



Colorado State University
DEPARTMENT OF POLITICAL SCIENCE

Graduate Handbook 2020-2021

David McIvor
Graduate Coordinator
David.McIvor@colostate.edu

Robert Duffy
Department Chairperson
Robert.Duffy@colostate.edu

Table of Contents

| | |
|--|-------------------------------------|
| I. GRADUATE PROGRAMS IN POLITICAL SCIENCE | 2 |
| THE MASTER OF ARTS (M.A.) PROGRAM | 2 |
| Requirements for the M.A. Degree | 2 |
| Advisors and Advisory Committees | 5 |
| Oral Examinations | 6 |
| Thesis and Professional Paper | 6 |
| THE DOCTORAL PROGRAM | 7 |
| Requirements for the Ph.D. Degree | 8 |
| Preliminary Comprehensive Examinations | 10 |
| Advisors and Advisory Committees | 10 |
| Preliminary Comprehensive Examinations | 11 |
| Preparation for Written Examinations | 11 |
| Written Examinations (first part of preliminary examinations). | 12 |
| Dissertation Proposal and Completion | 17 |
| II. REGISTRATION REQUIREMENTS | 18 |
| Continuous Registration | 18 |
| Graduate Enrollment Requirement | 19 |
| Readmission | 19 |
| III. ACADEMIC PERFORMANCE, FAILURE AND DISMISSAL | Error! |
| Bookmark not defined. | |
| IV. FINANCIAL ASSISTANCE | 19 |
| GRADUATE ASSISTANTSHIPS | 21 |
| V. PROFESSIONAL DEVELOPMENT FUNDS | 23 |
| Gardner Brock Miller Dissertation Research Grant | 23 |
| Graduate Student Travel Award | 23 |
| VI. FACULTY FIELD DESIGNATIONS (2017-2018) | 24 |
| VII. GRADUATE LEVEL POLITICAL SCIENCE COURSES | 25 |
| VIII. PLANNED SCHEDULE OF COURSE OFFERINGS | 30 |
| IX. FACULTY | 31 |
| APPENDIX I | 36 |
| APPENDIX II | 38 |
| APPENDIX III | 39 |
| APPENDIX IV | 41 |
| APPENDIX V | 42 |
| APPENDIX VI | Error! Bookmark not defined. |

I. GRADUATE PROGRAMS IN POLITICAL SCIENCE

The Political Science Department offers programs of study leading to the Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) degrees. In addition to the traditional subfields of political science the doctoral program has a unique focus on environmental and natural resource politics and policy. (For admission requirements and allocation of assistantships see Appendix I.) All graduate programs of study are individually designed to fit the student's educational background and career objectives. Graduates from the master's degree are recruited by a wide variety of public, private, and nongovernmental organizations. Recipients of the doctoral degree are employed in research organizations, universities, or public service positions across the world. Please also visit our Website: <http://polisci.colostate.edu/graduate/graduate-program>. The Doctoral program is a Western Regional Graduate Program. For more information visit <http://www.wiche.edu/wrgp>

It is the responsibility of students to familiarize themselves with the general University **requirements and information found in the *Graduate and Professional Bulletin*, which is obtained from the Graduate School.** The *Bulletin* includes information on transfer of graduate credit from other institutions, off-campus graduate study, scholastic standards, forms that the student must submit to the Graduate School, and the time limit for the completion of requirements for graduate degrees. Please visit: <http://www.graduateschool.colostate.edu/current-students/bulletin.aspx>

A. THE MASTER OF ARTS (M.A.) PROGRAM

Students in the Master of Arts program may pursue studies in the following subfields of political science: 1) American politics, 2) Comparative politics, 3) International relations, 4) Political theory, 5) Public administration and public policy, and 6) Environmental politics and policy. Two tracks for the M.A. programs are offered. The student may choose between a thesis program (30 semester credits minimum) or a non-thesis program (36 semester credits minimum).

Requirements for the M.A. Degree

Plan A (Thesis; 30 credits)

30 credits which includes 24 hours of course work; 24 in residence.

- i. A minimum of 21 credits of Political Science courses at the 500 level or above to include two core graduate courses in each of the candidate's two subfields (see ii below) and the required methods courses (see iii below).
- ii. Specific core courses are required for each subfield.
 - *American Politics*: POLS 500 and 501 are required.
 - *Environmental Politics and Policy*: POLS 670 plus any POLS 692 or any 700-level environment course. For example a MA student whose second concentration is IR would take POLS 739 (if it is offered and if the

instructor approves). Otherwise, a POLS 692 course may be taken as the second environmental course. Please note that while POLS 692 courses are environment courses, some may be allowed to count as courses in other subfields. If you have questions, please check with the Graduate Coordinator.

- Comparative Politics: Students must complete POLS 540 plus 541 or 542.
- International Relations: POLS 530 must be taken along with one of the following two courses: POLS 531 or 532.
- Political Theory: Students must select from two of the following: POLS 520, 509, and 729.
- Public Policy and Public Administration: All students must complete POLS 550 and 660.

iii. Students are required to complete two methods courses: 1) EITHER Approaches to the Study of Politics (POLS 620) OR Scope and Methods of Political Science (POLS 624) AND 2) one of the following: Qualitative Methods in Political Science (POLS 621), Quantitative Methods of Political Research (POLS 625*) OR Public Policy Analysis (POLS 665).

*Graduate students are not permitted to take POLS 625 unless there is evidence that they are prepared to do so. In preparation for POLS 625 students must take POLS 320 or POLS 459 unless their committee and the faculty who teach the course determine they have the equivalent background (e.g., comparable undergraduate or graduate courses in quantitative methods).

Equivalent courses taken in other programs may be substituted for POLS 621 or POLS 625. The student's committee and the faculty that teaches POLS 621 or POLS 625 will evaluate courses taken in non-political science programs in order to confirm their equivalence.

A student's committee may require that the candidate take additional methods courses as considered necessary.

A student's committee can petition the Graduate Committee for ad hoc arrangements provided that they satisfy the spirit and standards of the program.

iv. Graduate students may use any 300 or 400 level undergraduate courses approved by their committee in the Program of Study (GS Form 6) up to the limits set by the Graduate School. Graduate students may apply remedial undergraduate courses they were required to take as a condition of their admission toward the degree if such undergraduate credits are consistent with the requirements of the degree AND approved by their committee in the Program of Study (GS Form 6).

v. Thesis: A maximum of six credits of POLS 695 and POLS 699 may be counted toward the program of study.

vi. Oral examination involving the defense of the thesis.

vii. POLS 587, 695, and POLS 699 have S/U grading only. POLS 684 credits earned for the Teaching Practicum may not be counted toward the program of study.

Plan B (Non-thesis; 36 credits)

i. 36 credits, 24 in residence.

ii. A minimum of 24 credits at the 500 level or above to include two core graduate courses in each of the candidate's two subfields (see iii below) and the methods requirement (see iv below).

At least 18 of the 24 credits of 500 level or above must be in Political Science.

Students may take independent studies in lieu of an organized class (with permission of the instructor and the student's graduate committee). A maximum of 3 credits of independent study may be taken to assist in the development and writing of the professional paper.

Two core graduate courses in each of the candidate's two subfields (see iii below).

iii. Specific courses are required for each subfield:

- American Politics: POLS 500 and 501 are required.
- Environmental Politics and Policy: POLS 670 plus any POLS 692 or any 700-level environment course. For example a MA student whose second concentration is IR would take POLS 739 (if it is offered and if the instructor approves). Otherwise, a POLS 692 course may be taken as the second environment course. Please note that while POLS 692 courses are environment courses, some may be allowed to count as courses in other subfields. If you have questions, please check with the Graduate Coordinator.
- Comparative Politics: Students must complete POLS 540 plus 541 or 542.
- International Relations: Students must complete POLS 530 plus POLS 531 or 532.
- Political Theory: Students must select from any two of the following courses: POLS 520, 509, and 729.
- Public Policy and Public Administration: All students must complete POLS 550 and 660.

iv Students are required to complete two methods courses: 1) EITHER Approaches to the Study of Politics (POLS 620) OR Scope and Methods of Political Science (POLS 624) **AND** 2) one of the following: Qualitative Methods in Political Science (POLS 621), Quantitative Methods of Political Research (POLS 625*) OR Public

Policy Analysis (POLS 665).

*Graduate students are not permitted to take POLS 625 unless there is evidence that they are prepared to do so. In preparation for POLS 625 students must take POLS 320 or POLS 459 unless their committee and the faculty who teach the course determine they have the equivalent background (e.g., comparable undergraduate or graduate courses in quantitative methods).

Equivalent courses taken in other programs may be substituted for POLS 621 or POLS 625. The student's committee and the faculty that teaches POLS 621 or POLS 625 will evaluate courses taken in non-political science programs in order to confirm their equivalence.

A student's committee may require that the candidate take additional methods courses as considered necessary.

A student's committee can petition the Graduate Committee for ad hoc arrangements provided that these satisfy the spirit and standards of the program.

v. Graduate students may use any 300 or 400 level undergraduate courses approved by their committee in the Program of Study (GS Form 6) up to the limits set by the Graduate School. Graduate students may apply remedial undergraduate courses they were required to take as a condition of their admission toward the degree if such undergraduate credits are consistent with the requirements of the degree AND approved by their committee in the Program of Study (GS Form 6).

vi. Professional paper (see page 7).

vii. Oral examination involving the defense of the professional paper.

viii. POLS 587, 695, and POLS 699 have S/U grading only. POLS 684 credits earned for the Teaching Practicum may not be counted toward the program of study.

Advisors and Advisory Committees

MA students should select an advisor (who is the chairperson of their committee) by the fourth week of their second semester. Since students are being asked to choose an advisor at an earlier time, they will also be allowed to change their advisor until the point at which they have filed their GS6 form. MA students will form a committee and file their GS 6 form by the end of the 2nd semester. All deadlines must be observed before they can register for the next regular semester.

Each graduate student, in consultation with the graduate coordinator, will select an advisor who will serve as chair of the student's committee. The student, in consultation with

the advisor, will then design his or her graduate committee so that it includes at least one person from the two fields of political science the student has chosen and one person from outside the department of political science (refer to Section V for Faculty Field Designations). No person shall represent more than one field on a single student committee. Students may want to refer to Section V or to: <http://polisci.colostate.edu/people> to familiarize themselves with faculty backgrounds and research interests.

Advisory Committees have two principal responsibilities: (1) to work with students to design a program of study and (2) to supervise and evaluate the student's professional paper or thesis.

Graduate students have the right to reorganize their committee. However, it is highly desirable both for students and faculty that changes in students' advisory committees be made only for sound reasons and at times which make both educational sense and are fair to all the parties involved. For example, a significant change in a student's program would be a sound reason to change the composition of a committee. Regardless of the reason and timing, any committee change must be recorded and approved by the Graduate Coordinator, Department Chair, and Graduate School via a Petition for Change in Committee (GS Form 9A). Students must realize that such changes must be approved; they are not automatic.

Oral Examinations

The oral examination will take place when the student has successfully completed a thesis or a professional paper and will focus on the defense of the thesis or professional paper. **It is the responsibility of the committee advisor to inform the graduate administrative assistant when it is appropriate to schedule a defense for the student. The advisor should also remember that a four week notice is required by the department to schedule oral exams and publish them in *Source*.** The student must submit the Report of Final Examination Results (GS Form 24) to the Graduate School within two working days after the results of the examination are known.

Thesis and Professional Paper

a. Master's Thesis

A thesis shall be written in conjunction with Plan A of the Master's program. Thesis projects must entail the application of relevant theory or the development of theory with respect to an appropriate subject of relevance to the student's principal field within the political science discipline. Thesis projects are to be of broader scope and generally greater theoretical breadth than professional papers. They may vary in length but will usually be 60-100 pages excepting supporting documentation and end matter. The thesis will be reviewed by the student's committee with special emphasis on the theoretical focus of the work and the appropriateness and effectiveness with which the student's project is executed. Simple descriptive exercises are not acceptable for submission as

theses.

Students should refer to the Graduate School home page for detailed guidelines for the preparation and submission of a thesis at <http://graduateschool.colostate.edu/current-students/student-resources/>. Past theses are available for consultation in the Political Science Library or online. If you have any questions please contact the graduate administrative assistant.

All theses must be evaluated by the full committee and deemed acceptable prior to clearance for graduation. The committee, as part of their final oral examinations for graduation, will examine students on their thesis. Committee members may either accept the thesis as written, accept it on the condition that certain amendments are made, or reject the thesis. **Students should complete two copies of the GS 30 form (which is hand delivered to the Graduate School before the electronic copy of the thesis and dissertation is submitted).**

b. Professional Papers

A paper shall be written in conjunction with Plan B of the Master's program. The professional paper is defined as a seminar paper of professional quality written in the student's major subfield of concentration. The student's advisor shall supervise the professional paper. It will ordinarily be completed in conjunction with a regular seminar, or as a separate assignment. A maximum of 3 credits of independent study may be taken to assist in the development and writing of the professional paper.

If the professional paper is written in conjunction with a seminar, the student should understand that the paper must meet the standards of the committee quite independently of the evaluation of the professor teaching the seminar.

Professional papers should be highly focused, concisely written and well-documented studies grounded in an appropriate methodology. Papers normally do not exceed 40 pages in length, excepting documentation and end matter. Past professional papers are available for students to review. Please contact the graduate administrative assistant for more information.

c. Copies

The electronic copy of the thesis must be submitted to the Graduate School no later than the deadlines described above for the GS Form 24. In addition, all M.A. students must provide a securely bound copy of their thesis or professional paper to the department before graduation (by the deadline date for completion of departmental requirements). Please contact the graduate administrative assistant for binding information.

B. THE DOCTORAL PROGRAM

The Doctor of Philosophy degree program offers a unique combination of faculty expertise

and specialized course work in environmental politics and policy. This program is designed to produce graduates who combine a specialization in environmental politics and policy with a broad knowledge of the traditional subfields of political science.

Ordinarily, students may expect to spend three to five academic years beyond the master's degree completing the doctoral program. This time period may be divided roughly as follows: one to two years of concentrated course work; the second or third year completing their preliminary examinations and their dissertation proposal; and the remaining one to three years completing the research and writing of the dissertation. Generally, those candidates that have received their MA in our program can complete their doctoral level course work faster.

Requirements for the Ph.D. Degree

Credits: 72 credits total (including credits in the M.A. degree).

- i.** Methodology: Students are required to complete three methods courses: 1) Approaches to the Study of Politics (POLS 620), 2) Scope and Methods of Political Science (POLS 624) **AND** 3) one of the following: Qualitative Methods in Political Science (POLS 621), Quantitative Methods of Political Science (POLS 625*), Public Policy Analysis (POLS 665), or advanced methodology taken inside or outside the department or a foreign language at the high proficiency level as set forth below in a and b.

*Graduate students cannot take POLS 625 (SOC 511) unless there is evidence that they are prepared to do so. This is usually satisfied by completing POLS 320 or the equivalent undergraduate quantitative methods course. Doctoral students who have not taken the equivalent of POLS 320 and who have not passed a diagnostic test must take POLS 320 or 459 prior to enrolling in POLS 625.

(a) by earning a grade of B or better in 6-12 credits of 300 or higher language courses: or

(b) by otherwise demonstrating high proficiency to the satisfaction of the student's committee.

Equivalent courses taken in other political science graduate programs may be substituted for 625 (SOC 511). The student's committee and the faculty that teaches POLS 625 (SOC 511) will evaluate courses taken in non-political science graduate programs in order to confirm whether they can substitute for POLS 625 (SOC 511).

None of the above options precludes students from taking additional methods courses approved by their committee nor does any option prevent the committee from asking a student to take these and other courses that they consider necessary.

None of the above means that the student's committee cannot petition the Graduate Committee for ad hoc arrangements provided that they satisfy the spirit and standards of the program.

ii. Environment: POLS 670 and two of the following: POLS 709, POLS 729, POLS 759, POLS 739 or POLS 749. It is **expected** that students will complete the two 700-level environment classes that correspond with their other two fields of study. Exceptions to this rule will be rare and made only with the prior approval of the student's committee and the graduate coordinator.

iii. Subfields: Six additional credits at the 500 level or higher in each of the two additional subfields the student chooses.

- American Politics: POLS 500 and 501 are required.
- Comparative Politics: Students must complete POLS 540 plus 541 or 542.
- International Relations*: POLS 530 must be taken plus POLS 531 or 532.
- Political Theory: Students must complete: POLS 520 and 509.
- Public Policy and Public Administration: All students must complete POLS 550 and 660.

*PhD students who complete the international relations subfield are strongly encouraged to take all international relations graduate course offerings.

iv. At least three credits at the 500 level or higher in one additional subfield. Additional environment classes may be accepted with graduate coordinator approval.

v. Outside: Variable number of credits may be approved for courses from outside political science. Credits must be related to research interest and probable dissertation topic but need not be earned in a single department or field.

vi. Undergraduate: Graduate students may use any 300 or 400 level undergraduate courses approved by their committee in the Program of Study (GS Form 6) up to the limits set by the Graduate School. Graduate students may apply remedial undergraduate courses they were required to take as a condition of their admission toward the degree if such undergraduate credits are consistent with the requirements of the degree AND approved by their committee in the Program of Study (GS Form 6).

vii. Research Credit: Graduate students may earn credit for assisting faculty with research. The vehicle for this option is POLS 695. Students must submit a form to the Graduate Committee for approval.

Research credit is variable: students would earn 1 credit for 3 hours of work per

week, per semester; 2 credits for 6 hours of work per week, per semester; 3 credits for 9 hours of work per week, per semester.

During their time at CSU, MA students can earn a maximum of three POLS 695 research credits. Rollover and PhD student can register for a maximum of 6 POLS 695 credits.

Preliminary Comprehensive Examinations

Written and oral preliminary comprehensive examinations in two subfields, and a research paper to the subfield of environmental politics and policy. **(Please see pg. 13, and APPENDIX II, APPENDIX III, and APPENDIX IV)**

c. Dissertation Proposal and Defense. (Please see pg. 17)

d. Dissertation and Dissertation Defense. (Final Examination). (Please see pg.18)

Advisors and Advisory Committees

PhD students who earned their MA in the Department of Political Science at Colorado State University and continue as a PhD student should select an advisor (who is the chair of their committee) by the fourth week of their second semester. New PhD students must have an advisor by the end of the second semester. Since students are being asked to choose an advisor at an earlier time, they will also be allowed to change their advisor until the point at which they have filed their GS6 form.

PhD students who earned their MA in the Department of Political Science at Colorado State University and continues as a PhD student should select a new PhD committee and file a GS 6 form by the 4th week in their second semester. By the end of the 3rd semester, new PhD students should form a committee and file the GS 6 form. All deadlines must be observed before students can register for the next regular semester.

Each graduate student, in consultation with the graduate coordinator, will select an advisor who will serve as chair of the student's committee. The student, in consultation with the advisor, will then design his or her graduate committee so that it includes at least one person from each of the fields of political science in which the student expects to be examined, and one person from outside the department of political science (refer to Section III for Faculty Field Designations). No person shall represent more than one field on a single student committee. Students may want to refer to Section V or to: <http://polisci.colostate.edu/people> to familiarize themselves with faculty backgrounds and research interests.

Advisory Committees have three principal responsibilities: (1) to work with students to design a program of study; (2) to supervise the student's preliminary comprehensive examinations (examinations are read and evaluated by the students' committee and the

relevant subfield members—please see Part V); and (3) to review and evaluate the dissertation.

Graduate students have the right to reorganize their committee. However, it is highly desirable both for students and faculty that changes in students' advisory committees be made only for sound reasons and at times which make both educational sense and are fair to all the parties involved. For example, a significant change in a student's program would be a sound reason to change the composition of a committee before the student's comprehensive exams.

Similarly, a sound reason for changing a committee after the comprehensive exams would be to design a committee with expertise more directly related to the student's dissertation topic, provided that the reconstituted committee includes representatives from at least two subfields. In the case of doctoral candidates the most appropriate time for such a change would be while the student is early in the process of drafting a dissertation proposal. Changes after the proposal has been accepted are likely to lead to significant delays in the completion of the dissertation and usually impose an unfair burden on all the parties involved. Regardless of the reason and timing, any committee change must be recorded and approved by the Graduate Coordinator, Department Chair, and Graduate School via a Petition for Change in Committee (GS Form 9A). Students must realize that such changes must be approved; they are not automatic.

Preliminary Comprehensive Examinations

These examinations will cover two of the six subfields of political science recognized by the Department, and will consist of a written and oral component. In addition, Students should submit a major research paper (7000-9000 words) on environmental politics and policy by the end of the first week of the semester in which they are taking comprehensive exams. Doctoral students will complete these exams after they have finished their course work and before they begin intensive work on the dissertation.

The written examination in each subfield will last eight hours. Written exams must be completed within 10 working days. The oral examination will take place within four weeks of the successful completion of the written exams—they are scheduled four weeks prior to the written exams to avoid scheduling conflicts.

Preparation for Written Examinations

a. Committee's Role

- i. The students' subfield representatives are responsible for the timely preparation of the examinations. The chair of the committee must ensure that the representatives are given a reasonable amount of time to prepare the examinations and that the examinations have been made available to the graduate administrative assistant in a timely fashion. The representatives may solicit advice and questions from any member of the department. When a student's outside coursework is closely related to one of the subfields and the

student's advisor agrees, questions from an area outside political science may be included as part of the examination in one subfield. In this case, the subfield representative will seek advice and questions from the outside committee member. The exam in each subfield will provide some choice of questions.

ii. The subfield representative on the student's committee will circulate the completed exam to other members of the committee and to members of the appropriate subfields. The representative will give a photocopy of the exam questions and answers to the student and will place a copy of the completed exam (questions and answers) on file in the political science office. The file will be open only to regular members of the department faculty.

b. Candidate's Responsibilities

i. Students, in all cases, should consult with their committee and faculty in their respective examination fields to ascertain the literatures for which they will be held accountable (for field designations see V). Doctoral students are expected to be broadly knowledgeable of the literatures that are relevant to their subfields of study. Subfield committees, a majority of whose members elect to employ a reading list for advisory purposes, will place their most recent list on file with the graduate program administrative assistant so it will be accessible to interested students.

ii. Sample examination questions will be kept on file and will be available to all Ph.D. students.

Written Examination & Research Paper in Environmental Politics and Policy (first part of preliminary examinations).

a. Scheduling of Examinations

i. Doctoral written examinations shall be offered **two times a year during the third and fourth full week of the Fall semester and the sixth and seventh week of the Spring semester.** With this schedule, the exams will be evenly spaced over the course of the year. Both the written and oral exams are scheduled four weeks before the first written exam is taken.

ii. Under exceptional circumstances examinations will also be offered during the first and second full week following the conclusion of the spring semester. Because faculty often leave town after the end of the academic year examinations during this period are rare.

iii. Further exceptions to the schedule are extremely unlikely.

iv. For exceptional examination periods the candidate must have the approval of his/her committee and must petition the Graduate Committee in writing at least six weeks in advance of the proposed examination. Compelling reasons must be provided. Unanimous consent of the Graduate Committee is required. After having received the advice of the Graduate Committee, the Department Chair will either approve or disapprove the exception.

v. When a candidate is ready to schedule the exams, his/her advisor must formally notify the graduate administrative assistant four weeks in advance of the examination period. A form to schedule tentative and alternate dates for each of the subfield examinations must be filed with the department office at that time also.

vi. Four weeks in advance of the examination period the Chair shall issue a call to all tenure-track faculty asking them to identify two days during the exam period in which their office can be used for exams. All scheduling of those rooms will be accomplished one week before the exam period and faculty will be notified as to whether or not their rooms will be required, and if so when.

vii. Students who enter the Ph.D. program with full funding (such as a graduate teaching assistantship) are expected to take their preliminary exams in the beginning of their 5th semester and no later than the beginning of the 6th semester. Students who enter the M.A. program with full funding (such as a graduate teaching assistantship) and subsequently enter the Ph.D. program with full funding are expected to take their preliminary exams no later than the beginning of the 8th semester.

viii. If these time schedules are inappropriate for the student, the student's advisor will submit a written request to the Graduate Committee explaining the circumstances and asking for a waiver from the schedule. If the Graduate Committee and/or the Department Chair agree, the waiver shall be granted. If the Graduate Committee and/or the Department Chair disagree(s), and the student does not take exams according to the above timelines, the student will receive the lowest priority when being considered for a graduate teaching assistantship until successful completion of the exam.

b. Administration of Written Examinations

- i. Before sitting for the written examinations in the two selected subfields, Students should submit a major research paper (7000-9000 words) on environmental politics and policy. This paper is due by the end of the first week of the semester in which the student is taking comprehensive exams. The paper should speak to an important and well-defined topic, engage with relevant literature and

appropriate methods (if empirically oriented), and demonstrate the student's ability to carry out independent research and make an original contribution to knowledge. It is expected that most students will revise a paper they have written for a seminar, with the aim of producing a manuscript that can be submitted for peer-reviewed publication. The student is strongly encouraged to work with the professor for whom the paper was originally written and their advisor in revising the paper. The paper will be evaluated by the student's committee as part of the comprehensive exam process.

- ii. Students who have been cleared for written examination should contact the Graduate Coordinator and the graduate administrative assistant for the procedures they need to follow when they take their written exams. The communication should occur four weeks before the first examination. (See also APPENDIX II and APPENDIX III)
- iii. Students will compose their answers on a computer are required to work on a departmental computer, using a thumb drive issued by the department and a word processing program that the political science main office staff is familiar with.
- iv. Students need to begin and complete their examinations between the hours of 8:00 a.m. and 4:00 p.m. on weekdays. In exceptional circumstances, a student may petition the Graduate Committee to take exams during evening or weekend hours. The Graduate Committee will grant the petition only for compelling reasons and will require that the student find a faculty member who is willing to be present in the department during the entire exam period.

c. Computer Failure During Written Examinations

Problems resulting from the failure of the computer operator or computer equipment shall be handled with the following rules:

- i. When possible the department will try to retrieve the answer(s). When technical advice is necessary, it will be sought from Morgan Library Computer lab, 1st floor Morgan Library. Graduate students in the department will not be consulted on these issues to ensure that the exam process remains an interaction between the student and his or her committee.
- ii. If a complete answer survives the computer crisis, the student's committee will evaluate that answer. Partial answers, however, will not be evaluated.
- iii. In those cases in which the computer failure cannot be remedied the student must retake the exam within two weeks of the time when the original exams were scheduled to be finished. The questions of the makeup exam will not be the same as those of the first exam. The subfield representative shall indicate to the student how many

questions will be included in the makeup exam, how much time will be allowed and the broad themes that will be covered (if some answers have been salvaged).

- iv. Only after the student has completed a full set of answers will his or her committee evaluate this first attempt to pass the written examination.

d. Evaluation of Written Examinations

(a) All committee members, including the external member, have the right to read all the examinations written by a candidate. With the exception of special circumstances agreed to by Political Science members of the committee and in the case of procedural issues, the decision rests with the Political Science members. All committee members should be provided with copies of the examinations, regardless. Also, all members of the appropriate subfield (see Part V) have the right to read the relevant examinations and they should be asked by the student's subfield representative whether they intend to do so. The committee chair and the subfield representatives should consult on this issue to ensure that there is no misunderstanding.

(b) Individual evaluations of written examinations should be communicated to the subfield representative **within ten working days from the day of the exam**. No results will be communicated to the candidate, however, before all examinations have been completed.

(c) The standard of evaluation will be the overall adequacy rather than a mere averaging of grades on individual questions. (See APPENDIX IV which discusses expectations about the examinations.) The political science subfield representative from the student's committee will make the determination of the adequacy of performance.

(d) The committee may make a number of decisions:

(i) In cases in which the student's performance is judged to be adequate in each of the fields, the student will be passed.

(ii) In cases in which the student's performance is judged to be inadequate in one or more fields, the student will fail. This constitutes one of the two failures permitted before being dismissed from the program.

The student's committee should evaluate the student's performance across the subfields and assess whether the student is likely to pass or fail future written and oral exams. The committee may indicate suggestions to help prepare the student for future exams. The committee may require that the student complete additional reading, coursework or other projects before attempting the exam again. The

committee may recommend the student stay with or leave the program, but the final decision about continuing with the program rests with the student.

(e) The student's committee will determine the date of the second examination, which must occur during the period between two months and one year following the first examination.

(f) In unusual circumstances a student who has failed a subfield exam may petition the Graduate Committee and Department Chair to drop one existing subfield and replace it with another. If both the Chair and the Graduate Committee approve the request, the student and his or her committee should determine what changes to make in the Program of Study (GS Form 6) and committee composition. If committee membership changes, a Petition for Change in Committee (GS Form 9A) must be immediately filed with the Graduate School. The student shall meet with his/her committee to determine what additional reading and/or coursework must be completed. While the GS Form 6 does not have to be re-filed, the student's committee must sign a memo for the student's file stating the additional work the student must complete before taking the exams. After the initial failure, the student has only one chance left to pass the written and oral exams, even if there is a change of subfield.

(g) All committee decisions except those involving the adequacy of the performance in a particular subfield will be by majority vote. Any tie vote will work to the disadvantage of the student (i.e., if half the committee recommends that a student has passed and half recommends that the student has failed, the student will fail).

d. Oral Examination (second part of preliminary examination)

- As noted in section C.2.a., the oral exam is scheduled four weeks before the written exam begins to avoid any scheduling conflict that might arise later on. The oral part of the preliminary (comprehensive) examination will take place only after the student has passed the written part. The examination must be held within a period of six days before to six days after the target date. Following the examination, the student must submit Report of Department Examination (GS Form 14) and the Report of Preliminary Examinations for the Ph.D. Degree (GS form 16) within two working days of the examination. (Please see APPENDIX II, APPENDIX III, APPENDIX IV).
- All oral examinations will be open to the members of the faculty and to all students admitted to the M.A. or Ph.D. programs in the department. To pass the oral examination, a student must receive a positive majority vote by committee members that the overall examination (both written and oral parts) was acceptable. A tie vote or minority of positive votes will constitute a failure to pass the

preliminary examinations and counts as one of the two failures before dismissal from the program.

- If the failure on the oral exam is the student's first failure, the committee shall require that the student repeat the oral part and may require that the student repeat one or more of the written subfield examinations. The student's committee should evaluate the student's performance across all subfields and assess whether the student is likely to pass or fail a future oral examination. The committee may indicate suggestions to help prepare the student for the future examination. The committee may require that the student complete additional reading, coursework or other projects before attempting the examination again. The committee may recommend that the student should stay or leave the program but the final decision about continuing with the program rests with the student.
- The student's committee will determine the date of the second oral examination, which must occur during the period between two months and one year following the first examination.

f. Appeal of Examination Results

A student who fails a subfield examination may request that his or her performance be reviewed by the entire subfield committee. If a majority of the subfield committee votes that the performance is adequate, this decision is binding on the student's committee. If a subfield committee finds that a student's performance is inadequate, the student may appeal the decision to the departmental Graduate Committee on the grounds that the decision was arbitrary, capricious, unreasonable, or discriminatory. The appeal to the Graduate Committee must be initiated no later than the last day of classes of the semester in which the exam occurred. If the departmental Graduate Committee finds merit to such a claim after holding a hearing in which the student is allowed to argue his or her case, the Graduate Committee may require new examinations and select a committee to conduct such examinations.

Dissertation Proposal and Completion

Each candidate for the Ph.D. degree must submit an acceptable dissertation embodying original research on an approved topic dealing with environmental politics, policy or administration. Approval of the topic and plans for the research and supporting course work should be made early in the student's graduate program to assure high competence in the end product. Post dissertation proposals are available for consultation. Please contact the graduate administrative assistant.

a. Proposal

Doctoral students are required to formally present and orally defend their dissertation

proposals to their committee for approval. Each committee will decide the appropriate format for the dissertation proposal. A copy of the proposal and a memorandum indicating the committee's approval shall be placed in the student's file. Students should complete the proposal within one year of passing the preliminary exams to have the best chance to be appointed or reappointed to a GTA position.

b. Dissertation Defense (Final Examination)

Upon completion of the dissertation an oral defense will be scheduled. **It is the responsibility of the committee advisor to inform the graduate administrative assistant when it is appropriate to schedule a defense for the student. The advisor should also remember that a four week notice is required by the department to schedule oral exams and publish them in *Source*.** The defense must occur no later than the end of the twelfth week of the graduation term for fall and spring and no later than the end of the fifth week of the eight-week summer term.

Students should refer to the Graduate School home page for detailed guidelines for the preparation and submission of a thesis at <http://graduateschool.colostate.edu/current-students/student-resources/>. Past theses are available for consultation in the Political Science Library or online. If you have any questions please contact the graduate administrative assistant.

The student's committee shall determine the acceptability of the dissertation following the defense. Within two working days after the results of the examination are known, the student must file the Report of Department Examination (GS Form 14) and the Report of Final Examination Results (GS Form 24) with the Graduate School.

c. Copies

The electronic copy of the dissertation must be submitted to the Graduate School no later than the deadlines described above for the GS Form 24. In addition, all doctoral students must provide a professionally bound (i.e., hard cover) copy of their dissertation to the department before graduation (by the deadline date for completion of departmental requirements). Please contact the graduate administrative assistant for binding information. Post dissertation proposals are available for consultation. Please contact the graduate administrative assistant.

II. REGISTRATION REQUIREMENTS

a. Continuous Registration

All graduate students are required to be enrolled during the Fall and Spring semesters throughout their degree programs. Students may register for credit courses or they may opt for Continuous Registration. CR is required when the student is using University resources

such as the library, computer and research laboratories, or resources generally available with the payment of student fees.

CR registration shall not supersede any other registration requirements established by the student's committee or the department. Graduate Teaching Assistants must choose credit registration.

b. Graduate Enrollment Requirement

Graduate degree candidates must be either enrolled for at least one credit or must register for CR during the term (fall, spring or summer) they will complete their degree requirements.

c. Readmission

If there is an interruption in successive semester-to-semester on-campus resident instruction registration (excluding summer term), enrollment will lapse and students will need to file GS Form 1B to apply for readmission and pay the appropriate readmission fees.

III. ACADEMIC PERFORMANCE, FAILURE AND DISMISSAL

1. Graduate students are responsible for knowing any special expectations and requirements of their department and program and are expected to remain in good academic standing by making satisfactory progress towards their degree and must at all times have an adviser (Please review current Graduate and Professional Bulletin).

2. Political Science graduate students shall remain in good academic standing as long as they meet the Scholastic Standards of the University (see current Graduate and Professional Bulletin section on "Scholastic Standards"). Good academic standing consists of two bodies of requirements: GPA requirements and satisfactory progress in the overall graduate program. To meet the GPA requirement, students shall maintain a regular and overall 3.00 grade point average in all course work completed subsequent to admission to the graduate program of the department. The Graduate School uses two GPA calculations in determining good academic standing. The regular GPA reflects grades earned in normal courses but excludes grades earned in courses numbered POLS 486, 492, 495, 587, 684, 692, 695, 699, 795 and 799. The overall GPA includes an average of all CSU courses at the 300 level or higher.

3. In line with Graduate School rules, Political Science graduate students whose cumulative regular and/or overall grade point average in course work undertaken subsequently to their admission to the graduate program falls below 3.00 shall be placed on probation. Students will then have one regular semester to raise their cumulative graduate level GPA to 3.0 or higher. According to University rules a student that does not raise his cumulative GPA to 3.0 will be dismissed from the University and the Program. A GPA that is higher than 3.5 will be beneficial for

students who wish to be reappointed or offered a graduate teaching assistantship, receive strong letters of recommendation and/or receive consideration for other professional opportunities.

4. The academic record of any graduate student who has received two (2) grades of B- or lower in courses which are part of his/her program of study shall be reviewed by the graduate advisory committee/graduate committee. The Committee will propose appropriate recommendations.

5. Graduate students are strongly discouraged from taking an incomplete in a course and should do so only in the event of circumstances beyond the student's control (See Incomplete in the General Catalog). Upon taking an incomplete, the student and instructor shall specify in writing the requirements the student shall fulfill to complete the course. After successful completion of the makeup requirements, the incomplete grade will be changed by the instructor. After one year, the incomplete will be changed automatically to an F if no grade change form has been submitted.

6. In addition to the GPA requirements, good academic standing requires *satisfactory* progress in the overall graduate program. Students' individual graduate advisory committees (or the Graduate Committee, in case the advisory committees are not formed yet) may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing.

7. Every PhD student shall be evaluated annually by the advisory/graduate committee to ensure the student meets and maintains good academic standing as outlined in the Graduate and Professional Bulletin's section on Evaluation of Graduate Students. In addition to the GPA requirements, the committee will also take into account specific indicators of satisfactory progress—including but not limited to scheduling and taking the comprehensive exams on time and successfully passing them, completing the dissertation proposal on time and successfully defending it—by taking into account all aspects of academic performance and promise. The committee prepares a short report early spring.

Annual evaluations to judge good academic standing will be done by the advisory committee—or the Graduate Committee if the advisory committee is not formed yet. The process is initiated by filling out the checklist (see APPENDIX VI)

8. In line with the Graduate and Professional Bulletin, students judged to be making *unsatisfactory* progress toward a degree or whose work is not of the quality expected by the advisory committee may be recommended for academic probation or immediate dismissal from the graduate program, even if their cumulative grade point exceeds 3.0 (see "Evaluation of Graduate Students" in the Graduate and Professional Bulletin). In the case of a negative judgment by the advisory/graduate committee, a plan will be created and the following steps will be taken:

- a. The Committee will meet and inform the student of the concerns, create a progress plan with the student, develop a timeline and inform the student of the potential consequences (dismissal) if the progress is not satisfactory. The Chair of the department should be present in this meeting;
 - b. The Committee will keep in contact with the student and provide feedback during the progress plan timeline and document such contacts and their outcomes;
 - c. If the progress is not adequate at the end of the timeline, the committee may recommend dismissal from the program. The recommendation goes to the Chair and the Dean of the Graduate School and should include documentation on the steps taken with justification for this action.
9. Nothing in this section shall abrogate the right of the graduate student to appeal or to grieve a decision regarding departmental probation or dismissal. (Please refer to the Graduate and Professional Bulletin).
10. A student may appeal instructors' grading decisions according to the university policy (see Grade Appeal in the General Catalog). Please note that university policy states: "An Appeal must be submitted no later than 30 days after the first day of classes of the next regular semester following the date the grade was recorded. If not appeal is filed within this time period, the grade shall be considered final."

III. FINANCIAL ASSISTANCE

a. GRADUATE ASSISTANTSHIPS

1. Out-of-state students must apply for in-state status after a year's residence are expected to arrive before their first semester in the program and begin to take the steps necessary to receive in-state standing a year later.
2. Research and teaching assistantships are available on a competitive basis. Graduate teaching assistants are expected to be in good standing in the graduate program to maximize chances of renewal. **This includes satisfactory progress toward the completion of the degree, a 3.5 or higher cumulative grade point average, absence of incomplete grades, positive evaluations of GTA performance and other assigned responsibilities. For M.A. students who have been admitted into the Ph. D. program, it is necessary to complete all M.A. degree requirements before they can qualify for the higher GTA stipend.**
3. Assistantship stipends are for the nine-month period of the academic year. Teaching assistantships also include payment of tuition on behalf of the students. Tuition payments for research assistantships must be negotiated with the principal investigator. Students are responsible for paying the University fee assessment.

4. The department will limit the maximum number of semesters of financial support that graduate students may receive in the form of university teaching assistantships, or other sources of money that are acquired by the department on the behalf I of solely or primarily for the benefit of students. **Students initially admitted to the M.A. program may receive a *maximum* of 4 semesters of aid; students initially admitted to the Ph.D. program may receive a *maximum* of 10 semesters of aid; students who receive aid to support both their M.A. and Ph.D. programs may receive a *maximum* of 12 semesters of aid.** Due to limited funds and a great demand for financial support, the department normally provides aid for less than the maximum limits.

From time to time, department faculty members may use research grant or contract funds to hire students. Any such positions will be advertised in the department and applications will be accepted. Successful applicants for graduate research assistant positions must meet the same admissions and quality standards as graduate teaching assistants. Preference will be given to applicants with skills and training appropriate for the project, as well as those making satisfactory progress toward their degree. The department will try to distribute such funds equitably, but the quality of funded research is a high priority. Accordingly, students hired for such work do not fall under the limits described above.

5. When students secure financial aid through loans, grants or fellowships acquired on their own initiative or research/study opportunities that might be acquired for them by a CSU department other than political science, these outside sources of funding will not be counted against the maximum limits discussed above.

6. Forms on which to apply for graduate assistantships, traineeships, scholarships, and fellowships may be obtained from the Department of Political Science. Graduate students should also apply to the Office of Financial Aid for loan, work-study, Colorado Graduate Grant, or employment assistance (see the Financial Support section of the *Graduate and Professional Bulletin*).

7. Ordinarily GTAs will be assigned independent sections of classes only after they have passed their preliminary exams. Only when there is a demonstrated departmental need shall GTAs who have not yet passed their exams teach their own section of a course. This policy does not include decisions related to instructorships. Instructors are usually advanced graduate students who have exhausted their GTA eligibility or non-Departmental personnel hired to teach particular courses. Instructors are hired by the Department depending on instructional needs and are not considered GTAs nor are they funded from the same budgetary sources.

8. Graduate students are strongly discouraged from taking an incomplete in a course and should do so only in the event of circumstances beyond the student's control (See Incomplete in the *General Catalog*). Upon taking an incomplete, the student and instructor shall specify in writing the requirements the student shall fulfill to complete the course. After successful completion of the makeup requirements, the incomplete grade will be changed by the

instructor. After one year, the incomplete will be changed automatically to an F if no grade change form has been submitted.

Any student who wishes to be considered for funding must complete the makeup requirements by February 1. **Once the process of making funding decisions begins (usually around February 15th), students with incompletes may be excluded from consideration.** Students should be sure to allow sufficient time for the instructor to evaluate the makeup requirements and submit the grade change before this deadline.

9. The department discourages GTAs from taking more than 9 credits each semester. Students who choose to take extra credits a) should take responsibility to ensure the extra credits do not interfere with their ability to fulfill GTA responsibilities and b) may be required to pay higher fees.

IV. PROFESSIONAL DEVELOPMENT FUNDS

a. Gardner Brock Miller Dissertation Research Grant

This grant is to help support doctoral students' dissertation research. All political science doctoral students who have passed their preliminary examinations and who have an approved dissertation proposal are eligible to apply; however, only one grant will be awarded during any fiscal year. Its uses include support for acquisition of data or other costs that are essential to the research project. Grant amount: up to but not exceeding \$750.00. Applications and information are available in the department office. Applications are accepted throughout the current academic year for the next fiscal year (runs July 1 to June 30).

b. Graduate Student Travel Award

Graduate students who make any professional trips must notify the graduate administrative assistant via email with detailed information to get travel forms filled out and approved by the graduate committee prior to travel. This includes all trips whether funded or not.

This award applies to all professional travel for either bona fide research related or conference related functions. Students currently receiving a Gardner Brock Miller Award are also eligible to apply for a travel award that would be expended in the same fiscal year. A student may receive no more than one travel award during a single fiscal year. The amount of the grant is variable depending on the travel needs of recipients and the availability of funds. The Graduate Student Travel application (available in the department office) details requirements and selection criteria. Applications are accepted throughout the year until funds are exhausted.

V. FACULTY FIELD DESIGNATIONS FOR GRADUATE COMMITTEES (2019-20)

Environmental Politics & Policy

Betsill
Duffy
Harris
Lee
Macdonald
McIvor
Mumme
Opp
Scott
Stevis
Schomburg
Velasco

Theory

Daum
Macdonald
McIvor

International Relations

Betsill
Harris
Stevis

Public Administration and Policy

Duffy
Opp
Scott
Schomburg

American Politics

Daum
Duffy
Hicks
Hitt
Saunders
Stecula

Comparative Politics

Çavdar
Lee
Mumme
Velasco

VI. GRADUATE LEVEL POLITICAL SCIENCE COURSES

POLS 500 03 (3-0-0). *Government and Politics in the U.S.* F, S. Prerequisite: Three upper division credits in American Politics with grade of B or better.

Selected primary materials on the performance of governmental actors and institutions at federal, state and local levels.

POLS 501 03 (3-0-0). *Citizen Politics in the U.S.* F, S. Prerequisite: Three upper division credits in American politics with grade of B or better.

Selected primary materials on the behavior of individuals and groups in American politics.

POLS 509 03 (3-0-0). *Gender and the Law.* F, S.

The purpose of the course is to introduce students to the relationship between gender and the law in the U.S. legal and political systems and the changing nature of this issue over time.

POLS 520 03(3-0-0). *Theories of Political Action.* F, S. Prerequisite: POLS 420 or POLS 421 or written consent of instructor.

Intensive review of primary material on Western political thought.

POLS 530 03 (3-0-0). *International Relations.* F, S. Prerequisite: Nine credits in international relations or related studies.

Theory and methodology utilized in different approaches to international relations.

POLS 531 03 (3-0-0). *International Security Studies*. F, S. Prerequisite: Three upper division credits in international relations with grade of B or better.
Theories of policy making and bargaining in international politics as applied to different countries, organizations and historical periods.

POLS 532 03 (3-0-0). *Governance of the World Political Economy*. F, S. Prerequisite: Nine upper division credits in international relations with grade of B or better or written consent of instructor.
Theoretical and practical debates on the organization and governance of the world political economy.

POLS 540 03 (3-0-0). *Comparative Politics*. F, S. Prerequisite: Three upper division credits in comparative politics with grade of B or better.
Theories, methods and approaches to the study of comparative politics.

POLS 541 03 (3-0-0). *Political Economy of Change and Development*. F, S. Prerequisite: Three upper division credits in comparative politics with grade of B or better.
Responses of the state and its institutions to political, economic and social change.

POLS 542 03 (3-0-0). *Democracy and Democratization*.
Analyzes the theoretical foundations of democracy and democratization across world regions.

POLS 550 03 (3-0-0). *Advanced Public Administration*. F, S. Prerequisite: POLS 351, written consent of instructor.
Overview of study of public administration; recent developments in theory and practice.

POLS 580A2 03 (3-0-0). *The Politics of Administrative Law*.

POLS 587 v(1-6) *Internship*. F, S.

POLS 620 03 (3-0-0). *Approaches to the Study of Politics*. F. Prerequisite: Fifteen credits in political science.

POLS 621 03 (3-0-0). *Qualitative Methods in Political Science*. F. Research design, data gathering and organization, ethical issues, and computer applications in qualitative political research.

POLS 624 -3 (3-0-0). *Scope and Methods of Political Science*.
Exposes students to the discipline of political science and promotes the production and analysis of scientific literature in the study of politics.

POLS 625 03 (3-0-0). *Quantitative Methods of Political Research*. S. Prerequisite: POLS 320

Quantitative approaches and methods for the study of political life.

POLS 652 03 (0-0-3). *Public Organization Theory*. F. Prerequisite POLS 351 or written consent of instructor.

Theories of behavior of individuals and organizations in governmental bureaucracies.

POLS 660 03 (3-0-0). *Theories of the Policy Process*. S. Prerequisite: POLS 460 or POLS 351.

Recent developments in the study of public policy.

POLS 665 03 (3-0-0). *Public Policy Analysis*. S. Prerequisite: POLS 625 or instructor permission.

An introduction to the professional practice of policy analysis and the tools used to conduct a rigorous analysis including: forecasting, cost-benefit analysis, and policy design

POLS 670 03 (3-0-0). *Politics of the Environment and Sustainability*. F. Prerequisite: Written consent of instructor.

Domestic, international and comparative dimensions of environment and natural resource politics and policy.

POLS 684 (1-3) Supervised College Teaching. F, S, SS. Prerequisite: One year of graduate work.

Teaching Practicum: Non-funded political science graduate students who have successfully completed at least one year of graduate work in the department are eligible to enroll in a teaching practicum for one to three academic credits of PO 695. (These credits may not count toward the minimum credit-hour requirements in a student's program of study.) Students may assist in undergraduate courses only, and no more than ten hours of course-related work per week may be performed. Requests to enroll in a teaching practicum with a particular faculty member are student-initiated and the terms of instructional involvement are to be negotiated in advance to the mutual satisfaction of the faculty member and the student. The sponsoring faculty member will submit a written evaluation of the student's performance at the end of the semester.

POLS 692 03 (3-0-0). *Seminar in Environmental Policy*.

POLS 695 Var. *Independent Study/Assisted Research*. Graduate students may earn credit for assisting faculty with research. Students must submit a form (similar to the current POLS 695 form for Independent Study) to the Graduate Committee for approval.

MA students may register for a maximum of three PO 695 research credits; rollover and PhD students may register for a maximum of six PO 695 research credits.

POLS 699 Var. *Thesis*.

POLS 709 03 (3-0-0). *Environmental Politics in the U.S.* F, S. Prerequisite: Either

POLS 500 or 501; POLS 670.

Selected primary materials on governmental performance, groups and mass public in American environmental politics.

POLS 729 03 (3-0-0). *Political Theory and the Environment*. F,S Prerequisite: POLS 520 and POLS 670.

Political thought applied to questions of the environment.

POLS 739 03 (3-0-0). *International Environmental Politics*. F, S. Prerequisite: POLS 530 and POLS 670.

Theories and methodologies used in analyzing international environmental politics and policy.

POLS 749 03 (3-0-0). *Comparative Environmental Politics*. F, S. Prerequisite: POLS 670 and either POLS 540 or POLS 541.

Application of comparative political theory to analysis of environmental politics.

POLS 759 03 (3-0-0). *Environmental Policy and Administration*. F, S. Prerequisite: POLS 670.

Effects of regulation, intergovernmental relations and resource availability on federal environmental programs in U.S.

POLS 795 Var. *Independent Study*.

POLS 799 Var. *Dissertation*.

VII. PLANNED SCHEDULE OF COURSE OFFERINGS (updated 08/08/2019)

| | FALL 2019 | SPRING 2020 | FALL 2020 | SPRING 2021 | FALL 2021 | SPRING 2022 |
|---|--------------|----------------|--------------|----------------|--------------|----------------|
| POLS 500 Government & Politics in the U.S. | | | X | | | |
| POLS 501 Citizen Politics in the U.S. | | X | | | | X |
| POLS 509 Gender and the Law | | | | X | | |
| POLS 520 Theories of Political Action | | | X | | | |
| POLS 530 International Relations | | | X | | | |
| POLS 531 International Security Studies | | X | | | | X |
| POLS 532 Governance of the World Political Economy | | | | X | | |
| POLS 540 Comparative Politics | | | X | | | |
| POLS 541 Political Economy of Change & Development | | X | | | | X |
| POLS 542 Democratization | X | | | | X | |
| POLS 550 Advanced Public Administration | X | | | | X | |
| POLS 580A2 The Politics of Administrative Law | | | | | X | |
| POLS 620 Approaches to the Study of Politics | | X | | | | X |
| POLS 621 Qualitative Methods | | | | X | | |
| POLS 624 Scope and Methods of Political Science | X | | | | X | |
| POLS 625 Quantitative Methods | | | X | | | |
| POLS 652 Public Organization Theory | | | | | | |
| POLS 660 Theories of the Policy Process | | X | | | | X |
| POLS 665 Public Policy Analysis | | | | X | | |
| POLS 670 Politics of the Environment & Sustainability | | X | | | | X |
| POLS 692 Seminar in Envir. Policy** | X | | X | | X | |
| POLS 709 Envir. Politics in the U. S. | | | X | | | |
| POLS 729 Political Theory | | | | X | | |
| POLS 739 International Envir. Politics | X | | | | X | |
| POLS 749 Comparative Envir. Politics | | | X | | | |
| POLS 759 Envir. Policy & Administration | | | | X | | |

Schedule subject to change

** Offered according to student demand and instructor availability

VIII. GRADUATE TEACHING FACULTY

PROFESSORS

MICHELE BETSILL (Ph.D., University of Colorado, Boulder, 2000). Fields: International relations and environmental politics and policy. Graduate courses taught: POLS 532 Governance of the World Political Economy; POLS 621 Qualitative Methods; and POLS 739 International Environmental Politics. Her research focuses on non-state and sub-national actors in global environmental governance, especially related to the issues of climate change, ocean conservation, and natural resource extraction. Ongoing research projects address the transnational governance of natural resource extraction; the role of philanthropies in marine conservation and climate change governance; and the politics of decarbonization. She has published 5 books and more than 40 peer-reviewed journal articles and book chapters (a complete list of publications is available on [Google Scholar](#)). Michele was a founding member of the Earth System Governance project, the world's largest network of social scientists working at the intersection of governance and global environmental change and is associate editor of the journal *Earth System Governance*. On sabbatical for the 2020-21 academic year.

COURTENAY W. DAUM (Ph.D., Georgetown University, 2004). Fields: American Politics, Public Law and Gender and Politics. Research focuses on the interaction between law and society including organized interest mobilization and litigation in the courts, feminist and critical legal theories, and gender and politics including LGBTQ rights and interests. In addition, current research projects have focused attention on how the criminal justice and legal systems subjugate and constrain marginalized populations including rape victims, the female intimates of drug offenders, and trans* individuals including a recently finished book manuscript that investigates the limitations of the politics of rights for overcoming discrimination and inhumanization against trans* communities. Future research includes a project on the relationships between resource extraction and intersectionally-subjected communities, and completing a textbook on women and the law. Recent publications include: "The War on Solicitation and Intersectional Subjection: Quality-of-Life Policing as a Tool to Control Transgender Populations" (in *New Political Science*), *Stuck between a Rock and a Meth Cooking Husband: What Breaking Bad's Skyler White Teaches Us About How the War on Drugs and Public Antipathy Constrain Women of Circumstance's Choices* (in the *NEW MEXICO LAW REVIEW*), and "Marriage Equality: Assimilationist Victory or Pluralist Defeat? What the Struggle for Marriage Equality Tells Us About the History and the Future of LGBTQ Politics" (in *LGBTQ Politics: A Critical Reader*, eds. Susan Burgess, Marla Brettschneider and Cricket Keating). Courses offered include American Constitutional Law (POLS 410), U.S. Civil Rights and Civil Liberties (POLS 413), Governmental Politics in the U.S. (POLS 500), Gender and the Law (POLS 509), and Administrative Law (POLS 580).

ROBERT J. DUFFY (Ph.D., Brandeis University, 1991). Fields: American politics, public policy, environmental politics and policy, energy policy. Author of *The Green Agenda in American Politics: New Strategies for the Twenty-First Century* (University Press of Kansas, 2003), and *Nuclear Politics in America: A History and Theory of Government Regulation* (University Press of Kansas, 1997). Coauthor, with Gary Bryner, of *Integrating Climate*,

Energy, and Air Pollution Policies (Cambridge, MA: MIT Press, 2012). Current research focuses on U.S. environmental and energy policy.

BRADLEY J. MACDONALD (Ph.D., University of California, Los Angeles, 1991). Fields: contemporary political and social theory; Western Marxism; nineteenth-century political thought; literary and cultural theory; and critical theory. Author of *William Morris and the Aesthetic Constitution of Politics* (Lexington Books, 1999) and *Performing Marx: Contemporary Negotiations of a Living Tradition* (SUNY Press, 2006). Author of articles in *Contemporary Justice Review*, *Contretemps*, *History of Political Thought*, *Journal of William Morris Studies*, *Polity*, *Rethinking Marxism*, *Theory and Event*, and *Strategies: A Journal of Theory, Culture and Politics*. Author of chapters in *City of Angels* (Kendall-Hunt, 1992); *Teachers and Mentors: Profiles of Distinguished Twentieth-Century Professors of Education* (Garland Publishing, 1996); *The U.S.-Mexico Border: Transcending Divisions, Contesting Identities* (Lynne Rienner, 1998); and book reviews. Editor of *Theory as a Prayerful Act: The Collected Essays of James B. Macdonald* (Peter Lang, 1995) and (with R. Rutsky) *Strategies for Theory: From Marx to Madonna* (SUNY Press, 2003), and book series editor for “SUNY Series in New Political Science.”

STEPHEN PAUL MUMME (Ph.D., University of Arizona, 1982). Fields: comparative politics, Latin American politics, and comparative environmental policy. His research centers on transboundary environmental policy change in the North American region, emphasis on the U.S. - Mexico border. Journal articles appear in *Journal of Water Law, Water, Globalization, Global Society, Review of Policy Research, Journal of the Southwest, Natural Resources Journal, Journal of the West, Journal of Environment and Development, Environment and Planning C, Environmental Management, Environment, Latin American Perspectives, Political Research Quarterly, Latin American Research Review* and other scholarly reviews. He is the author of many book chapters, author of *Apportioning Groundwater along the U.S.-Mexican Border* (UCSD 1988), and co-author of *Statecraft, Domestic Politics, and Foreign Policy Making* (Westview 1988). He serves on the editorial boards of the *Journal of Borderlands Studies, Regions and Cohesion*, and *International Journal of Sustainable Society*, with past service on the editorial boards of the *Political Research Quarterly, Boundary and Security Bulletin*, and as Deputy Editor of the *Social Science Journal*. Professor Mumme is on the Executive Council of the Western Social Science Association and is Co-President of the Colorado Conference of the American Association of University Professors.

SUSAN M OPP (Ph.D., University of Louisville, 2007). Fields: Public Administration, Public Policy, Environmental Policy, and Urban and Local Affairs. Dr. Opp is a pracademic with both academic and applied research interests. Opp was the inaugural APSA Pracademic Fellow where she worked in the Office of Policy at the Environmental Protection Agency (EPA) in 2016. She continues her professional engagement with several federal and local public sector organizations through consulting, contract work, and shared research projects. Her scholarly research primarily centers on the intersection of economic needs with environmental and social protection. Current research projects focus on social sustainability, sustainable cities, social justice in sustainability policy, and the intersection of local economic development and environmental protection. Her research has appeared in a variety of journals including *Economic*

Development Quarterly, Journal of Urban Affairs, Local Environment, State and Local Government Review, Urban Affairs Review, and Environmental Practice. Dr. Opp is also the author of book titled “Performance Measurement and Local Sustainability Policy” (2018, Routledge series on Public Policy and Administration), an ASPA series book titled “Local Economic Development and the Environment: Finding Common Ground” (2013, CRC Press), an edited volume concerning globalization and sustainability (2008), and a number of technical reports, book chapters, and other miscellany. Her next book, “Environmental Issues for Today”, will be in print in early 2020.

KYLE SAUNDERS (Ph.D., Emory University, 2001). Fields: American Politics, Public Policy and Political Methodology. Saunders' research generally focuses on American politics, with particular emphases on attitudes and political behavior, political parties and elections. Saunders' current interests include the relationships between various attitudes, activism and political participation, election administration and policy, other areas of sustainability policy, as well as the study of various forms of ideologically influenced misinformation. Saunders offers courses including POLS 501: Citizen Politics in the US (Individual level attitudes and behavior, linkage institutions (elections, parties and interest groups), and representation), as well as graduate political methodology courses (POLS 624 (Scope and Methods) and POLS 625 (Graduate Quantitative Methods). Saunders has authored or contributed to over 30 journal articles or book chapters, the most cited of which appear in the *American Journal of Political Science*, *Journal of Politics*, *Comparative Political Studies*, *Political Research Quarterly*, *American Politics Research* and many other visible outlets.

DIMITRIS STEVIS (Ph.D. University of Arizona, 1987). Fields: International Political Economy and Governance, Environmental and Labor Politics, social and environmental justice. In broad terms my research examines the social governance of the world political economy in the areas of labor and the environment, with particular attention to local-translocal linkages, power and justice. I am currently co-editing (with Nora Räthzel and David Uzzell) the *Handbook of Environmental Labor Studies* (Palgrave Springer, 2021) and completing a book on the global history and politics of just sustainability transitions. A great deal of my work on just transitions is through the globally focused [Just Transition Research Collaborative](#) and the USA focused [Just Transition Listening Project](#). With respect to socioecological justice I co-convene the [Planetary Justice Task Force](#) of the Earth System Governance Project and codirect the Center for Environmental Justice at CSU. I continue to pursue research on the [environmental politics of labor unions](#), [the labor politics of environmental organizations](#), [global union organizations](#), environmental justice, systems of sustainable production and consumption, and the study of global environmental politics, with attention to its ‘hidden figures’.

In addition to the publications above I have recently co-edited a special issue of *Globalizations* entitled [Labour in the Web of Life](#) and [Just Transitions: Social Justice in the Shift Towards a Low-Carbon World](#). During the last five years my work has appeared in *Environmental Politics*, *Earth System Governance*, *Environment and Planning C: Government and Policy*, *ILR Review*, *International Environmental Agreements* and various other journals, as well as in a number of edited volumes. Graduate level courses (or that can be taken for graduate credit) include Globalization, Sustainability and Justice (POLS462), Governance of the World Political

Economy (POLS 532), Politics of Environment and Sustainability (POLS670), International Environmental Politics (POLS739), and special seminars on Transnational Social Regulation (POLS580) and Green Political Economy (POLS692). I am committed to and strive to fuse research, teaching and engagement in all of my work.

ASSOCIATE PROFESSORS

GAMZE ÇAVDAR (Ph.D. University of Utah, 2006) Fields: Comparative Politics; Methodology; Environment, Middle East Politics. Current research includes social movements, particularly Islamist movements in the Middle East, gender, social movements, social policy and the politics of food. Courses offered include Introduction to Comparative Politics (POLS 241); Middle East Politics (POLS 449); Social Movements (443); Comparative Politics Seminar (540); Democracy and Democratization (542) and Qualitative Methods (621). She has published in *Political Science Quarterly*, *PS: Political Science and Politics*, *Politics and Religion*, *Feminist Economics*, *Journal of South Asian and Middle Eastern Studies*, *Totalitarian Movements and Political Religions*, *Journal of Political Science Education*, *Middle East Research and Information Project (MERIP)*, *Nutrition and Metabolic Insights*, among others. Her co-authored book, *Women in Turkey: Silent Consensus in the Age of Neoliberalism and Islamic Conservatism*, examines the gender policies of Islamist governments in Turkey, published by *The Middle Eastern Studies Series of Routledge*, 2019.

MATTHEW P. HITT (Ph.D., The Ohio State University, 2014). Fields: American Politics and Methodology. Hitt studies judgment and decision making in American political institutions using observational, experimental, archival, and formal methods. He is interested in how institutional and external factors influence the choices political actors make, especially at the collective level, in Congress, the judiciary, the media, and the bureaucracy. He is co-author of *Time Series Analysis for the Social Sciences* (Cambridge University Press), *Re-Localizing the News* (Cambridge University Press, Under Contract), and he is the author of *Inconsistency and Indecision in the United States Supreme Court* (University of Michigan Press). His research has also appeared or is forthcoming in the *American Journal of Political Science*, *American Political Science Review*, *Energy Policy*, *International Journal of Public Opinion Research*, *Journal of Communication*, *Journal of Law and Courts*, *Law and Society Review*, *Political Communication*, *Public Opinion Quarterly*, *Presidential Studies Quarterly*, and *Studies in American Political Development*. Courses offered include POLS 625 (Quantitative Methods of Political Research) and POLS 500 (Government & Politics in the U.S.).

DAVID McIVOR (Ph.D., Duke University, 2010). Fields: Political Theory. Dr. McIvor's primary research areas are contemporary political theory and democratic theory, with a particular focus on critical theory, psychoanalytic theory, and deliberative democratic theory and practice. Substantively, Dr. McIvor has recent and current research projects in the areas of interracial distrust, climate change deliberation, democratic socialism and social-psychological accounts of narcissism. Dr. McIvor has published articles in a variety of scholarly journals, including *Political Theory*, *Constellations*, *Polity*, *Contemporary Political Theory*, *James Baldwin Review*, *New Political Science*, and *Agriculture and Human Values*. He was co-editor of *Democratizing Deliberation: A Political Theory Anthology*, published in 2012 by the Kettering

Foundation and the co-editor of *The Democratic Arts of Mourning*, published in 2019 by Lexington. His first book *Mourning in America: Race and the Politics of Loss* was published by Cornell University Press in 2016.

MARCELA VELASCO (Ph.D. Boston University, 2007). Fields: comparative politics, Latin American politics, political development, and comparative environmental politics. Dr. Velasco's research centers on environmental politics, multicultural reforms, social movements, ethnic politics, and decentralization and local governance in Latin America. She has also published on political economy, interculturalism, and satire as a form of protest in the work of Gabriel García Márquez. Dr. Velasco is currently leading a collaborative research project on territoriality and local governance in Colombia's Pacific coast, a multiethnic region marked by high levels of violence. This project engages local organizations in all parts of the research process, including the research question, design, and review of results. The project has produced a collaborative dataset with information on trauma, environmental degradation, and the effects of conflict on local governance in 20 indigenous and Afro-descendant communities. Dr. Velasco's research has been published in the *Journal of Latin American Studies*, *Latin American Research Review*, *Local Environment*, *Handbook of Social Movements across Latin America*, *Bulletin of Latin American Research*, and *Journal of Environment and Development*.

ASSISTANT PROFESSORS

PETER HARRIS (Ph.D., University of Texas at Austin, 2015). Fields: International Relations. Dr. Harris's current research focuses on U.S. foreign policy (especially U.S.-China relations) and the local and environmental implications of military basing policy. He will offer courses on international security, International Relations theory, and U.S. foreign policy. His work has appeared in journals such as *African Affairs*, *Anthropology Today*, *Asian Security*, *Chinese Journal of International Politics*, *Journal of Transatlantic Studies*, *Marine Policy*, *International Journal*, *International Political Sociology*, *International Politics*, *Political Quarterly*, and *Review of International Studies*.

HEATHER HICKS (Ph.D., University of Maryland, 2019). Fields: American Politics and Methodology. Hicks's research broadly focuses on race and gender in American politics and the psychological mechanisms that underlie public opinion and political behavior. She uses survey and experimental methods to study the influence attitudes about race and gender have on Americans' political beliefs and decision-making. Her research has recently been published in the *American Journal of Political Science* and *Political Psychology*.

YUJUNG (JULIA) LEE (Ph.D., University of California, Los Angeles, 2015). Fields: Comparative politics, comparative environmental politics; Asian politics. Lee's current research centers on the political economy of development and gender politics using quantitative methods and survey research, with a geographic focus on India and Korea. She is interested in the political dimensions of public good provision, particularly those that are related to public health. Her most recent research has been published in *Comparative Politics* and *Journal of Rural*

Studies.

RYAN SCOTT (Ph.D., University of Washington, 2017). Fields: Public Policy and Management; Environmental Policy. Dr. Scott researches the use of public deliberation and engagement for managing environmental health risks of emerging technologies. He is particularly interested in how the use of scientific assessments and policy analysis within deliberation can shape policymaking. His work has appeared in *Risk Analysis*, the *Journal of Benefit Cost Analysis*, the *International Journal of Life Cycle Assessment* and the *Journal of Environmental Psychology*.

MADLINE SCHOMBURG (Ph.D., University of California, 2019). Fields: Environmental Policy; Environmental Justice. Dr. Schomburg's current work focuses on the role of narrative in shaping environmental policy outcomes on a broad range of issues. Most of her work has focused on domestic unconventional oil and gas development, investigating the role of interest groups in mobilizing constituents to participate in political processes and the role of policy entrepreneurs in diffusing relevant policies throughout the United States. She is broadly interested in human-environment interactions and the ways in which people mobilize for change around environmental policy problems, particularly in the context of environmental justice. Her scholarship has appeared in *Policy Studies Journal* and *Economics of Energy & Environmental Policy*.

DOMINIK A. STECULA (Ph.D., University of British Columbia 2018). Fields: American Politics. Stecula's research interests encompass the intersection of political communication, political behavior, and science communication. His research focuses on examination of the news media environment and its effects on society by examining both the supply side (content of the news and its effects on political polarization and attitudes about topics like climate change or vaccines) and demand side of news consumption (analysis of what sources people deem credible and why). His research appeared in peer-reviewed journals such as *American Journal of Political Science*, *British Journal of Political Science*, *Canadian Journal of Political Science*, *American Journal of Public Health*, *Misinformation Review*, *International Journal of Press/Politics*, *Science Communication*, and others. His writing has also appeared in popular outlets like the *Washington Post*, *Philadelphia Inquirer*, and others.

APPENDIX I

Admission Procedures

Requirements

Candidates for admission must submit an application, two official transcripts from all colleges and universities previously attended, scores on the Graduate Record Examination (GRE), and three letters of recommendation. Personal interviews are encouraged. All applicants are required to submit a 300-500 word statement of academic interests and career objectives. Copies of previous written work or publication are also useful in evaluating the applicant's potential.

All international students for who English is a second language must submit TOEFL examination scores in addition to the above materials. A minimum TOEFL score of 600 (or 250 on the computerized test) is required.

For the M.A., applicants should have a cumulative grade point average of 3.00 or better and a combined score of 301 or better on the verbal and quantitative sections of the GRE aptitude test, and a score of 5.0 on the analytical section of the test. Applicants for the M.A. program must present evidence of receipt of the bachelor's degree before they begin their course of study.

The Political Science Department normally expects Ph.D. applicants to have a graduate level GPA of 3.5, combined verbal and quantitative GRE scores of 308, and a score of 5.0 on the analytical section of the GRE. Admission to the doctoral program is highly selective. Preference will be given to applicants displaying high intellectual capacity and a particular interest in environmental or natural resources politics and policy. In addition to the requirements noted above, applicants must either have a master's degree by the time they begin their doctoral studies or they must have earned at least 24 credits as students in the department's M.A. program. Doctoral applicants must provide a 15-page writing sample.

Persons who do not meet these minimum requirements should submit additional supporting materials including statements from professors with whom they have studied. It should be understood, however, that exceptions are seldom granted. Students may be required to make up deficiencies in their backgrounds before beginning a graduate program.

Deadlines

Assistantships are normally allocated in the Fall semester. Anyone who wishes to be considered for admission and for a graduate teaching assistantship or fellowship should complete his or her file by **February 15**.

Doctoral applications will be reviewed once a year for Fall admission.

The M.A. applications will be reviewed twice a year with a **February 15** deadline for U.S. and international students for the Fall semester. Spring admission deadlines for the M.A. program are **August 1** for international students and **October 15** for U.S. students.

The department always reserves the right to admit a promising student with a late application if it serves the department's interests to do so. Any applicant who appears to be a potential candidate for university or college fellowships or other awards may be considered earlier.

Selection Criteria

As the Graduate Committee considers the pool of graduate applicants it will make

decisions based on the qualifications of the applicants as well as departmental needs and interests. When admission decisions are made about a pool of applicants, the decisions about departmental needs and interests are likely to be determined by factors such as providing a) enough students to take graduate seminars offered, b) GTA assistance in the range of courses that are offered, and c) matching faculty expertise and student interests. The committee will endeavor to maintain a reasonable balance between domestic and global interests.

The maximum number of continuing and newly admitted students in the graduate program should be 50 to 60 students. This would include those who are taking classes (or have recently taken classes) and those writing professional papers, theses or dissertations.

Rollover Option

The rollover option is available to exceptional students who have completed 24 hours in the department's M.A. program with a GPA of 3.7 or better. Applicants should submit a petition requesting entry into the doctoral program to the Graduate Committee, which is subsequently responsible for making recommendations to the Chair and the Graduate School. The regular deadlines apply. Each application is considered on its merits and there is no assumption that meeting minimum formal requirements, per se, will result in a positive recommendation. Rollover applicants will also be evaluated on the basis of judgments offered by faculty and in comparison with other Ph.D. applicants with more formal writing experience.

APPENDIX II

Practicalities of Written Examinations

To reduce anxiety and fiascos occurring during exams, please keep the following in mind:

All students:

1. If you have changed the membership of your committee, be sure that you have filed the appropriate form (GS 9A, Petition for Change in Committee) with the Graduate School before the exam.
2. Check to see that a room has been reserved in which you may write your exams.
3. Turn in both your questions and answers.
4. Be sure to put your name and PAGE NUMBERS on your answers.
5. Any breaks, editing, use of a spell checking device or other activities you undertake must be completed within the maximum time you have (8 hours).

Students who use longhand to produce their answers:

6. To produce answers that are easily photocopied, write on only one side of the paper and **LEAVE MARGINS**.

Students who compose their answers on computer:

7. **Before your exams**, visit the room or office where you will compose your answers and become thoroughly familiar with the computer and software. Know how to log on. Be familiar with the word processor on the machine so that you will be able to number the pages or use optional features such as block and move or spell check.
8. Save to the flash drive and hard drive often throughout the day.
9. The political science staff will not print out your answers while you are there. This will be done during periods of time when the staff is less busy.
10. Examinees are encouraged to familiarize themselves with mechanisms for recovering or retrieving data.

APPENDIX III

Preliminary Comprehensive Examination Preparation

1. Prepare your research paper for the Environmental Politics and Policy subfield. *In consultation with your advisor and your committee members, develop and compose a research paper that speaks to an important and well-defined topic within environmental politics and policy, engages with relevant literature and appropriate methods (if empirically oriented), and demonstrates the student's ability to carry out independent research and make an original contribution to knowledge.*

2. Meet with the representative of each of your subfields. This is the person who actually compiles the exam and determines whether you pass or not. Subfield representatives will vary according to how much general information they will give you about the exam. Some may volunteer that you will have to answer three general types of questions (i.e., on an environmental exam, some students will be told they will have to answer a normative question, an American environment question and a comparative environment question). Other representatives will not choose to tell you the category of questions you should expect on the exam.

Find out what your subfield representative thinks are the major (and perhaps minor) areas, concepts and approaches of the subfield. Ask whether you are expected to be more conversant with some of these than others. Likewise, when it comes to the criteria that determine a good answer, ask the relative priority your subfield representative gives to citation of literature, critical analysis and creativity in answers.

It is advisable to meet with all members of the subfields you are testing in. All faculty in each subfield evaluates your written answers.

3. Reading list. Each caucus will produce a reading list which includes core/classic materials. Each caucus will review and update the caucus reading list every two years. Reading lists may be given to students at any point in the program, including at the beginning. Caucus reading lists may be obtained from the graduate administrative assistant or the student's committee. Reading lists should not be regarded as sufficient; students should seek guidance from their caucus/field representative regarding further depth in their areas of specialization in addition to course syllabi and suggested reading lists.

3. Review sample exams. Each subfield will have sample exam questions. You will begin to grasp the enduring questions of the subfield by studying these sample exams. Compare these questions with what you learned from your consultation with subfield representatives in step 1.

4. Compile a list of "probable questions." By studying the old exams, you may be able to anticipate some of your questions. This is a good way to begin to organize for the exam by trying to anticipate what you will be asked. Of course, there should be (and probably will be) some unanticipated questions on your exams.

5. Read extensively. Read from your list with an eye to 1) key themes and concepts, 2) commonalities and differences and 3) the utility of frameworks, models, theories and so on. Take careful notes.

6. Synthesize your reading materials. One of the major purposes of your exam is to pull together what you have read. Begin to organize your readings around the key points identified above.

7. Study your notes. You might even answer some "mock" questions as a way of organizing your materials. While you will be able to take notes into the exam, the time constraint will limit your ability to look up all or most of the main points you should cover in your answer.

8. Pretest yourself. Give yourself a mock exam with a time limit for your answers.

9. Relax a few days before the exam. You should complete the above steps in approximately four months. It is important to begin early but you should also complete your preparations at least a week before the exam. This allows you to take your exams in a fairly relaxed state. Review your notes two or three days before the exams.

10. Set aside two hours of the exam time to plan your answers and take necessary breaks. The exam period was lengthened to provide you with time to think about and organize your answers before you begin writing. Divide your time among the answers (for example, 2

hours per question if you have three questions on a Ph.D. exam) and begin to write only after you have outlined the major points you will make in the answer. This is not a marathon session to see who can produce the most pages. Length is *not* the issue; rather, logic, coherence, synthesis and critique matter most.

APPENDIX IV

Expectations about Preliminary Examinations

1. Expectations about Examinations. The examination process provides you the opportunity to synthesize and critique the literature in your subfields. Each student and their committee has devised a unique program and the exams measure how well that student has accomplished the general academic goals set forth by the committee. Answers will be evaluated on the basis of logic, clarity, coherence, synthesis, thoroughness, responsiveness to the question and the analysis/critique you provide. Length per se is not a criterion on which written and oral answers will be judged. Please note that Ph.D. exams are comprehensive and test knowledge of the field. The criteria used for the evaluation of Ph.D. examinations are broader and more demanding than the criteria used to evaluate seminar papers or performance. The answers must show clear ability to synthesize and elaborate the various important themes and developments in the field.

Exams are an endeavor in which each student interacts intensively with his or her own graduate committee, quite independently of other students and their experiences with classes or faculty.

After you have written the exams you are not to discuss the content of the questions or your answers with other students until the end of the written exam period

2. Expectations about Oral Examinations. The oral examination provides an opportunity for both the student and committee member to probe the subfields further. The oral may also provide an opportunity for you to convince the subfield representative that despite a weak written answer you have a solid grasp of relevant literature. You may address weaknesses in your answer by completing or clarifying information contained in the written answers.

After completion of the written, and prior to the oral examination, students should consult with their committee chair. Committee chairs and subfield representatives will vary in the amount of information they will provide about weaknesses and strengths in your written answers. It is the representative's prerogative to say nothing or to provide feedback ranging from the very general to the very specific.

3. Material Allowed in Written Examinations.

(a) Students entering the Ph.D. program prior to fall 2011 shall be given a choice of whether to use notes and other written materials in the written exam (but not in the oral exam). Acceptable materials include notes that you have produced, syllabi, the précis and papers which you have produced for a class, and your own published material.

Students entering the PhD program in fall of 2011 and thereafter shall not be allowed to use notes and other written materials in either exam.

Materials that may not be used by any student during exams include the internet, personal web pages, any published material (except your own) and other persons' materials, but not limited to notes, précis or papers.

(b) You may consult with others during your preparation for exams but the materials you bring to written exams are to be the products of your own efforts and not materials compiled by others.

(c) The availability of notes at written exams is intended as a memory aid and should not be viewed as a substitute for intensive pre-examination preparations.

APPENDIX V

E-Mail Policy and Information

Please familiarize yourself with the University's e-mail policy. Visit http://www.colostate.edu/services/acns/e-mail_policy.html.

APPENDIX VI (see next page)

**Department of Political Science
Colorado State University**

**Checklist
for Doctorate Students' Annual Evaluation**

Date: _____
Student's Full Name: _____
Advisor/Graduate Coordinator (GC): _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

This form will be filled out by the Advisor or the Graduate Coordinator if the Advisory Committee is not yet formed. The Advisory Committee/Graduate Committee reviews the student's overall record and performance based on the checklist below:

- One or more incomplete grades past one semester Yes/No
- Failure to meet the GPA requirements of the Graduate School Yes/No
- Failure to meet the comprehensive exam deadline Yes/No
- Unsatisfactory defense of the comprehensive exam deadline Yes/No
- Failure to meet the dissertation proposal deadline Yes/No
- Failure to make satisfactory progress in the overall program or towards completion of dissertation Yes/No
- Concerns other than listed here Yes/No

Positive Feedback:

A. If the student's performance is satisfactory and no concern is raised (all answers must be "No"), the Advisory Committee/Graduate Committee signs the checklist and shares it with the student, Graduate Coordinator and the Chair of the Department by January 31st of every year.

Signatures:

| | Name | Signature |
|-------------------|-------|-----------|
| Advisor/GC: | _____ | _____ |
| Committee Member: | _____ | _____ |
| Committee Member | _____ | _____ |

Committee Member _____

B. If the Advisory Committee/Graduate Committee raises concerns to any of the items listed above, continue and fill out page 2.

i. Explain the concern (attach a document, if necessary):

ii. Explain the actions recommended:

iii. Describe the Time frame for completing recommended actions:

iv. Explain the future steps if satisfactory progress is not made:

iv. Schedule a meeting with the Student. The Chair of the Department and the Graduate Coordinator must be present in the meeting. The Advisor/Graduate Coordinator makes sure that the form is signed at the end of the meeting and circulated among the signatories.

Date:

Signatures:

| | Name | Signature |
|-------------------------|-------|-----------|
| Advisor | _____ | _____ |
| Committee Member | _____ | _____ |
| Committee Member | _____ | _____ |
| Committee Member | _____ | _____ |
| Graduate Coordinator | _____ | _____ |
| Chair of the Department | _____ | _____ |
| Student | _____ | _____ |