ICP students, including a wealth of study abroad opportunities, informal brown bag seminars devoted to a wide range of topics on the

international stage, international coffee hours, and the annual International Friendship Affair, a major event which showcases international life at Wright State. Wright State also houses the administrative offices for the Dayton Council on World Affairs (DCOWA), a major non-governmental organization organized to promote greater awareness of international issues. Student memberships are available. For more information, please see:

http://www.wright.edu/ucie/dcowa/

UCIE is also a major point of contact for all international students enrolled in the ICP program. For more information, please see:

http://www.wright.edu/ucie/

For many students, once they complete their coursework, they begin to look for part-time employment to support themselves and develop more experience in the field. Wright State University's Office of Career Services (located in E334 Student Union), provides many services to students to assist them with this process, including resume development and critique sessions, mock interviews, membership in the campus resume listing and job search database (known as "The Wright Search"), recruiting days, and etiquette luncheons. All career advising sessions and services are free, even for WSU alums. Please call 937-775-2556 to schedule an appointment, or visit:

http://career.wright.edu/

Additionally, all Wright State University students are afforded individual e-mail accounts. Faculty initiated e-mail communication to students will be conducted using these accounts, so please be sure to check your Wright State account regularly or have your Wright State e-mail forwarded to the address you check more frequently.

A number of courses in the ICP program will utilize WINGS, the University portal. Be sure to work out any problems accessing this portal (firewalls, etc.) as soon as possible, as reading material, resources, and communication necessary for your coursework may be delivered using the "Course Studio" available on this platform. Additionally, all current students are enrolled as members of the "ICP Grad Students" group under WINGS. In this group studio, important internet resources and files are posted. To access this group studio, from the main portal page, find the "groups" icon on the upper right hand side of the screen. From the catalog of available groups, select "ICP Grad Students" in the listing of subgroups.

For any questions about computer connectivity, navigating firewalls, passwords, etc., please contact CATS (Computing and Technology Services) at 937-775-4827.

Interdisciplinary Opportunities

Disciplinary boundaries are drawn to meet the bureaucratic needs of academic institutions. Real world political issues closely intersect with realms of activity beyond the limits of the courses and specialties of political scientists. The ICP program encourages students to look beyond a single department to develop their expertise in a chosen topic, by including up to two formal courses outside of Political Science in the formal program of study.

Students are also encouraged to investigate interdisciplinary opportunities in the forms of dual degrees, second master's, and certificate programs. The ICP program offers a formal dual degree program with the Master of Public Administration (MPA) degree, housed in the Center for Urban and Public Affairs. Students complete two separate programs of study, with a minimum of 30 semester hours in their designated primary degree, and 22 semester hours in the designated second degree. For more information on this possibility, talk to Dr. Laura Luehrmann, ICP Program Director (laura.luehrmann@wright.edu; 937-775-3197, or Dr. Mary Wenning, MPA Program Director (mary.wenning@wright.edu; 937-775-3506). Students seeking enrollment in the dual degree program need to apply to each program separately. If accepted to both degree programs, the Graduate Directors from each Department will arrange a joint meeting to determine the appropriate course of study, including the designation of one program as the primary degree.

Students have also combined the ICP degree with the Graduate Certificate in Nonprofit Administration and Leadership, which promotes core competencies useful in non-governmental and nonprofit work. For more information on the Nonprofit Leadership Alliance, please contact Dr. Jennifer Subban (jennifer.subban@wright.edu; 937-775-3650). Students interested in the "War and Society" track within the History Graduate Program should contact Dr. Paul Lockhart (paul.lockhart@wright.edu; 937-775-3115). Another complementary certificate program for ICP graduate students is the Certificate in Women's Studies. For more information on this option, please contact Dr. Hope Jennings, Director of the Women's Studies Program (hope.jennings@wright.edu). Students have also combined their ICP work with a Certificate in Teaching English as a Foreign Language (TEFL). Because of an annual summer institute at Wright State, many of the requirements for this certificate can be completed in the

summer. Students interested in TEFL certificate should contact Dr. Deborah Crusan (deborah.crusan@wright.edu; 937-775-2846).

Financial Assistance

ICP students may receive one or both of two types of financial assistance: program-based, and university-based.

The International and Comparative Politics program has a limited amount of financial assistance it can award to top students. Students are encouraged to apply for financial assistance, in the form of graduate assistantships or graduate tuition scholarships, with their formal application to the Program. Applications for aid are kept on file for twelve months after their submission, and students will be reviewed as new funds become available. The majority of awards, though, will be from August to April, and are announced in early Spring.

Students who receive Graduate Assistantships (GAs) are required to register for a minimum of six semester hours of graduate level courses each term and to complete 20 hours of work for the program or department. (Please note that courses numbered lower than the 5000-level will not count toward the total credit hour requirement.) Work for faculty members may include general departmental services, research assistance for faculty members, or a combination of both. During the time of the GA award, students are required to maintain satisfactory progress toward the degree, maintaining a minimum GPA of 3.0. Failure to complete required GA duties or maintain adequate progress in the program may result in the revocation of the GA, even mid-year. Graduate Assistantships are awarded on an annual basis. Second year students may apply for assistantships, but in general, incoming students receive priority consideration.

Recipients of Graduate Tuition Scholarship (GTS) support are required to maintain full time registration as determined by their Program of Study. GTS recipients must maintain a 3.0 GPA or higher, and avoid disciplinary difficulties, in order to maintain their scholarship. All GTS recipients are required to submit an approved Program of Study and research plan by March 1 of their first year in the program in order to be considered for partial renewal of their scholarship support.

GA and GTS awards are closely connected to enrollment and progress. Timely (indeed early) registration each term greatly facilitates the continuation of these forms of financial aid.

Satisfactory Academic Progress Policy (Federal Student Aid)

The WSU Office of Financial Aid disburses federal student aid, which is subject to standards of Satisfactory Academic Program (SAP). Students are required to demonstrate adequate progress toward the degree by meeting the so-called "67% Rule," earning 67% of their total attempted credit hours toward the degree. Temporary and Incomplete grades count against this progress, so students should carefully manage the total number of registered credit hours that they complete. Timely progress is also calculated in order to determine whether or not students are earning their degree within federal standards of the maximum timeframe required to earn the degree. For more information on the SAP guidelines and policies related to federal student financial aid, please see:

http://www.wright.edu/financial-aid/apply/academic-progress

Professional Development

Academic Conferences

As part of their ongoing academic and professional development, all graduate students are strongly encouraged to present their work for feedback at various academic conferences and forums. Each year in the spring, WSU sponsors a university-wide Celebration of Research, Scholarship and Creative Activities. Students at all levels of the program are strongly encouraged to submit abstracts for consideration –the call for papers usually takes place early in the Spring Semester. During the day-long conference (usually held in April), students complete poster-style presentations and receive feedback from attendees during their assigned time block. All students in the ICP program, from first-year students to advanced students, are strongly encouraged to present at this conference. The ICP program nominates one advanced student to represent the department on the CoLA Dean's panel as part of this program. For more information, including prior years' *Book of Abstracts*, please see

http://www.wright.edu/urop/news.html.

Students are also encouraged to present their thesis research at regional conferences throughout the United States and abroad. Students who have a paper accepted at an academic conference may apply to the ICP program for travel support through the ICP Program Account. This funding, contingent upon availability, is limited to one presentation per year. Students need to provide a copy of the acceptance of their paper by the organization and then, after the conference, a copy of the conference program.

Students are also encouraged to apply for grants provided by the Graduate Student Assembly. For more information please see:

http://wsugradstudent.wordpress.com/grant-programs/

Relationships with Faculty, Classmates and Staff

Graduate school is a professional experience – in every interaction with faculty members, classmates and staff, the expectation is that all sides will behave in a professional and courteous manner. Respect for multiple points of view and opinions toward the complex and often contentious issues discussed in seminars and research projects is absolutely necessary in order to maintain an atmosphere of intellectual rigor. A major component of graduate education requires that students remain open to faculty criticism of their work and that they willingly incorporate faculty suggestions for restructuring and revision of research. This is especially true as students embark on the process of completing either a graduate project or thesis, which requires multiple rounds of revision in consultation with a faculty panel.

Students showing disrespect toward their fellow classmates, faculty members or staff will be asked to excuse themselves from the classroom. Under no circumstances will belligerent behavior in any forum, including within classrooms, office hours or e-mail communications, be tolerated. Students whose behavior is viewed as consistently disruptive may be dismissed from the ICP program.

Students will be well advised to remember that many of the program faculty are actively involved in research that requires them to be away from the Dayton area for extended periods of time. This is especially the case during the summer months, when faculty members schedule the bulk of their international travel. Although e-mail communication may sometimes be possible, in some areas of the world downloading lengthy attachments (such as thesis chapters) is difficult if not impossible. Although faculty members will make every effort to accommodate students' schedules, from time to time, these travel schedules will lengthen the completion of a thesis or project. Clear and open communication between advisors and students should help prevent such cases from becoming problems.

University Procedures on Academic Misconduct

The backbone of intellectual inquiry is academic integrity, which includes the honest differentiation of one's ideas from others'. Students must be careful to provide detailed citation in all written documents they prepare and turn in for coursework, thesis or projects. Plagiarism or cheating in

any form will not be tolerated. If you copy text, even a short phrase from a book, article or Internet site, you must put it in quotation marks and provide a reference. As section X of the *Wright State University Code of Conduct* states, "When using the words or ideas of another, even if paraphrased in your own words, cite the source(s)." Helpful guidelines for defining and avoiding plagiarism are available via the University Writing Center at:

http://www.wright.edu/academics/writingctr/resources/plagiarism.html.

All students are responsible for familiarizing themselves with the Wright State University policy on Academic Integrity and Student Code of Conduct, available at:

http://www.wright.edu/students/judicial/integrity.html

Graduation Policies and Procedures

To apply for graduation, the candidate must have a complete Program of Study on file in the ICP office. The student then submits the application form to the Graduate School, along with the $35.00 graduation fee. Graduation application forms can be found at:

http://www.wright.edu/graduate-school/academics/graduation

In order for the Program to approve a graduation application, we will seek the approval of the student's thesis or project director. Before the program approves a graduation application, all holds on student records must be removed, all temporary grades (including incompletes) must be rectified, and the Program of Study must be completed as signed.

WSU has two commencement ceremonies (December and May). Students who complete the degree requirements in Summer and Fall may participate in the December ceremony; those completing in Spring may participate in the May commencement. Applications should be submitted according to the following schedule set by the Graduate School —applications may be submitted in advance of the date indicated for the anticipated completion date. (The deadline for filing each term will be the last business day of the second week of the semester.)

Anticipated Graduation Date	Filing deadline
December 2013	Sept 6, 2013 (last business day of week 2)
May 2014	Jan 24, 2014 (last business day of week 2)

Students should be patient and careful when registering for graduation –multiple applications to graduate expend unnecessary energy, paperwork and frustration. (If a student needs to postpone graduation to a later semester, the student must re-apply for graduation, following the same procedures detailed above, and submit a $35.00 re-application fee.)

Students completing a thesis will need to be registered for one credit hour during the semester they matriculate, and the graduate school will not refund this money if the student is unsuccessful at defending the thesis during that particular term. **All of these steps should be taken only with the consideration of and approval by the thesis chair or project director.**

After the student completes the thesis or project defense, the director will contact the student to arrange an exit interview. Students should plan on an approximately 20-25 minute meeting with the director to complete this interview, which is part of the program's ongoing assessment efforts.

Completing the Master's Thesis or Master's Project

To graduate from the Master's program, students must complete either a Thesis or a Project. The majority of students will be expected to complete a traditional thesis, although the project option is available for students who demonstrate an acceptable rationale.

The thesis or project serves as the capstone of your Master's level education.   At all levels of this endeavor, students must work closely with their faculty supervisor(s), heeding their suggestions for revision and advice about the direction of the work. Patience and diligence will help students most successfully complete this final stage of the degree program.

While each student's work will vary according to the topic, research design and findings, the following are required elements:

- Pages required by the Graduate School (templates are included as appendices in this handbook): title page, signature page, abstract
- Table of Contents: include all subsections and pagination
- List of Figures (if applicable): label by chapter and number, with descriptive title
- List of Charts (if applicable): label by chapter and number, with descriptive title
- List of Acronyms (alphabetize by acronym)
- List of non-English terms

- Complete bibliography, alphabetized by surname of author (articles and books can be listed in the same bibliography; non-English sources should include translation)

Students are also encouraged to include other elements, including an acknowledgements page and any other documents the committee deems helpful to present the research in the clearest way possible. Students should be quite careful to maintain consistency throughout the entire document, and should follow the guidelines of their chairperson for citation style and tone.

Human Subjects Review

Students who are planning to conduct interviews or experiments for their research must complete the human subject review process that is mandated by the US Department of Health and Human Services. Securing this process is the responsibility of each individual student. For information about requirements, exemptions, and deadlines for completing the "Petition for Approval of Research Involving Human Subjects," please contact WSU's Office of Research and Sponsored Programs at 937-775-2425, or see:

http://www.wright.edu/rsp/subjects.html

On this webpage there are many helpful guides, including a document listing common errors and misperceptions regarding the human subjects review process. Please bear in mind that the Institutional Review Board meets on a set schedule each term, so petitions, including those for expedited review, will need to be filed accordingly.

<u>Thesis</u>

A master's thesis is a detailed, at least partially original, examination of an important research question within the field. The thesis is expected to be approximately 100 pages, including the bibliography. Some may be shorter in length, especially if detailed quantitative analysis is reported.

In a thesis, the student is testing a hypothesis (or series of hypotheses) related to an important question within social science. Students must go beyond simple explanation of phenomena or reporting of what others have said to present original analyses, examples or data of issues related to international or comparative politics. A thesis is not a normative, persuasive document. Thesis research poses a question and then applies commonly accepted methodologies to explore its solution and implications. Many theses in International Relations and Comparative Politics are organized around puzzles or

anomalies observed in the political arena. A master's thesis is a significant undertaking that is unlike other research you have conducted at the university level. It requires individual initiative and openness to feedback from a panel of faculty advisors.

The steps of this process are as follows:

1. Choose Topic (in consultation with potential committee members)

Students should contact faculty members as they are contemplating topics for their thesis, seeking guidance in locating key sources, debates and issues related to the topic. A good practice for framing appropriate questions and understanding expectations of the faculty would be to read two completed theses (available in Dunbar Library and electronically via OhioLink). Students should be careful to frame a clearly worded question around a significant research topic. Once a clear topic and research question has been selected by the student, the process of selecting a committee and registering for Graduate Thesis credits (PLS 7990) will begin.

2. Recruit Chair and Committee

Students should select committee members from within the Department of Political Science with regard to their areas of expertise. The committee should include at least three faculty members. The Director of this committee must be a faculty member of the Department of Political Science, at the level of either Associate or Full Professor, with Full Graduate Status. In cases where the topic or approach warrants, a student may select a committee member from another academic department at Wright State University.

3. Prepare Prospectus (revise in consultation with chair)

The prospectus should be approximately 10-15 pages, and includes a detailed presentation of the research question and plan to conduct the research. This is an extremely important document that requires careful consideration of questions and approach. *It is reasonable to expect multiple drafts in order to fine tune it.* **Students are only permitted to register for up to three hours of PLS 7990 before the prospectus is formally approved by their committee.** (Students may register for PLS 7900, "Continuing Registration," if they need to include more hours for a given semester.)

The prospectus needs to include the following sections:

- Statement of the Problem/Significance of Research Question
- Literature Review
- Methodology and Research Design (including sources of data)
- Proposed Hypotheses

- Proposed Chapter Outline
- Tentative Timeline for Completion
- Working Bibliography

Students need to base the bulk of their thesis work on primary sources of data (using official government reports, data, through their own survey instruments, etc.) rather than relying on the secondary data reported by scholars. The writing style and citation system of both the prospectus and the thesis should conform to a single convention deemed appropriate by the committee chairperson. Students should be particularly careful to use their advisor for guidance and to incorporate all revisions required by their thesis chair – the prospectus is a formal document that must be deemed passable by all committee members before a defense is scheduled.

4. Schedule prospectus defense

The prospectus defense is an important formal step for the student, in which he or she receives necessary feedback from the committee. It is the responsibility of the committee chairperson to arrange a room for the defense. The director and committee members will coordinate the process for reviewing chapters and should communicate the process to the student at this meeting. Generally, students will draft individual chapters and seek the approval of their chair first before forwarding draft chapters to the other members of the committee. A copy of the prospectus approval form (included as an appendix of this handbook), signed by each committee member, will be filed in the Program office.

Students are recommended to take very detailed notes of the discussion at this defense – it is advisable to ask a classmate to attend the meeting to assist with this.

5. Draft chapters (revise in consultation with chair and committee)

Students should register for ongoing credits of PLS 7990 during the writing process, working in close consultation with the faculty advisor to determine the appropriate number of credit hours each term.

A thesis is not like a typical "research paper" which the student researches and turns in for a grade – completing a thesis is an interactive process, requiring consultation, edits, and revisions. Students should bear in mind that that the reading and revising of thesis chapters is a labor intensive process on all sides, and should present faculty members their best possible work. **Students should not rely on their chairperson for editing their work** – the Writing Center is a very helpful (and free) service available to all students. Do not let structural and formatting inconsistencies cloud the clarity of

your argument. Faculty members will make every attempt to read and comment on their work in a timely fashion, but at least one week should be allotted in this regard. During peak times of the semester and summer months, more time may be necessary. *Students should bear in mind that it is perfectly reasonable to complete three-four drafts of each chapter in consultation with their director and other committee members.* Revision and reformulation are to be expected.

Chapters should be presented to the committee members as paper copies – only in rare cases will exceptions be made for students to e-mail chapter drafts to their committee members.

6. Schedule thesis defense

While each student is different, in general a typical thesis takes between 10-12 months to complete. Of course, this time frame will vary according to the students' work habits, method of data collection, and other time commitments. At the discretion of the thesis director, and only after each committee member has agreed that the thesis is worthy of defense, it is the student's responsibility to distribute a **complete, printed copy of the thesis to each committee member one week prior** to the defense. The committee chairperson will reserve a meeting room for the defense.

A defense cannot be scheduled until all of the committee members have read and had a chance to require revisions on at least one complete draft of the thesis. Students will be well advised to avoid attempts to pressure the committee to schedule a rushed defense – the faculty panel, not the student – will decide when the project is worthy of the public defense. The defense must also be scheduled prior to the actual date of the graduation period that the student is seeking – the Graduate School allows a 30-day period beyond graduation to complete revisions, but this grace period should <u>not</u> be used for scheduling the actual defense itself.

It is the student's responsibility to remain abreast of deadlines and requirements from the graduate school, and to acquire all of the necessary signatures for the final documents. The graduate school requires that students register for at least one credit hour of graduate credit in the semester that they plan to graduate. Students should prepare the final approved copy of the thesis in close consultation with the Thesis and Dissertation Handbook available at:

http://www.wright.edu/gradschool/thesis/index.html

For the final copy, students should prepare all necessary documentation to support the text in the thesis, including an abstract, lists of acronyms, non-English terms, lists of tables, figures, or graphs, etc. It is also customary for students to prepare an acknowledgements section for the final version of the thesis as well.

Wright State University archives all Master's theses electronically via OhioLINK (Ohio Library and Information Network). After the final post-defense revisions are complete, students need to convert the document to a PDF file and submit it directly to OhioLINK:

https://etdadmin.ohiolink.edu

Once students access the Electronic Thesis/Dissertation submission page, they will need to register as a new user and create a user account. Students may seek assistance with PDF conversion and posting to OhioLINK at the Student Technology Assistance Center (STAC), in 240 Dunbar Library. Following submission of the final copy, the student should deliver the completed signature page from the thesis defense to the Graduate School in E344 Student Union. (The approval sheet transmitted with the thesis to OhioLINK (i.e., the second page of the thesis) should have the faculty names typed in, but not their signatures.)

Upon completion, a final deposit copy (loose bound) should be filed with the ICP Program Office.

7. Matriculation

(Please see "Graduation Policies and Procedures" above)

Project

Although the majority of ICP students will complete a master's thesis, students may propose a master's level project in lieu of a thesis. A project is the presentation of research and analysis conducted by a student who desires to closely connect work or field experience to their course of study.   The type of work undertaken for a project will vary according to the student's experience, but there must be an explicit link between a conceptual or theoretical issue of study. Projects tend to focus more on empirical observation and exploration rather than formal hypothesis testing and conceptual development, and tend to be linked to the practicum experience (PLS 7790) that the student designed. Completed projects should be approximately 75-100 pages, including the bibliography.

The steps of this process are as follows:

1. Choose Topic (**in consultation with potential directors and supervisors from work, when appropriate**)

A good practice is to read three articles published on your topic, exploring why this topic is important and what research has already been conducted on the issue.

2. Recruit Director

Students should select their director with regard to their areas of expertise. The Director must be a faculty member of the Department of Political Science, at the level of either Associate or Full Professor.

3. Prepare Project Outline (revise in consultation with Director)

The prospectus should be approximately 10-15 pages, and needs to include the following sections:

- Significance of the issue under investigation
- Review of related literature and background material
- Presentation outline (Question, Experiential Component, Data, Findings)
- Tentative timeline for completion
- Working Bibliography

For master's projects, it is especially important to provide a detailed explanation of the conceptual or theoretical linkage between whatever experience (work, field study, focus groups) the student has arranged and the body of scholarship to which this will contribute. This should be detailed in the first section of the project outline. A copy of the project approval form, signed by the student's director, will be filed in the Departmental office.

4. Draft Project (revise in consultation with Director)

Students should register for ongoing credits of PLS 7980 during the writing process. Grades are posted as "in progress" until the final project is approved. Completing the project is an interactive process, requiring consultation, edits, and revisions. Students should bear in mind that that the reading and revising of chapters is a labor intensive process on all sides. **Students should not rely on their director for editing their work** – the Writing Center is a very helpful (and free) service available to all students. Faculty members will make every attempt to read and comment on their work in a timely fashion, but at least one week should be allotted in this regard. During peak times of the semester and summer months, more time may be necessary.   Students should expect to complete multiple written drafts of the project in consultation with their director. Chapters of the project should be presented to the committee members as paper copies – only in rare cases will exceptions be made for students to e-mail chapter drafts to their Project Director.

5. Present completed project to Director

While each student is different, in general a typical project takes at least six-nine months to complete. Of course this time frame will vary according to the students' work habits, method of data

collection, and other time commitments.   In consultation with the Project Director, the student should plan for an appropriate presentation forum to deliver the completed project. This can be as part of a course or seminar, at a research conference, a work-related meeting, or other forum deemed acceptable by the Director.

For the final copy, students should prepare all necessary documentation to support the text in the thesis, including an abstract, lists of acronyms, non-English terms, lists of tables, figures, or graphs, etc. It is also customary for students to prepare an acknowledgements section for the final version of the project as well.

It is the student's responsibility to keep abreast of deadlines and requirements from the graduate school. Upon completion, a final deposit copy (loose bound) should be filed with the ICP Program Office.

6. Matriculation

(Please see "Graduation Policies and Procedures" above)

Life After the M.A. Degree

The Master of Arts Degree in International and Comparative Politics is designed to assist students reach a variety of individually designed goals ranging from personal enrichment, career advancement, further graduate study and more. The faculty members of the Department of Political Science are committed to helping foster the individual success of each student and we take pride in helping each student reach his or her desired goals.

As you depart with M.A. in hand, please remember that the WSU Office of Career Services remains available to WSU alums as well.

Letters of Recommendation

Faculty members in the Department of Political Science are eager to assist students in their long-range plans by providing letters of recommendation to potential employers and Ph.D. committees. It is best to secure letters from those faculty members with whom you have worked most closely, especially those who served on your thesis or project committees. As a general courtesy, students should allow as much time as possible for the faculty member to complete the letter, two weeks at a minimum. Students will need to provide information about the employer or graduate program to which the student is

applying, and are expected to provide stamped envelopes as well. In order to receive full consideration by the committee reviewing the letter, students are strongly recommended to waive their rights to view the recommendation. The ICP program has a long-standing policy of providing Ph.D. recommendation letters only for those students who are in the process of completing an M.A. thesis, rather than a project.

Keep in touch

After you complete the degree, please keep in touch with the ICP program so that we can more readily assist you when necessary. Please make sure that we have your most recent contact information, especially your e-mail address, so that we may continue to send you updates, newsletters, and other information. Be sure to join the "WSU ICP Alum" page on Facebook! Customarily, we invite alums to speak in seminars and address graduate workshops, and we'd love to invite you back to Millett Hall!

Registration Permission for the Graduate Program in
International and Comparative Politics (ICP)

Proper completion of this form, including all required signatures, is necessary in order to be assigned a final grade within WINGS.

Please indicate the registration semester (Note: If Summer course, please indicate term.)**:**

Year: _____ ☐Fall ☐Spring ☐Summer ☐A ☐B

Student UID: U __ __ __ __ __ __ __ __

Student Name: _____

Primary Phone Number: _____ **Second Phone:** _____

E-mail: _____

Registration/Permission for Practicum/Project/Thesis

Please include the CRN, section, credit hours and the instructor of the course.

CRN Number	Subject	Course Number	Section Number	Credit Hours	Course Title	Instructor
	PLS	7790			Practicum	
	PLS	7900	01	1.0	Continuing Registration	Luehrmann
	PLS	7980			Graduate Project	
	PLS	7990			Graduate Thesis Research	

☐ **Permission entered into Banner SFASRPO on Date** _____

☐ **Assigned Instructor into SIAASGN for filing grade** (Note: If previously listed as Staff, use U00025995)

Required Approvals

_____ _____U 0 0 __ __ __ __ __ _____
Instructor's Signature   (Printed Instructor Name)   Instructor UID   Date

_____   _____
Program Director's Signature   Date

After you have received the above required signatures for approval, please return this form to the Department of Political Science located in 325 Millett Hall. The staff will then input your permission to register for the course. Please note that you will then need to register for the course in WINGS. If you should have any questions concerning your registration, please call 937- 775-2942.

<div align="center">

Proposed Program of Study
Master of Arts Degree
International and Comparative Politics

</div>

Submitted by: _____

Mailing Address: _____

_____

UID: _____

Core Requirements (9 Semester hours)

Course	Credit Hours	Semester	Grade
PLS 7030 Research Design			
PLS 7200 Theories of International Relations			
PLS 7300 Theories of Comparative Politics			

Methodology: Foreign Language Proficiency or Quantitative Analysis (0-6 Semester hours)
Students should complete modern language through the second course of the third year (usually 3120/5120) or PLS 7010 (or its equivalent)

Course	Credit Hours	Semester	Grade

Major Field (at least 15 semester hours)
Students should concentrate their research around one specified track: Peace and Security Studies; International Organizations; or Area Studies.

Area of Concentration: _____

Course	Credit Hours	Semester	Grade

Thesis or Project: (at least 8 semester hours)
      Thesis: PLS 7990 *section = number of credit hours
      Project: PLS 7980 *section = number of credit hours
      Continuing Registration: PLS 7900-01
      Full time status: 6 semester hours

Thesis/Project Faculty Advisor: _____

Course	Credit Hours	Semester	Grade

Total Credit Hours: _____

_____   _____
Student's Signature   Director's Signature

_____   _____
Date   Date

Please note:
1. The total credit hours will vary with each student's program, but must total at least 32 semester hours
2. Students are not permitted to count "Independent Readings" courses (PLS 6910) toward the total number of hours in the "Major Field."

TEMPLATE: SIGNATURE PAGE FOR PROSPECTUS

<div align="center">

A Proposal for a

Master of Arts Thesis at Wright State University
International and Comparative Politics Program

Full Title of Thesis

Submitted by

Name of Student
Previously Awarded Degree, College, Year

</div>

Approved by Thesis Committee

_____ Thesis Director   _____
Typed Name, Ph.D.   Date

_____ Member   _____
Typed Name, Ph.D.   Date

_____ Member   _____
Typed Name, Ph.D.   Date

Approved by Director, Master of Arts Program in International and Comparative Politics

_____   _____
Laura M. Luehrmann, Ph.D.   Date

TEMPLATE: SIGNATURE PAGE FOR THESIS DEFENSE

WRIGHT STATE UNIVERSITY

GRADUATE SCHOOL

<u>Typed date of defense</u>

      I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY SUPERVISION BY <u>Student's Name</u> ENTITLED <u>Full Title of Thesis</u> BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF <u>Master of Arts</u>.

_____
[Typed Name, Ph.D.]
Thesis Director

_____
Laura M. Luehrmann, Ph.D.
Director, Master of Arts Program in
International and Comparative
Politics

Committee on Final Examination:

_____
[Typed Name of Thesis Director, Ph.D.]
Department of Political Science

_____
[Typed Name of Committee Member, Ph.D.]
Department of Political Science

_____
[Typed Name of Committee Member, Ph.D.]
[Academic Department]

_____
R. William Ayres, Ph.D.
Interim Dean, Graduate School

TEMPLATE: COVER PAGE FOR COMPLETED THESIS

[COMPLETE TITLE OF MASTER'S THESIS IN ALL CAPS]

A thesis submitted in partial fulfillment
of the requirements for the degree of
Master of Arts

By

[STUDENT NAME IN ALL CAPS]
Previously Awarded Degree, College, Year

Year in which M.A. Degree is being awarded
Wright State University

TEMPLATE: ABSTRACT PAGE FOR THESES AND PROJECTS

ABSTRACT

Family Name, Given Name(s). M.A., Department of Political Science, Wright State University, Year. Title of as it appears on the title page [upper and lower case, single-spaced].

[The abstract "narrative" begins three spaces below the heading and it must be **double-spaced**. The abstract narrative cannot exceed 150 words.}]

(Note: visible page numbering begins with abstract page)

TEMPLATE: SIGNATURE PAGE FOR PROJECT PROPOSAL

A Proposal for a

Master of Arts Project

<u>Full Title of Project</u>

Submitted by

Name of Student
Previously Awarded Degree, College, Year

Approved by Project Director

_____ Project Director   _____
Typed Name, Ph.D.   Date

Approved by Director, Master of Arts Program in International and Comparative Politics

_____   _____
Laura M. Luehrmann, Ph.D.   Date

TEMPLATE: SIGNATURE PAGE FOR PROJECT PRESENTATION

WRIGHT STATE UNIVERSITY

GRADUATE SCHOOL

Date of presentation

I HEREBY RECOMMEND THAT THE PROJECT PREPARED UNDER MY SUPERVISION BY <u>Student's Name</u> ENTITLED <u>Full Title of Project</u> BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF <u>Master of Arts</u>.

_____
Typed Name, Ph.D.
Project Director

_____
Laura M. Luehrmann, Ph.D.
Director, Master of Arts Program in International and Comparative Politics

TEMPLATE: COVER PAGE FOR COMPLETED PROJECT

COMPLETE TITLE OF MASTER'S PROJECT IN ALL CAPS

A project submitted in partial fulfillment
of the requirements for the degree of
Master of Arts

By

STUDENT NAME IN ALL CAPS
Previously Awarded Degree, College, Year

Year in which M.A. Degree is being awarded
Wright State University