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The Guide to Graduate Study in Political Science is a general overview of the program requirements for and logistics of graduate study in Political Science at Indiana University, Bloomington. The Guide serves as a supplement to the more general material provided in the Bulletin of the Indiana University Graduate School (http://www.indiana.edu/~college/graduate/). Graduate students are urged to consult the Bulletin for the university procedures that govern graduate studies in general. Additionally, information about the admissions process is available on our departmental website (http://polisci.indiana.edu).

I. BUILDING A PROGRAM OF GRADUATE STUDY

The graduate program in Political Science at Indiana University is primarily a doctoral (Ph.D.) program. In existence for over a century, the Department has granted more than 500 doctoral degrees. Our goal is to prepare students for a wide range of careers in and outside of academia, including research, college as well as university teaching, and a variety of public service occupations.

The program is designed to meet the distinctive needs of individual graduate students. This flexibility has great educational advantages, but it also imposes constraints, because greater demands are placed upon students to make prudent choices and, to an extent, to take the initiative in organizing their graduate careers. Also, greater demands are made upon the department to develop programs suited to the distinctive needs of individual students so that students can carefully consider their options at each decision-making juncture.

We encourage all of our students to complete all requirements for the Ph.D. within five years although some students take longer. The likelihood of meeting the 5-year goal is dependent, of course, on the individual student, the project selected for a dissertation, the amount of field research involved, and the variety of challenges that a student experiences in completing a sound piece of research.

Political Science and Major Fields of Study: The Political Science Department has long sought to be a “full coverage” department whose faculty cover most important areas of the discipline in their teaching and research. Such breadth is important at the graduate level, where it has helped to nourish the kind of broad disciplinary identity that is necessary to success at the highest levels of the profession. The Political Science department has always had distinctive strengths, like all top departments but it has also avoided the kind of hyper-specialization that limits both the cross-fertilization and the adaptability that is essential to the growth and evolution of all forms of scientific knowledge.

The graduate program in Political Science thus is a unified program but it also encompasses the six principal fields of the discipline:

- American Politics
- Comparative Politics
- International Relations
- Political Philosophy
- Public Policy
- Theory and Methodology

American Politics: The field of American politics exposes students to a wide range of substantive topics and methodological approaches. Graduate students can gain expertise in the study of national, state, and local politics; in political institutions such as Congress and the Presidency and in public policy issues; in the political behavior of leaders as well as the general public; and in the interrelationships among these broad divisions.

Comparative Politics: The field of Comparative Politics occupies the dynamic boundary between general theoretical perspectives and systematic engagement with specific cases, drawn from all over the political world. The underlying aim is to contribute to the development of theoretically grounded comparative understandings of political life. Our efforts of necessity employ different methodologies and study different issues, in different national and political contexts. Within the Department, the following substantive areas receive special consideration: comparative elections...

and parties, comparative political behavior, comparative public policy, political development, comparative institutions, ethnic conflict, state building, democratization, and social movements. Regions and areas covered by faculty include Western Europe, Africa, East Asia, South Asia, Eastern and Central Europe, North America, Central Asia and Latin America.

**International Relations**: The field of International Relations focuses on the study of political processes that occur outside the domain of any single political entity. IR scholars focus on military, diplomatic, and economic interactions among national governments as well as their interactions with trans-national corporations, inter-governmental organizations, and non-governmental organizations. Analysts have to take account of such widely disparate factors as the personalities of individual leaders, the dynamics of small-group decision processes, the institutional structures of particular governments, the cultural and social determinants of behavior, the uncertainties of strategic interaction, and long-term trends associated with large-scale changes in the global system as a whole. IR is an incredibly complex subject, and a remarkably diverse set of research approaches have been used to try to understand this subject.

**Political Philosophy**: The field of Political Philosophy at Indiana University offers a broad range of courses on the nature and role of political philosophy. The field offers great strengths in modern and contemporary political philosophy, especially in the areas of democratic theory, liberalism, Continental and American political thought. Faculty emphasize how political philosophy can contribute to the study of important contemporary issues such as modernization, globalization, democratic consolidation, civic engagement, terrorism and the rule of law.

**Public Policy**: The field of Public Policy includes several alternative theoretical perspectives including policy stages, policy sciences, incrementalism, institutional analysis based on rational choice theory, public choice, policy networks, advocacy, coalitions, punctuated equilibrium, network governance, and discourse analysis. Research and coursework is typically analytical and conceptual integrated with substantive policy analysis. Public Policy include faculty working in the Department, as well as in SPEA and in the Ostrom Workshop in Political Theory and Policy Analysis.

**Theory and Methodology**: The field of Theory and Methodology covers a wide variety of rigorous research methods and approaches, including both advanced formal and quantitative methods, modeling, and qualitative methods and approaches. Areas covered include multivariate techniques used in quantitative political research, such as analysis of variance and multiple regression, non-linear models and approaches appropriate for limited dependent variables, time series analysis and structural equation models, and formal models. In qualitative methods, we train students to understand and to use a variety of qualitative research tools, including field research, small-n research, archival work, comparative historical analysis and process tracing, interpretive approaches, participant observation and qualitative discourse analysis.

**The Ostrom Workshop**: The Vincent and Elinor Ostrom Workshop in Political Theory and Policy Analysis is organized to provide students with the opportunity to apply theoretical analysis of contemporary public policy issues in the context of on-going empirical research efforts. Scholars associated with the Workshop offer course work in Political Theory, Public Policy Analysis and Research Methodology. The Workshop holds weekly colloquia for faculty and students and has its own publication series. Students are encouraged to take active roles in its on-going research and publication efforts. Further information about the Workshop may be obtained via the website (http://www.indiana.edu/~workshop/).
The Joint Political Science/School of Public and Environmental Affairs (SPEA) Public Policy Degree: The Joint Ph.D. in Public Policy has been offered since 1978. Students in the joint degree program select three fields of concentration, one of which is a public policy field offered jointly by Political Science and SPEA. The student also selects one additional field of concentration from SPEA and one additional field of concentration from Political Science (excluding the policy field). The student's preliminary examination committee (for the joint field in policy) includes members of the graduate faculties of SPEA and Political Science. The student must take the regular field exam in the second field of concentration in Political Science. Students in the joint program are not required to have an outside minor.

Area and Interdisciplinary Studies: Indiana University houses numerous National Resource Centers (NRCs), including: African Studies, East Asian Studies, Center for Latin American and Caribbean Studies, Center for the Study of Global Change, Inner Asian and Uralic Studies, and Russian and East European Studies. These centers provide in-depth training in the language, history, and culture of strategically significant (and sometimes less-studied) regions. The Department has research and teaching linkages with a number of these NRC programs as well as with Middle Eastern Studies and South Asian Studies and with interdisciplinary departments and programs including American Studies and Gender Studies.

II. ADVISING AND MENTORING PARTNERSHIPS

Advisors and Committees: Incoming graduate students consult the Director of Graduate Studies as well as their first-year faculty mentors for guidance in their program of study. The advice and support of the Director of Graduate Studies are available to all students in the program at any stage in their graduate career.

After the first semester, the choice of advisor and committee members is entirely at the discretion of the graduate student. It is important that students meet and work with faculty members who share their areas of interests as early as possible. Students should formalize their choice of advisor and committee members before the end of their third semester in order to be ready to convene the Progress Review Committee Meeting and proceed with normal progress in the doctoral program.

Graduate Committees: Four types of committees affect each graduate student, and each is explained more fully below.

1. Progress Review Committee, which plans and approves a graduate student’s overall program and evaluates the second year research project.

2. Dissertation Research Committee, which approves the dissertation proposal, guides the research process, and evaluates the completed dissertation.

3. Field Committees that write and evaluate comprehensive Ph.D. examinations.

4. Graduate Advisory and Financial Aid Committee, which evaluates all applicants for admission, financial aid and sets guidelines for the program as a whole.

It is the student’s responsibility to select committee members, formalize their appointment to his/her committee(s), and schedule, with the assistance of the Graduate Office, the Progress Review meeting, the Dissertation Proposal Defense, and the Dissertation Defense.
**Mentoring:** The Graduate Office initiates the development of a mentoring partnership by assigning each first-year student to a faculty mentor, but it is each graduate student’s responsibility to find and cultivate mentoring relationships with departmental faculty in general. Students are encouraged to seek out faculty members and advanced graduate students to engage in mentoring partnerships. Mentoring partnerships may go beyond advising to provide crucial advice tailored to the individual needs of the graduate student. In ideal situations, faculty mentors share career experiences, insights and guidance with graduate students. In turn, graduate students listen as well as act on sound advice. Along the way, graduate student mentees frequently expose their faculty mentors to new insights and cutting-edge developments in the discipline, which help the mentor to stay on top of his/her field.

**III. Ph.D. REQUIREMENTS IN GENERAL:**

**Specific Ph.D. Requirements:** There are two stages to the graduate program. The first stage, pre-candidacy, consists of the program of coursework that prepares the student for the field examinations in the two fields of the student’s focus and that satisfies requirements for the degree, including the outside minor, tool skills, and second year project. After completing two field examinations and the defense of a dissertation proposal, the student enters the second stage—candidacy. During candidacy, the student plans, executes, and defends the doctoral dissertation.

**An Important Caveat:** In order to maintain good standing in the Department, the student must make satisfactory progress toward the doctoral degree. Satisfactory progress is defined as meeting the prescribed programmatic benchmarks that are outlined below:

**First Year**
- Completion of first tool skill during the first year of study.
- Completion of Y570 during the first year of study.

**Second Year**
- Progress Review no later than the end of the third semester, with the committee’s recommendation to continue toward the Ph.D.
- Completion of two Approaches and Issues classes during the first two years of study
- Completion of second tool skill during second year of study.
- Completion of second-year project

**Third Year**
- Completion of 10 seminars taken during the first three years of study.
- Completion of Outside Minor.
- Completion of two comprehensive Field Examinations during sixth semester or earlier.

**Fourth Year**
- Successful Dissertation Proposal Defense by the end of the seventh semester.
- Dissertation Research.

**Fifth Year**
- Write and Defend Dissertation
Caveats

- Except for thesis or dissertation credits, no incompletes should be carried from one semester to the next.
- Students should maintain full-time status during the regular academic year (i.e., enrolling in a minimum of 12 credit hours unless the student has successfully completed his/her dissertation defense in which case the stipulations for enrollment hours are different).

Technically, all aspects of the student’s program are subject to the approval of the Graduate School. There are eleven (11) department requirements for the Ph.D. Please note that in extraordinary cases exceptions to various requirements are made. Students seeking such exceptions should consult with their faculty advisors and the DGS.

Requirements for the Ph.D. in Political Science are:

1. Progress Review Committee Meeting: No later than the end of the third semester, the student, in collaboration with an advisor and with the assistance of the Graduate Office, convenes a meeting of his/her Progress Review Committee. The purpose is to help the student devise a plan of study, which includes course work, discussions about the second-year project and dissertation research. We encourage all students, especially those who intend to transfer credit from other universities, to complete this process at the end of their second semester, but definitely no later than the end of the third semester. Moreover, students should endeavor to consult early with the Graduate Office about plans to convene the Progress Review Committee meeting so that meetings can be scheduled early during the semester before the calendars of respective professors are crowded with other commitments.

The Progress Review Committee meeting is an occasion for the student to discuss progress thus far, as well as to explain where he/she feels the need to do further work and for faculty members to assess the student’s performance to date, as well as their expectations regarding the student’s continuing program of study. It is neither an examination nor a confrontation between the student and faculty members. The Progress Review Committee decides whether the student is making satisfactory progress, including progress in planning future coursework. If the committee thinks that the student is not making satisfactory progress, the consequence might be withholding approval until such time as the student’s performance improves.

The student’s Progress Review Committee consists of four faculty members, two from each of the principal fields in Political Science selected by the student for concentrated study. A faculty member representing the student’s principal area of concentration will normally chair the Progress Review Committee. A representative of the outside minor need not attend the Progress Review Committee meeting with the student, but that representative must approve the student’s program of study for the minor. Students are expected to make arrangements with the outside minor advisor to clarify the courses needed to fulfill this requirement. Students selecting the eclectic minor option need not designate an outside member of this committee.

In preparation for the Progress Review session, the student is expected to download the Progress Review form from the website (http://go.iu.edu/dvi) and complete it in consultation with his/her advisor. No later than one week prior to the meeting, the student must submit the Progress Review form to members of the committee. At the conclusion of the Progress Review, the student is responsible for submitting the approved documentation to the Graduate Office. Timely submission is an important prerequisite to ensure that paperwork for the eclectic minor and other requirements are completed according to specifications of the Graduate School.
If the student changes professional objectives or decides to change the composition of the Progress Review Committee for other reasons, he/she should discuss the change with members of the committee and the Director of Graduate Studies. If the student wishes to change one or more members of the Committee, each of the individuals involved should be so informed. In such an event, a revised statement of the proposed course of study must be drafted and approved by the student’s committee.

2. Research Tool Skills: Graduate students must demonstrate competence in research “tool skills”, which are language and/or methods proficiencies that are to be utilized in seminar papers and ultimately in dissertation research. The first tool skill requirement must be satisfied during the first year of study. The second tool skill should generally be completed no later than the end of the second year. However we recognize that in some cases, especially advanced language proficiency, additional semesters may be required. Each student’s particular mix of skill sets will be determined in consultation with the student’s Progress Review Committee as part of the overall graduate program. Each course taken to complete a research skill requirement must be passed with a grade of “B” (3.0) or higher.

There are two components to this requirement:

(1) a foreign language and/or

(2) a set of methodological tools

Each student, with the approval of the Progress Review Committee, chooses the appropriate “mix” for his or her program of study. Usually, this means basic knowledge in both components (1) and (2) OR in-depth proficiency in either component (1) or (2). In certain cases, the Progress Review Committee may approve allowing basic competency in two foreign languages (rather than proficiency in one) to satisfy the tool requirement, subject to approval of the Graduate School.

- Foreign Language Proficiency

  o A student can demonstrate basic proficiency and fulfill one tool skill by passing the prescribed Educational Testing Service Examination in the chosen language or by completing course work in the appropriate language department. The language department in question will determine what scores are appropriate for passing and failing the examination. For details on the examination or courses, consult the relevant language department on campus.

  o Language course numbers 491 and 492 do not carry graduate credit, but they do count toward a student’s grade point average (GPA).

  o The student may demonstrate in-depth proficiency through advanced knowledge of either a particular language, with the approval of the Progress Review Committee. Doing so will fulfill both research tool skill requirements. Students usually demonstrate in-depth language proficiency by departmental examination. The student is responsible for setting up the language examination with the appropriate language department.

  o In all cases, the language department has the final say in whether the student had demonstrated sufficient knowledge to fulfill either the proficient or advanced proficiency requirement.

  o If a student’s native language is not English, he/she may request to use English as a foreign language. With approval from the student’s Progress Review Committee, the Graduate Office will process the paperwork (A Request To Substitute English As A
Foreign Language Form) and submit it to the College of Arts and Sciences for approval.

- **Methodological Proficiency**

  - A student may demonstrate basic knowledge of statistical methods and fulfill one tool skill requirement by completing the Y575-Y576 sequence, or equivalent courses (Statistics S501, S503) or comparable courses from other units, with prior approval of the Graduate Office. Completion of the second tool skill requirement would require at least two additional courses in statistical methods (Y577 or other approved courses). Students may also combine one course in qualitative methods (Y579 or equivalent courses, if approved) with one approved statistics course in order to fulfill one part of the tool skills requirement. Please note that courses taken to fulfill a tool skills requirement cannot be counted towards completion of the 10-seminar requirement discussed below.

  - Demonstration of in-depth proficiency in methodological skill typically requires completion of two additional methods courses offered in Political Science or other relevant units on campus or at recognized programs offered by other institutions. In-depth proficiency will fulfill the two research tool skills requirement.

  - The Department is a member of the Inter-University Consortium for Political and Social Research (ICPSR), which offers advanced statistical courses in quantitative methods during the summer months. The Department is able to provide modest scholarship support to help defray the ICPSR tuition costs.

  - The Department also holds membership in the Consortium of Qualitative Research Methods (CQRM). Every year, the Department sponsors two students to attend this session at Arizona State University. Students are selected based on the extent to which they intend to use qualitative methods in their course of study and dissertation research. Toward that end, students beyond the first year, who have completed their Progress Review Committee meeting, are more likely to be selected than first-year students.

Please remember that levels of language proficiency are determined by the language departments, whereas the methodological tool skills are subject to approval of the Progress Review Committee, Director of Graduate Studies, and the Graduate School.

**3. Completion of Y570:** The one required course for all graduate students is Y570: Introduction to the Study of Politics in the student’s first year. Y570 is the ‘core’ seminar in the graduate program in political science. Its purpose is to acquaint students with the discipline of political science, with the kinds of approaches characteristic of this discipline, and with the diverse ways in which political scientists typically think about the profession, discipline, and vocation of political science. The course is intended to promote broad understanding among a diverse group of beginning scholars, and to offer an overview of some of the core concerns, and problems, at the heart of American political science as a form of advanced intellectual inquiry.

The central theme of the course is that political science, as a discipline, is an evolved and evolving set of understanding, practices, and research traditions and approaches, and that each individual political scientist is both implicated in this discipline and responsible for making his or her way within it. The course is designed to sensitize students to the real differences, methodological and otherwise, that characterize the discipline and its practitioners, but also to the common themes and objects of study shared by political scientists. By doing this, the course provides a broad and common perspective that supports the more specialized inquiries pursued by individuals graduating students.
The department also offers additional professionalization seminars, e.g., Y550, Y580, and Y590 (typically appropriate for more advanced students). Graduate students should take these seminars when offered because they provide students with skills necessary to succeed in the profession. Y550 is devoted to developing important pedagogical skills and is essential for gaining competence in the classroom as a teacher and mentor. Anyone who serves as an Associate Instructor (AI) should expect to take Y550. In Y580, students learn the fundamental principles of research design; it provides an excellent opportunity for working on second year paper projects. In Y590, students focus on preparation for writing a good dissertation proposal as well as writing grant proposals to fund dissertation research. Y580 and Y590 may also cover additional topics. Y580 and Y590 may count towards fulfillment of the ten seminar minimum. Y550 does not count towards the ten seminar requirement. However, it does count towards the 90 requisite hours of graduate level credit (see below).

4. Approaches and Issues Courses: Students are required to take overview courses known as Approaches and Issues (A&I) seminars in the two fields in which the students will take their Ph.D. field exams. The A&I seminars include American Politics (Y561), Comparative Politics (Y557), International Relations (Y569), Political Philosophy (Y675), Public Policy (Y565), and Formal Theory (Y573). We recommend that students take these courses during the first two years of graduate work, unless they are unavailable. In addition to the A&I seminars, faculty members offer more specialized graduate seminars (see below, 6. Ten Seminar Requirement) on topics falling under each of the six fields.

5. Second-Year Research Project: 
(For Graduate Students who began the PhD program in Fall 2014 or earlier)
A second-year research project provides students with an opportunity to prepare a high-quality research paper or a research grant proposal. The expectation is that the second-year project is a potentially publishable paper or a potentially fundable research grant proposal; with approval, it might also be a published paper in a reputable political science research journal. Ideally, the product should reflect the student’s major field, but this is not a requirement. Research designs, literature reviews, book reviews and short essays will not satisfy this requirement, since the goal is for the student to engage in increasingly sophisticated research to produce a piece of original research. Papers written while in other graduate programs or undergraduate theses will not satisfy our requirement.

Students are expected to discuss ideas about the second-year research project during the Progress Review Committee meeting, including theme, length, whether or not the student will complete a paper or research grant proposal and the manner in which committee members wish to provide feedback on the product. Students should submit to their advisor the first draft of their second-year product by the middle of the fourth semester in order to get feedback prior to the deadline. The deadline for getting approval from the Progress Review Committee is August 15 (just prior to the beginning of the fall semester of the student’s third year). Once the Progress Review Committee has approved the paper as acceptable, it will be submitted to the Graduate Office and kept in the student’s file. Submission of the second-year project is an important milestone in our program, which is taken into account by the Graduate Advisory and Financial Aid Committee when it evaluates students for financial aid.

(For Graduate Students who begin the PhD program in Fall 2015 or later)
A second-year research project provides students with an opportunity to demonstrate and start building professional competence by producing high-quality scholarship. In line with professional standards for contemporary graduate training in political science, ideally the second-year project would be a publishable paper in a reputable political science research journal or a potentially fundable research grant proposal, but this is not a requirement. The product should reflect the student’s major field, but students have discretion in the choice of their topics. Research designs, literature reviews, book reviews and short essays will not satisfy the requirement, since the goal is for students to engage in sophisticated research to produce a
piece of original research. Papers written while in other graduate programs or undergraduate theses will not satisfy the requirement.

Typically, students will revise a term paper written during the first year, first summer, or fall term of their second year to satisfy the second-year paper requirement. Students should consult with their potential progress review committee members no later than the end of their third semester to identify a piece of work that will be submitted for subsequent evaluation by the student’s progress review committee.

Second-year papers will be evaluated by progress review committees in the spring of a student’s second year of study. Along with academic advice for coursework that prepares students for field exam and dissertation research, progress review committees are required to submit a recommendation to the Graduate Office regarding a student’s ability to continue in the graduate program. This recommendation will depend heavily upon the committee’s approval of the second year paper before the start of a student’s third year of study. It is important that students plan in advance so they can provide committee members with all materials required for certification of normal progress.

All second year papers will be evaluated according to the following procedure. As noted above, in consultation with advisors, students will first need to have an approved topic by the end of their third semester. Students will then be required to submit their second year paper 30 days in advance of scheduled progress reviews to give all committee members a chance to read it carefully. During the progress review meeting, students should expect to answer questions from committee members about the paper. Faculty, of course, are expected to provide meaningful intellectual and professional feedback on the paper, and to make sure that the conversation is collegial and constructive. The committee will decide at that point whether the student has demonstrated the ability to formulate and develop an original piece of research. Approval is required for committee members to sign on to progress review forms.

If the committee has reservations about the quality of the second year paper, students will be required to work on a revision during the summer prior to their third year of study. To facilitate this revision, the Chair of a student’s progress review committee will compile written concerns from the whole committee to be forwarded to the student no later than 14 days following the scheduled progress review meeting. Ideally, faculty feedback should mirror the format employed by refereed journals. Upon receipt, students are expected to submit a revised version for approval within 90 days but in any event no later than September 30th of their fifth semester. Note that the Graduate Director typically must make final decisions about AI appointments well before this deadline.

Once the Progress Review Committee has approved the paper as acceptable, it will be submitted to the Graduate Office and kept in the student’s file. Submission of the second-year paper is an important milestone in our program, which is taken into account by the Graduate Advisory and Financial Aid Committee when it evaluates students for financial aid.

6. Ten Seminar Requirement: Students are required to take Y570 and nine other seminars during their tenure in the Department. The ten seminar minimum may be waived, especially for graduate students who already hold master’s degrees. In those cases, one or two seminars may be substituted with course work taken elsewhere as long as the courses were taken within the prescribed time limit and approved by the Progress Review Committee and the DGS.

Graduate seminars are numbered in the 500 to 800 sequences. 500-level courses are especially designed for new graduate students. A number of seminars are offered under a generic number for each of the subfields at the 600-level. Each seminar is designed by the faculty member who serves as the instructor. The student may enroll several times in a seminar bearing a given generic number (e.g., Y661), provided
that the subject matter differs.

700-level courses are divided into the same generic system as those at the 600-level. In these courses the object is depth of inquiry and analysis. The student is expected to bring together substantive knowledge, methodological and theoretical competence, and interest in a particular research problem or question. A 700-level course in the field of major concentration may well be a study to be included later in the student’s dissertation.

In consultation with their advisors and with permission from the professor who will conduct the readings course, students may also enroll in any of the 600-level readings courses that are available in the subfields. Additionally, we offer advanced students the opportunity to enroll in Y780 (Directed Research in Political Science). Both the reading courses and the directed research in Political Science courses are intended for advanced, specialized work beyond what is otherwise offered. Students may enroll in Y780 credits to continue individual research started as part of a regular seminar. The number of hours of credit for readings or research courses is arranged in consultation with the faculty member under whose instruction the student is doing work. Note however that readings courses do not typically fulfill the ten- seminar requirement.

7. Outside Minor: Every student pursuing the Ph.D. in Political Science is required to attain competence in at least one field outside of Political Science. Normally, this means twelve credits taken in one or more departments, determined in consultation with the student's Progress Review Committee and approved by the Dean of the Graduate School. Many types of outside minors are possible depending on the student’s objectives and area of focus, as long as the minor is justified as a useful complement to studies inside the Department. Note that the requirement for the outside minor vary from department to department and from program to program. The outside minor is administered by the department or program in which the student enrolls to satisfy the requirement, not by the Department of Political Science.

Additionally, students may opt to complete an eclectic minor that incorporates coursework from several departments or units around a unifying theme that pertains to their main fields of study and dissertation research interests. The student’s departmental advisor and committee should be consulted about the choice of a minor, and the Graduate Office should be informed of the nature of the minor not later than the third semester of graduate study. Please note that eclectic minors require special approval from the Dean; consequently, you will be required to provide a special written justification for it. You should seek advice from the Graduate Office about how to do so.

Students who do not select the eclectic minor option must select an outside minor advisor, who may be represented at the Progress Review Committee meeting. Students are required to include one representative of another unit on campus on their dissertation committee, but this outside member need not be the minor advisor.

8. Field Examination: When the course of study prescribed by the Progress Review has been completed, the student is ready to take comprehensive field examinations. Each student takes written preliminary exams in two of the six fields in Political Science. There is no oral component. Successful passage of these examinations certifies that the student has acquired a broad base of knowledge and is now ready to engage in specialized research for the dissertation. The examinations also serve as a means whereby the examining committee can ascertain that the student is sufficiently well grounded in the fields covered by the exams to teach the courses at the college level in these fields. Field examinations are an opportunity for student to demonstrate mastery of the field as well as the ability to discuss their own ideas about the future research directions. In order to pass the examination, students must demonstrate competency on both fronts.

The Departmental faculty has adopted the following regulations concerning field examinations:
The departmental Graduate Office schedules the exams for both the fall and spring semesters. The examination schedule is posted at the beginning of the semester. Copies of previous examinations are available in the Graduate Office. In order to maintain satisfactory progress, students must take both exams by the end of their 6th semester.

Faculty committees in each field specify format and set up their own procedures for the preliminary exams. These procedures are available in the Graduate Office. Each field will create a minimal administrative structure with a field chair responsible for organizing exam questions and monitoring their evaluation. Evaluation will be done by whomever the field designates as appropriate. Results are typically conveyed to students through the Graduate Office.

A positive majority vote of the evaluators is required to pass the exam. In case of ties, the outcome will be determined by the entire field membership.

Each of the examinations will be graded on the following scale: Pass, the written examination is acceptable and Fail, the student can take the examination a second time if the student wishes.

No field examination may be re-taken more than once.

9. 90 hours of graduate-level credit: The rules of the Indiana University Graduate School require the doctoral student to have completed 90 hours of graduate credit. Typically, two-thirds of the 90 hours are taken in formal course work and one-third in thesis credit. All graduate courses count toward the 90-hour requirement, providing that a grade of “C” or higher is attained (a grade of “B” or higher is necessary for courses taken to meet the tool skills requirement). All doctoral students must complete their work with a minimum of a 3.5 grade point average. Students can receive credit toward their 90-hour requirement for graduate course work taken on a pass/fail basis if this course work is outside of the Department of Political Science. Pass/Fail courses cannot be used to satisfy the outside minor or the two tool skills requirements.

Single credit courses, Y880 Thesis (M.A.) and Y890 Thesis (Ph.D.) are designed for research purposes. Thesis credits should be used sparingly by students prior to defending their dissertation proposals.

All course work offered in partial fulfillment of the degree requirements must have been completed within seven (7) consecutive calendar years before the student passes the field examinations. This seven-year limitation includes time spent in graduate study elsewhere if the student desires to transfer credit to Indiana University. If the seven-year rule is not met, the student will have to re-validate the course work in question.

Transferring Credit: Under certain specified conditions, a student who comes to Indiana University after having completed graduate work elsewhere may transfer and receive credit for some or all of that work. A student may be allowed up to 30 transfer hours to count toward the 90-hour requirement for the Ph.D. Credits, earned within the prescribed time limits, are transferred at the time of nomination to candidacy.

All transferred coursework must be completed with a minimum of "B" grade and must have been taken no more than seven years prior to completion of the preliminary exams. "P" and "S" grades cannot be accepted for transfer without further official evidence of their equivalency.

Graduate work done elsewhere is not automatically transferable. Transfer takes place only upon recommendation by the Department of Political Science. The Progress Review Committee plays a key role.
in evaluating whether courses taken elsewhere are an adequate substitute for seminars taught in the Department. The question of transferability of graduate credit cannot be answered at the time the student arrives at Indiana University. Even if all appropriate hours could be transferred to Indiana, this still would not determine the timetable for obtaining the Ph.D. degree. Readiness to stand for the field exams and to defend the dissertation does not depend on the number of course hours taken, but rather on the scope and quality of intellectual preparation, as judged by the student’s Progress Review Committee.

10. Defense of the Dissertation Proposal: A dissertation proposal must be prepared and defended before students begin their dissertation research. Many students have found it advantageous to begin working on the dissertation research design long before taking their field exams. This is especially so since students typically revise several drafts of their proposal working closely with their advisor before the proposal is reviewed and approved by the Research Committee after the student completes a successful defense.

- The Research Committee includes three or four members from the Department (and one representative from outside the department). The committee assesses the feasibility of the proposed research as well as its theoretical and methodological soundness. It also attempts to anticipate problems that may be encountered in completing the research. All members of the Research Committee must be members of the graduate faculty.

- Approval of the proposal certifies that the student has a sound research topic and appropriate theoretical as well as methodological support for the research.

- Once the student has successfully defended the proposal, he/she must submit to the Graduate Office a one- or two-page prospectus of the dissertation proposal along with any necessary Institution Review Board (Human Subjects Committee) approval forms/letters.

- After successful completion of the dissertation proposal and submission of the prospectus and Human Subjects approval letters, the Graduate Office will submit a nomination of candidacy form to the University Graduate School. The prospectus and Institution Review Board Committee (Human Subjects Committee) approval are mandatory requirements.

Timely completion and defense of the dissertation proposal is an indicator of satisfactory progress in the program. Toward that end, students should aim to submit a draft of the dissertation proposal within a few weeks of successfully completing their field examinations.

11. Dissertation Research and Defense of the Dissertation: After the student has successfully completed the dissertation proposal, he/she conducts research and writes the results in dissertation format, with the guidance of the Research Committee. Students are responsible for making sure that the dissertation conforms to Graduate School requirements in form as well as substance. The Research Committee supervises the dissertation research and advises students as they prepare the dissertation chapters.

Students should expect to complete several drafts of the dissertation before it is ultimately approved by the Research Committee. During this period, students are required to enroll for dissertation credit in Y890 (Dissertation Research). Students may enroll in one or more units of Y890 each semester until the dissertation is completed. In fact, the gap between the number of hours completed in formal course work and the necessary 90-credit hour requirement is met by enrollment for dissertation credit. By the time the dissertation is completed, most students have enough credits to meet the 90-credit hour requirement. In the rare instance in which students complete program requirements before meeting the 90-credit hour
requirement, they will be allowed to pay for any remaining units short of the 90-credit hour minimum. If students reach the 90-hour requirement and have not yet completed the dissertation, they are required to enroll for at least one hour of graduate credit in Y890 or, as appropriate, one section of G901 worth six credit hours. Students are eligible for six semesters of G901.

When the dissertation has been completed and is approved by the dissertation supervisor (usually the chair of the Research Committee), the Graduate Office will schedule a final oral examination with the candidate and the Research Committee for the student's defense of the dissertation. The dissertation must be successfully defended within seven years of admission to candidacy.

- At least one month before the final examination, a complete unbound copy of the dissertation must be submitted to each member of the Research Committee.

- Each copy must include a C. V.

- At the same time, the student must submit a one-page announcement of the final dissertation defense.

The dissertation must be approved by all members of the Research Committee. Once the final copy of the dissertation has been approved, the members of the Dissertation Research Committee have signed the necessary forms, and the documents have been appropriately registered in the Graduate School, the Ph.D. is awarded. Dissertations may be submitted to the Graduate School electronically. The Ph.D. signifies that the individual can produce independent research of high academic quality, and is well prepared to undertake a career of scholarship.

Note also that the university requires that you have been in candidacy six months prior to defending your dissertation. You also need to have announced your dissertation defense thirty days in advance. The Graduate Office can explain how you can meet these rules.

**Seven Year Rule**

Once the field examinations for the Ph.D. are successfully passed, a maximum of seven (7) years is allowed in which to complete and defend the dissertation. If the seven-year limitation is exceeded, the field examinations must be re-taken and course work must be revalidated. Both of the seven-year rules hold except for special extensions granted by the Dean of the Graduate School.
### FIGURE 1 TIMELINE AND COMMITTEE FRAMEWORK FOR PHD REQUIREMENTS

<table>
<thead>
<tr>
<th>Year</th>
<th>Completed Requirements</th>
<th>Relevant Graduate Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>• Y570</td>
<td>DGS, Graduate Advisory</td>
</tr>
<tr>
<td></td>
<td>• First Tool Skill</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>• Second Tool skill</td>
<td>Progress Review, Graduate Advisory</td>
</tr>
<tr>
<td></td>
<td>• Progress Review by end of 3rd semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Completion of 2nd Year Project by Aug 15 of 2nd year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Second-year research project by Aug</td>
<td>Field Exam, Graduate Advisory</td>
</tr>
<tr>
<td>3rd</td>
<td>• Preliminary exams by end of 6th semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Completion of 10 seminars</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>• Successful dissertation proposal review by end of 7th semester</td>
<td>Dissertation Research, Graduate Advisory</td>
</tr>
<tr>
<td>5th</td>
<td>• Plan, execute, and defend dissertation</td>
<td>Dissertation Research, Graduate Advisory</td>
</tr>
</tbody>
</table>

Pre-Candidacy

Candidacy
IV. GRADUATE STUDENT EVALUATIONS AND STUDENT RECORDS

**Performance Evaluation:** Evaluation of student progress is a continuous process in graduate study. It ranges from comments and grades on seminar papers and examinations, to grades assigned for total performance in seminars, to the final evaluation of the doctoral dissertation when it is defended in the oral examination. Some faculty members also provide written comments on students’ performance in class in addition to a letter grade. In some subfields, faculty members may provide students with a field-based assessment of their performance in the program. Students are strongly advised to seek ongoing evaluation from faculty members regarding their strengths as well as weaknesses, including advice about ways to improve the identified weaknesses.

Students who serve as Associate Instructors (or AIs) are also evaluated on their performance in carrying out the course-related responsibilities by faculty members at the end of each term. AIs should seek guidance from faculty and campus resources to improve teaching skills and performance.

To remain in formal good standing, a student must maintain a 3.7 or “B+” average. A grade of “B-” or “C” is a clear warning from the professor concerned that the quality of work is falling well below that expected of graduate students. For reasons that the instructor as well as the student find compelling, the instructor may award an “I” (incomplete), to be changed to a letter grade when the work is completed. Incompletes are discouraged, and students are advised to make up any uncompleted work quickly. Incompletes on grade reports adversely affect financial aid decisions. In addition, any incomplete not removed after one full year is automatically changed to “F.”

**Student Records:** Each student’s file contains his/her original application for admission, semester-by-semester enrollment records, completed faculty evaluations of students’ performance in their seminars, evaluations of students in their AI work, relevant programmatic documents (e.g., second year project, progress review committee forms, etc.) and other forms of correspondence by, from, and about the student. The information in this file is used for making departmental decisions on financial assistance and other awards. It is also the basis for counseling by the Director of Graduate Studies and the members of the student’s faculty committee.

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), students whose files were assembled after January 1, 1975, are entitled to inspect the non-confidential contents of their file upon request.

V. FINANCIAL ASSISTANCE AND PLACEMENT

At the beginning of each spring semester, all students who wish to be considered for departmental funding must complete a financial aid application. During the spring semester, the Graduate Advisory Committee, sometimes known as the Financial Aid or Funding Committee, evaluates the financial aid applications and students’ files to make recommendations for financial aid. In large measure, financial aid is based on two separate factors: the extent to which the student is making satisfactory progress (see Section IV) and the amount of funds made available to the department by the College of Arts & Sciences. The Committee makes funding decisions, which are conveyed to graduate students in writing, in mid-April of each year, with continuing notification as AI positions open up throughout the summer.

Graduate education in the Department is funded primarily through Associate Instructorships, Fellowships, Research Assistantship and Editorial Assistantships, as described below:
**Associate Instructorships (AIs):** Associate Instructorships provide financial assistance for graduate students to either assist faculty members in teaching undergraduate courses or teach their own courses as independent instructors. AIs assisting faculty in teaching undergraduate or graduate courses are expected to work an average 20 hours per week, maintain a 3.7 grade point average (on a 4.0 scale) and demonstrate normal progress toward the Ph.D.

Prior to the beginning of each semester, the Director of Graduate Studies solicits preferences for AI assignments from eligible students and from faculty members who will be teaching undergraduate courses with assistants. Faculty members and students who are eligible for financial support are invited to submit preferences for AI assignments to the Graduate Office. Although it is impossible to honor everyone’s first choice, the preference list carries considerable weight, especially when there is congruence between faculty and graduate students’ interests within the confines of departmental teaching needs.

Associate Instructorships also provide opportunities for advanced graduate students to teach their own independent sections of departmental undergraduate courses. Selection of independent section instructors is based on:

- student’s past performance as an AI
- demonstrated substantive expertise in subjects that need to be offered
- evidence of normal progress in the graduate program

Generally, students should have accumulated several semesters of effective teaching experience as an AI before they will be considered ready to take on an independent section. In addition, independent instructors are typically selected from among the pool of advanced students who have completed their field examinations to ensure that they are competent to teach undergraduate students.

Graduate AI and teaching assignments are made by the Director of Graduate Studies in consultation with the Associate Chair, Chair and faculty from the relevant sub fields.

AI responsibilities include the following: (i) at the beginning of each semester, meet with the course professor to discuss responsibilities and expectations regarding timelines for grading, office hours and other duties; (ii) read class material and attend every class session, unless the professor specifies differently; (iii) be available during the semester and at the end of the semester to assist with grading and tallying final grades for the course; (iv) keep course records, grades and papers in a secure place, and make back-up copies of all class-related electronic files; and (v) assist professors in distributing papers, setting up technology, cleaning the chalk board, etc. at relevant class meetings. If a graduate student is concerned about his/her working relationship with a professor, the student is encouraged to discuss the perceived problem with the professor and/or the Director of Graduate Studies.

**Fellowships and Grants:** Each year, the Department awards some fellowships to incoming graduate students. Other fellowships, including some for more advanced students, may be available from other units on campus, but decisions about these are made by these units and not by the Department.

**Research and Data Lab Assistants:** Each year faculty members with NSF, Spencer or other types of research grants hire graduate research assistants. Also, the Director of the Political Science Data Laboratory selects the staff for the lab, including any graduate student lab assistants, who are required to work 20 hours per week.

**Editorship Assistantships:** Due to the high-quality nature of faculty research in our department, our faculty members have frequently been called upon to serve as editors of Political Science scholarly journals. As part of the process, the editors often hire graduate students to serve as editorial assistants.
The duties and funding amounts associated with the editorial assistantships vary, but are generally competitive with other departmental awards.

**Outside Sources of Funding:** We strongly encourage students to work with advisors in an effort to seek outside funding for data collection, field research, dissertation writing support and other fellowship opportunities for learning languages and developing methods skills. The Department provides support to assist graduate students in securing fellowship money in support of language study, data collection and dissertation research. Our students have been successful in receiving fellowships and grants from a wide variety of sources including the National Science Foundation, Fulbright, Social Science Research Council and IREX. Additionally, there are funding opportunities on campus for RA and AI positions in other departments, including the Business School, SPEA and Area Studies Programs. We encourage our students to seek these opportunities out as well.

**Funding for Conference Presentations:** In addition to providing financial support in the form of assistantships, fellowships and grants, the Department also provides support for graduate students, who have been selected to present a paper at an important scholarly conference. Graduate students may apply for conference funding during both the fall and spring semesters.

**Placement:** The Department is committed to helping its graduates find viable employment. Toward that end, the Director of Placement works with graduate students and their Research Committees to identify suitable job prospects, prepare for the job talk and to assemble an employment dossier. The Graduate Office also assists students by assembling and mailing confidential reference letters under departmental cover on behalf of graduate student job applicants. Students who believe they are ready to go on the job market should consult with their dissertation supervisor, their Research Committee and the Director of Placement before applying for positions.

**VI. POLITICAL SCIENCE GRADUATE STUDENT ASSOCIATION**

Our Department is intent on providing students with the professional skills that they need to thrive and succeed in the profession. Toward that end, our Department supports a graduate student organization known as the Political Science Graduate Student Association (PSGSA). In addition to hosting social functions for graduate students, the organization elects its own leaders, who serve as Co-Presidents of the Association. A representative of the PSGSA may participate as consulting committee members on faculty hiring committees, and PSGSA officers regularly consult with the Director of Graduate Studies (DGS) about colloquia and workshop events that are held for the benefit of graduate students. Most recently, PSGSA participated effectively in the evaluation of our graduate program, which brought about a series of positive reforms. The PSGSA also works closely with the DGS in planning the beginning-of-the-year picnic as well as the end-of-the year graduate student appreciation luncheon. It also sponsors a mentoring (buddy) program between first-year and advanced graduate students.

**VII. PROFESSIONAL CONDUCT AND GRADUATE STUDY**

Part of graduate education is learning the professional norms and responsibilities. We expect integrity and ethical conduct from all graduate students. Furthermore this is a crucial component of professional intellectual life. Students are strongly encouraged to read the American Political Science Association’s (APSA) statements on ethics in the profession, which are available on the APSA website. Students are also expected to read and familiarize themselves with university policies governing research ethics, plagiarism, teaching responsibilities, appropriate consensual relations and other important issues. We incorporate the *IU Code of Student Rights, Responsibilities and Conduct* (http://www.iu.edu/~code/index.shtml) as well
as the Procedures for the Administration of the Campus Judicial System at IU Bloomington
http://www.iu.edu/~code/code/how/index.shtml) as part of our departmental procedures, including the
array of rights, responsibilities as well as sanctions for engaging in academic misconduct.

Listed below are a set of behaviors that demonstrate professional conduct. These are the norms we expect
of all students. The list below complements the aforementioned APSA and university documents.

1. Graduate students should conduct all research in an honest and thorough manner. Never conceal
   conflicting data for the purpose of misleading other scholars.

2. Graduate students should strive to create original work. Use your own words, ideas and creativity in
   writing and research. Give proper credit when using the work of others.

3. Graduate students are expected to demonstrate honesty in their intellectual life, whether
   completing and submitting assignments and examinations or doing research. Graduate students
   should never submit the work of others as their own work or fabricate data. Discuss concerns about
   possible appropriation of your own work with the DGS or faculty advisor.

4. Graduate students are expected to maintain confidences gained through access to research data,
   unpublished papers and grant proposals.

5. Graduate students who serve as instructors (both AIs and independent instructors) should deal
   honestly, fairly and impartially with all undergraduate students. An AI or Independent Instructor
   should not date a student while the student is enrolled in his/her class, nor should a student signal
   in any way a romantic or sexual interest in a student over whom he or she has grading or teaching
   authority.

6. Graduate students should participate in departmental research talks, attend workshops and
   colloquia to enhance substantive knowledge, and engage in the intellectual community of the
   department and profession.
VIII. PH.D. DEGREE CHECKLIST

IMPORTANT: the student is responsible for:

- Selecting an advisor and other members of the Progress Review Committee
- Selecting fields for preliminary exams, tool skills and outside minor
- Selecting a research committee
- Meeting degree requirements and maintaining normal progress
- Using ethical principles throughout their graduate career and beyond

Progress Review Committee Meeting completed on: _________________

GPA (3.5 minimum): _________________

Coursework and dissertation credit (90 required): _________________

Coursework (Note that appropriate Approaches and Issues classes must be taken and can be counted towards the requirement of ten seminars in the Department of Political Science.)

Y570 (or alternative, if waived) taken on _________________

At least nine (9) other Political Science graduate seminars completed:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Second year research project approved on:

Two Research Tool Skills: ____________________________________________

Language(s): _______________________________________________________

Research method(s): ________________________________________________
Department or Eclectic/Outside Minor Name: ____________________________

Courses completed:
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Field Examinations
1st exam field: ____________________________ passed on ______________
2nd exam field: ____________________________ passed on ______________

Dissertation proposal defense successfully defended on: ____________________________
Admission to Ph.D. candidacy on: ____________________________
Oral defense of the Ph.D. dissertation successfully defended on: ____________________________
Final copy submitted on: ____________________________
Degree awarded: ____________________________
APPENDIX I

Master of Arts and Master of Arts in Teaching Requirements

The Department of Political Science Graduate Program is primarily a doctoral program. Occasionally students will choose to earn a Master of Arts (M.A.) degree and then leave the program, or elect to earn an M.A. while continuing onto the Ph.D. Students should refer to the University Graduate School Bulletin for updated information on the university requirements for the M.A.

Course Requirements for the M.A.

A total of 30 credit hours, including Y570. At least 15 of the 30 credit hours must be in graduate courses (500 level or higher). Each graduate student must complete five graduate seminars in political science, averaging at least a grade of B (3.0) in all seminars, to qualify for the M.A. degree. (For students entering with previous graduate work, the Director of Graduate Studies, with the recommendation of the student's M.A. committee, can reduce the number of required seminars based on the prior graduate training.) Work taken to meet the requirements of such programs as the area certificate of the Russian and East European Institute may be applied toward the M.A. degree.

Essay Required The essay may be based on a research paper prepared in a departmental seminar. If a new paper is written and presented as a thesis, it may receive no more than 4 hours of credit. The essay must be presented to all members of the examining committee, prior to the examination, for approval.

Foreign Language/Research-Skill Requirement The student must demonstrate reading proficiency in one foreign language or proficiency in an approved research skill. Students specializing in public policy must use an approved research skill, not a foreign language, to meet this requirement.

Final Examination An oral examination for the M.A. degree will be conducted by a faculty committee and will cover both the student's course of study and required essay.

Master of Arts for Teachers Degree

Information regarding this degree program may be obtained from the DGS.