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## GENERAL INFORMATION

The requirements, rules and regulations for the Department of Politics and Policy provided in this Handbook are binding on both the Department and each student entering the program during the **2009-2010 Academic Year** unless changed by mutual consent. The information provided here is organized into four parts:

### ***General Advice, General Requirements, M.A. Requirements/Information and Ph.D Requirements/Information***

#### GENERAL ADVICE

##### ❖ FACULTY ADVISORS

Both MA and Doctoral students will be assigned faculty advisors to whom they may go for advice and help. Students are required to obtain approval of courses before accessing online registration (*see Online Registration under General Requirements*). Students may change their advisor(s) as their interests shift by sending an e-mail to the Department Secretary.

Doctoral students are assigned a faculty advisor in each of the two major fields of study. Students should meet with their advisors at least once each semester for advice and to ensure that she/he is on track to satisfy the degree requirements. In addition, approval of transfer units from another institution must be signed off by one of your faculty advisors and the Department Chair.

All faculty advisors must be members of the core graduate faculty in the Department of Politics and Policy. Students with a Political Philosophy major field may choose a faculty advisor from our Political Philosophy field committee (Mark Blitz, Charles Kesler, James Nichols, Alfred Balitzer, or Sharon Snowiss).

## GENERAL REQUIREMENTS

### ❖ ONLINE REGISTRATION

**IF THIS IS YOUR FIRST SEMESTER HERE AT CGU, YOU WILL BE REGISTERING FOR COURSES ONLINE IN THE SPRING SEMESTER 2010.**

**PRE-ADVISEMENT IS A REQUIREMENT** for you to register online through the **STUDENT PORTAL**. Please meet with your faculty advisor, or seek advisement via email from your faculty advisor to discuss your courses prior to registering online.

If you wish to enroll in an independent study or register for an approved undergraduate course within the 5Cs to fulfill your course requirements, **you will need to process these requests through the Department Secretary.**

More information on Online Registration can be found on the SPE website at:

<http://www.cgu.edu/pages/4097.asp>

### ❖ FORMS

During your academic career at CGU, you will need to complete various forms (registration, changes in registration, graduation, etc). They are available and can be downloaded from the CGU Student Records website at:

<http://www.cgu.edu/pages/179.asp>

### ❖ TIME LIMITS

**M.A.** students have **five (5) years** and **Ph.D.** students have **seven (7) years** from the date of their first registration in which to complete their degree. If an extension of the time limit is needed, please download a *Petition for Extension of Time Limit Form* from the CGU website. Please complete the form and obtain approval from your faculty advisor. The request for extension of time must be evaluated and approved by the faculty advisor for M.A. students and the dissertation chair for Ph.D students and is submitted by the Department Secretary to the Registrar. For Ph.D students, the Department may require a retake of the qualifying examinations as a condition for the repeated extension of time limits.

For Ph.D students, there are additional time limits that apply: (1) Although the expectation is that students will take the Ph.D qualifying examinations the first time they are offered following completion of the required coursework, the rule is that they must be taken within one year (two semesters) of completion of such work; (2) an extension beyond the one-year limit will only be granted in the event of a medical condition certified by a doctor, or a personal crisis, e.g., a death in the family. Such extensions must be requested in writing and

approved by the Department Chair; (3) incompletes must be satisfied within the first year of doctoral study registration (two semesters); (4) although the expectation is that students will defend their dissertation proposals within six months of the successful completion of their qualifying examinations, the rule is that the proposal must be defended within one year. A student who fails to comply with this time frame will be required to retake his/her qualifying examinations.

#### ❖ **TRANSDISCIPLINARY COURSE REQUIREMENT**

All doctoral students are *REQUIRED* to complete the transdisciplinary course requirement during their **SECOND** year of coursework (except those students registering for TNDY401i: The Nature of Inquiry-Transdisciplinary Perspectives). The course will count as four (4) of the regular 72 or 80 units toward your degree— it will not add any additional units to your degree requirements, nor count against the total number of transfer units from previous graduate course work. It can be taken for a grade of satisfactory, pass or fail (however, students taking TNDY 401i: The Nature of Inquiry-Transdisciplinary Perspectives must take it for a letter grade). The list of T-courses changes from year to year. Students should discuss with their advisor which course will be most beneficial for them.

If a first year doctoral student wishes to take a transdisciplinary course other than TNDY401i: Nature of Inquiry-Transdisciplinary Perspectives, he/she may petition to take the course before (but not after) the second year, using the normal petition process. If a M.A. student wishes to take a transdisciplinary course, he/she must also petition to take the courses. For students interested in petitioning to take a T-course under above circumstances , the petition form is available on the registrar's webpage:

[http://www.cgu.edu/include/Academic\\_Petition.pdf](http://www.cgu.edu/include/Academic_Petition.pdf)

#### ❖ **TRANSFER OF CREDIT POLICY**

Formal transfer of units requires the submission of a transcript, and, in some cases, syllabi of courses, to the faculty advisor who will determine which courses are appropriate for transfer. Students must have earned the equivalent of a B or better in a graduate level course in order to transfer units in from another institution.

**MA** students may petition to transfer up to 10 semester units into a 48-unit master's degree program, or up to six (6) semester units into a 36-unit master's degree program.

**PH.D** students may petition to transfer up to 24 semester units into a doctoral program from another graduate institution. However, please note the following restrictions:

- No more than 4 units can be used to fulfill requirements in each qualifying field. At least five of the six courses in each field must be taken at CGU.

- No more than 4 units can be used to fulfill a tools requirement. To receive transfer credit for PP481 and PP482 (research tool) the student must pass an exam administered by the Department of Politics and Policy.
- At least two of the three tools classes must be taken at CGU.
- No more than 12 units can be used to satisfy electives.
- Please note that transferring 24-units will exhaust any elective classes outside your two qualifying fields.
- Transferring 4 units in each field (8 units) and 4 research tool units means that the other 12 transfer units will all count toward electives outside of qualifying fields.
- No transfer credits can be given for courses taken more than seven (7) years before admission to the Ph.D program at CGU. This includes courses taken in any degree program at CGU.

Students intending to transfer units that count toward *general* degree requirements must consult with the faculty advisor to determine the appropriate entrance-point for sequential courses. Students who transfer from an M.A. program in the department to a doctoral program will retain all of their previously earned CGU credit.

We strongly encourage students to discuss their plans to transfer credits with their faculty advisor prior to enrollment in their first semester.

#### ❖ **EARNING AN M.A. ENROUTE TO A PH.D**

**PH.D** students may obtain a master's degree while concurrently working towards their Ph.D if you meet the program requirements. (1) 36-units with a Master's Research Paper, or 48-units required with NO Master's Research Paper, and (2) if you have passed Ph.D qualifying examinations you may automatically request the M.A. degree. Please note, however, that if you already hold a M.A. degree comparable to any of our five M.A. degrees, we will not grant you the same degree (i.e., if you already hold an M.A. in International Studies from another university, we will not grant you an MAIS from CGU).

Students must have a B (3.0 GPA) average in courses applied towards the M.A. degree. Students may receive only one M.A. en route to the Ph.D.

#### ❖ **TRANSFER FROM AN M.A. TO A PH.D DEGREE PROGRAM**

**M.A.** students may apply to transfer into the Ph.D program after the completion of 24 units of coursework, including completion of the core course in one major doctoral field. A GPA of approximately 3.5 in graduate level coursework is expected. Students who apply for the transfer should submit a notification of application to the Ph.D program that lists the two intended fields of doctoral study and the two core faculty members that will serve as references to the Department Secretary. Once that information is received, the Admissions and Financial Aid Committee will review the request for transfer. If approved, the Department Secretary will submit a completed Change of Degree Field form to the Registrar.

❖ **UNDERGRADUATE COURSES**

Students are allowed to take up to two (2) undergraduate courses 100-level or above, which must be approved by your faculty advisor.

❖ **INDEPENDENT STUDIES**

Both M.A. and Ph.D students are allowed to take up to two independent study courses, which must be approved by the faculty advisor and department chair, during their academic program.

❖ **FREE AUDIT**

Students who register for a full course load (12 units) may take an additional course for audit free of charge.

❖ **RESEARCH TOOLS**

The Department of Politics and Policy requires that students be certified in **TWO** research tools to fulfill degree requirements.

**M.A. STUDENTS:**

**Tool #1:** PP481 Quantitative Research Methods (4 units)

**Tool #2:** PP482 Advanced Quantitative Research Methods (4 units), **OR**  
 PP483 Legal Research Methods (4 units), **OR**  
 PP484 Experimental and Qualitative Methods (4 units), **OR**  
 SPE315 Game Theory (4 units), **OR**  
 SPE471 Strategic Modeling for Politics, Economics, & Business  
 Decisions (4 units), **OR**  
 TNDY401i The Nature of Inquiry-Transdisciplinary Perspectives

**Note:** A substitute approved by a Faculty Advisor and the Department Chair

**PH.D. STUDENTS:**

**General Tool #1:** TNDY401i The Nature of Inquiry-Transdisciplinary Perspectives (4 units)  
 PP481 Quantitative Research Methods (4 units), or approved substitute

**Specialized Tool #2:** Two more courses within suggested tracks below. You are expected to take courses for the methods you will be using for your dissertation, even if that means you need to take more than two additional tools after qualifying exams.

Any substitutes need to be approved by a faculty advisor and the Department Chair.

***Quantitative Methods***

PP482 Advanced Quantitative Research Methods (4units), **AND**  
 PP487 Applied Data Analysis (4 units), **OR**  
 PP488 Bayesian Methods (4 units), **OR**  
 PP488a Multilevel Models (4 units)

***Qualitative Methods***

PP484 Experimental and Qualitative Methods (4 units), **AND**  
 PP483 Legal Research Methods (4 units) **OR**  
 PSYCH315 Advanced Qualitative Research Methods (4 units)

***Formal Theory & Computational Modeling***

SPE315 Game Theory (4 units), **OR**  
 PP439 Formal Dynamic Models (4 units), **OR**  
 PP448 Seminar in Computational & Agent Based Modeling (4 units), **OR**  
 PP447 Seminar in Social Network Analysis (4 units), **OR**  
 SPE317 Advanced Game Theory (4 units)

**USE OF FOREIGN LANGUAGE AS A RESEARCH TOOL:**

When foreign languages are being used as a substitute tool, foreign students are permitted to use their native language **only** if it will be central to the dissertation research. A statement to this effect is required for approval by the student's advisor.

Students who want to use a language other than their native language as one of their research tools are tested by a faculty member with language skills in the chosen language. Typically, to demonstrate competence in the language, the student is required to read an article in the field of political science, normally selected from a journal or newspaper. She/he is then asked to translate the article into English and summarize it. The summary is meant to convey a clear sense of the article's theoretical purpose, its scope and form(s) of analysis and the main conclusion that it reaches. The student must demonstrate that he/she has understood the article as opposed to having merely deciphered some of its content. Typically, **two hours** is allocated for this examination. The use of a printed dictionary is permitted.

If the student meets the standards above and passes the language exam, the faculty member will send a memo to the department secretary indicating that the student has met the criteria to complete the language tool.

**USE OF OTHER TOOLS TAKEN AT OTHER INSTITUTIONS:**

Students who have already taken a research tool at another institution and wish to request a waiver of a research tool, e.g., PP481 or PP482, will be required to take an exam to determine whether she/he has sufficient knowledge of the substance of the course. A core faculty member will administer the exam.

**MASTER OF ARTS DEGREE PROGRAMS**

In the Master's degree programs, students concentrate on one primary area of study.

The unit requirements for the M.A. degrees are as follows:

<b>MAIS</b>	<b>International Studies</b>	<b>36/48 units</b>
<b>MAP</b>	<b>American Politics</b>	<b>36/48 units</b>
<b>MAIPE</b>	<b>International Political Economy</b>	<b>48 units</b>

The two research tools required are described under the previous section, i.e., "General Requirements."

Once the course requirements for the Master's degree the student is pursuing are completed, she/he must follow one of two courses of action depending upon whether the unit requirements necessitate a research paper or not. If they do, the student submits an *M.A. Research Paper Prospectus* to the Department Secretary. Once the research paper committee is established, the paper written, and the paper is successfully defended, then the final steps are the same for those required to write the research paper, and those who were not required: two forms must be filed to graduate: Filing *The Intent to Receive a Degree Form* is the responsibility of the student. This form can be obtained from the CGU Student Records website: The Department Secretary is responsible for filing *Final Approval of Master's Degree form*.

**MASTER OF ARTS IN INTERNATIONAL STUDIES**

**The MAIS requires completion of 9 or 12 courses (36 units and a research paper, or 48 units with no research paper).**

The goals of the program include the development of substantive knowledge in comparative and/or world politics; an understanding of the linkage between politics and economics in the international arena; an ability to use a variety of tools in the study of comparative and/or world politics; and, a capacity to use theoretical knowledge for practical purposes. Each MAIS student works out an individualized curriculum in consultation with his

or her advisor. The career path a student wishes to pursue upon graduation heavily influences the selection of elective courses and research tools. A student intending to work in an international NGO might include courses thematically related to the work of the NGO and about the area(s) within which the NGO operates. A student planning a career in investment banking would be advised to develop a concentration in international political economy and political risk. A student who wishes to be employed by an agency working on the proliferation of weapons of mass destruction might concentrate on course offerings in defense and foreign policy.

For those undertaking the 36-unit degree, the capstone project for students is the Master's Research Paper. It should focus on a topic related to the sequence of courses the student has studied. It offers an opportunity to explore a topic of interest in depth and to bridge the worlds of "theory" and practice. For those undertaking the 48-unit degree, there is no Master's Research Paper required.

## **COURSE REQUIREMENTS**

### **CORE COURSE REQUIREMENT (8 units)**

#### **Comparative Track**

- PP350 Comparative Political Systems
- PP351 Comparative Institutional Analysis **OR**
- PP352 Comparative Political Economy

#### **International Track**

- PP400 World Politics
- PP430 Perspectives on Conflict and Peace **OR**
- PP438 Dynamic Modeling in Foreign and Defense Policy

### **RESEARCH METHODS (12 units)**

#### **One additional Methods course can be taken to support the Track**

#### **Sequence 1**

- PP481 Quantitative Research Methods
- PP482 Advanced Quantitative Research Methods
- PP487 Applied Data Analysis **OR** PP488 Bayesian Methods

#### **Sequence 2**

- ECON308 Mathematics for Economists
- ECON381 Econometrics I
- ECON382 Econometrics II **OR** ECON383 Econometrics III

### **EXPERTISE IN DEPTH (16-28 units)**

**TRACK 1: FOREIGN AFFAIRS (4 courses + research paper; 7 courses otherwise)****Choose at least two (2) topical courses**

- PP362 Foreign & Defense Policy
- PP369a Comparative Foreign Policy
- PP371 Globalization & Diversity
- PP373 The Domestic Politics of Foreign Economic Policy

**Choose at least two (2) Advanced topical courses**

- PP361 Comparative Politics of the Middle East
- PP363 Asian Politics
- PP366 Political and Economic Development in Latin America
- PP368 Special Topics in Defense and Security Policy
- PP375/POST 225 Politics of Africa
- PP438 Dynamic Modeling Seminar in Foreign & Defense Policy

**TRACK 2: STRATEGIC POLICY (4 courses + research paper; 7 courses otherwise)****Required (2) courses**

- SPE 315 Game Theory
- SPE471 Strategic Models of Politics, Economics and Business Decisions

**Choose four (4) of the following courses**

- PP354 Political Risk Analysis
- PP408 Seminar in World Politics
- PP412 Regional Integration
- PP419 Seminar in International Political Economy
- PP430 Perspectives in Conflict and Peace
- PP438 Dynamic Modeling in Foreign and Defense Policy
- PP447 Seminar in Social Network Analysis
- PP448 Seminar in Computational and Agent Based Modeling

\*course approval required by faculty advisor

\*\* see "Use of foreign language as a research tool" under the "General Requirements" section.

**Faculty Contacts:**

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**MASTER OF ARTS IN POLITICS**

The M.A. in American Politics degree requires completion of 9 or 12 courses (36 units and research paper or 48 units without a research paper). Students normally complete coursework in three to four semesters.

**AMERICAN POLITICS CONCENTRATION****Core Course Requirement (4 units):**

- PP300 American Politics & Institutions

**Choose an additional five (5) courses from the following tracks (20 units):****Political Thought & Development Track:**

- PP301 American Political Development
- PP310 The Presidency and the Constitution
- PP315 Deliberative Democracy
- PP451 The Federalist
- PP457 John Locke

**National Institutions Track:**

- PP305 Executive-Congressional Relations
- PP306 Legislative Process & Public Policy
- PP307 The Modern Presidency
- PP315 Deliberative Democracy
- PP326 American Constitutional Law I: Civil Liberties
- PP327 American Constitutional Law II: National Powers

**Individual & Collective Behavior Track:**

- PP301 American Political Development
- PP302 American Political Behavior
- PP308 Political Psychology
- PP309 Women and the Political Process
- PP313 Representation and Elections
- PP314 Political Parties in the U.S.
- PP323 Racial, Ethnic & Social Minorities in American Politics
- PP 329 Public Opinion

**Research Tools (8 units):**

- PP481 Quantitative Research Methods, **AND**
- PP482 Advanced Quantitative Research Methods, **OR**
- PP483: Legal Research Methods, **OR**
- PP484 Experimental and Qualitative Methods, **OR**
- SPE315 Game Theory

**Electives (4-16 units):**

- One to Four courses (to meet 36 or 48 unit requirement)

**Faculty Contacts:**

[Jennifer.Merolla@cgu.edu](mailto:Jennifer.Merolla@cgu.edu)

[Jean.Schroedel@cgu.edu](mailto:Jean.Schroedel@cgu.edu)

**36 UNITS + MASTER'S RESEARCH PAPER, OR 48 UNITS AND NO RESEARCH PAPER**

**POLITICAL PHILOSOPHY CONCENTRATION****Core Course Requirement (4 units):**

- PP450 Major Works in Political Philosophy

**Subfields (complete one course in each subfield-12 units):**

- Ancient & Medieval Theory
- Modern Theory
- Contemporary Theory

**Expertise in Depth (8 units):**

- Choose two (2) additional courses in one of the subfield areas (One of these should be a thematic or issue course; the second should focus in depth on the work of one theorist)

**Research Tools (4 units):**

- TNDY 401I The Nature of Inquiry: Transdisciplinary Perspectives, **OR**
- PP483: Legal Research Methods

**Electives (8-20 units):**

- Two to Five courses (to meet 36 or 48 unit requirement)

**36 UNITS + MASTER'S RESEARCH PAPER, OR 48 UNITS AND NO RESEARCH PAPER**

**Faculty Contacts:**

[Charles.Kesler@claremontmckenna.edu](mailto:Charles.Kesler@claremontmckenna.edu)

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[James.Nichols@claremontmckenna.edu](mailto:James.Nichols@claremontmckenna.edu)

[Sharon\\_Snowiss@pitzer.edu](mailto:Sharon_Snowiss@pitzer.edu)

## MASTER OF ARTS IN INTERNATIONAL POLITICAL ECONOMY

The **M.A. in International Political Economy (MAIPE)** is a 48-unit degree program that prepares students to analyze the complex interactions between political and economic trends, both domestically and at the international level. This program provides the analytical tools and contextual background that prepares students for the challenges of competition in market economies around the globe. The MAIPE program is also ideal for students who may be interested in subsequent pursuit of the Ph.D degree, since the foundations laid in this program allow full transfer of credits toward the doctorate.

### CORE COURSE REQUIREMENT (8 units)

Choose two (2) courses from the following list:

- PP352 Comparative Political Economy
- PP411 International Political Economy
- SPE360 American Political Economy

### RESEARCH TOOLS (12 units)

Choose three (3) courses from the following list:

#### Sequence 1

- PP481 Quantitative Research Methods
- PP482 Advanced Quantitative Research Methods
- PP487 Applied Data Analysis, **OR**
- PP488 Bayesian Methods, **OR**
- PP489 Multilevel Modeling

#### Sequence 2

- ECON308 Mathematics for Economists
- ECON381 Econometrics I
- ECON382 Econometrics II **OR** ECON383 Econometrics III

### FORMAL & ECONOMIC BACKGROUND (8 UNITS)

- SPE315 Game Theory, **AND**

Choose one (1) of the following courses:

- PP354 Political Risk Analysis
- ECON302 Macroeconomic Analysis
- ECON313 Microeconomic Analysis
- SPE410 Foundations of Political Economy
- SPE471 Strategic Modeling for Politics, Economics & Business

**TRACK 1: APPLIED POLITICAL ECONOMY (20 UNITS)****Core Course Requirement:**

- PP373 The Domestic Politics of Foreign Economic Policy
- PP418 Seminar in International Political Economy

**Choose two (2) courses from the following list:**

- PP371 Globalization & Diversity
- PP408 Seminar in World Politics
- PP412 Regional Integration
- PP419 Seminar in International Political Economy
- ECON172 Environmental Economics
- ECON235 Money and Banking
- ECON247 International Trade Theory and Social Inquiry
- SPE348 Regulatory Policy
- SPE349 Energy and Environmental Policy

**Choose one (1) course from the following list:**

- PP361 Comparative Politics of the Middle East
- PP363 Asian Politics
- PP366 Political and Economic Development in Latin America
- PP375/POST 225 Politics of Africa

**TRACK 2: APPLIED AGENT-BASED POLITICAL ECONOMY (20 UNITS)****Core Course Requirement:**

- PP438 Dynamic Modeling Seminar in Foreign & Defense Policy
- SPE472 Complexity Theory in economics and Politics

**Choose Three (3) courses from the following list:**

- PP447 Seminar in Social Network Analysis
- PP448 Seminar in Computational and Agent -Based Modeling
- ECON286 Public Choice
- SPE471 Strategic Modeling for Politics, Economics & Business Decisions

**NOTE: NO MASTER'S RESEARCH PAPER REQUIRED****Faculty Contacts:**

[Jacek.Kugler@cgu.edu](mailto:Jacek.Kugler@cgu.edu)

[Mark.Abdollahian@cgu.edu](mailto:Mark.Abdollahian@cgu.edu)

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[Eunyoung.Ha@cgu.edu](mailto:Eunyoung.Ha@cgu.edu)

## DOCTOR OF PHILOSOPHY IN POLITICAL SCIENCE DEGREE PROGRAM

The rigorous training and applied nature of the department's core offerings and eight (8) doctoral fields provide the analytical expertise and practical experience for both academic and research-based positions. Students typically fulfill a standard set of core requirements.

The Department of Politics and Policy offers a Ph.D in Political Science, requiring a concentration in any two of the following fields: **American Politics, Comparative Politics, Methods, Political Philosophy, Public Policy, World Politics**, and an independently constructed field approved by the Faculty Advisor.

In addition, the Department offers, in conjunction with other departments and schools, an interfield Ph.D in Political Science/Economics and a dual degree Ph.D in Political Science/MBA and a dual degree PhD in Political Science/EMBA. See the "SPE Transdisciplinary Program" section of this Handbook for a description of the degrees the Department offers in conjunction with other departments/schools.

These degree programs attract students interested in academic careers, teaching and research, government and public service, and positions in the private sector where an in-depth knowledge of domestic and international politics, economics and business is of importance.

### PH.D IN POLITICAL SCIENCE

Students entering the Ph.D program select two fields of study from among those listed above and take a minimum of six (6) courses in each.

There are two general courses and a General Tool required of all Ph.D students, as noted in the "General Requirements" section. These are a transdisciplinary course, PP480 (The Nature of Political Science Inquiry), PP481 (Quantitative Research Methods). One transdisciplinary course, TNDY 4011 (The Nature of Inquiry: Transdisciplinary Perspectives) may be taken to fulfill both the transdisciplinary course requirement *and* the PP480 requirement. Specialized Tools are also required of all Ph.D students. Please refer to the "General Requirements" section.

Once the courses required are completed, all students must pass the "**PhD Qualifying Examinations**" and write and defend the "**Doctoral Dissertation**" described following the "**Coursework Requirements**" listed below.

## COURSEWORK REQUIREMENTS

### AMERICAN POLITICS FIELD

#### Core Course Requirement (4 units):

- PP300 American Politics & Institutions

#### Choose Five (5) additional courses from the following subfields (20 units)

##### One (1) course from *American Political Thought & Development*

- PP301 American Political Development
- PP310 The Presidency and the Constitution
- PP315 Deliberative Democracy
- PP451 The Federalist
- PP457 John Locke

##### Two (2) courses from *National Institutions*

- PP326 American Constitutional Law I: Civil Liberties, **OR**
- PP327 American Constitutional Law II: National Powers
- PP305 Executive-Congressional Relations
- PP306 Legislative Process & Public Policy
- PP307 The Modern Presidency
- PP315 Deliberative Democracy

##### Two (2) courses from *Individual & Collective Behavior*

- PP301 American Political Development
- PP302 American Political Behavior
- PP308 Political Psychology
- PP309 Women and the Political Process
- PP313 Representation and Elections
- PP314 Political Parties in the U.S.
- PP323 Racial, Ethnic & Social Minorities in American Politics
- PP329 Public Opinion

Students interested in designing a second major field must consult with a faculty advisor and submit the proposed field with coursework required and a field committee (from core faculty) to the Department Chair for approval.

#### Faculty Contacts:

[Jean.Schroedel@cgu.edu](mailto:Jean.Schroedel@cgu.edu)

[Jennifer.Merolla@cgu.edu](mailto:Jennifer.Merolla@cgu.edu)

**COMPARATIVE POLITICS FIELD****CORE COURSE REQUIREMENT (8 UNITS)****Choose two (2) courses from the following list:**

- PP350 Comparative Political System
- PP351 Comparative Institutional Analysis
- PP352 Comparative Political Economy

**Choose at least two (2) thematic courses from the following list (8 units):**

- PP354 Political Risk Analysis
- PP360 Democracy & Democratization
- PP362 Foreign and Defense Policy
- PP368 Special Topics in Defense and Security Policy
- PP369a Comparative Foreign Policy
- PP371 Globalization & Diversity
- PP373 The Domestic Politics of Foreign Economic Policy

**Choose at least two (2) regional courses from the following list (8 units):**

- PP361 Comparative Politics of the Middle East
- PP363 Asian Politics
- PP366 Political & Economic Development in Latin America
- PP375/POST 225 Politics of Africa

**Faculty Contacts:**[Lewis.Snider@cgu.edu](mailto:Lewis.Snider@cgu.edu)[Eunyoung.Ha@cgu.edu](mailto:Eunyoung.Ha@cgu.edu)**POLITICAL PHILOSOPHY FIELD****Core Course Requirement (4 units):**

- PP450 Major Works in Political Philosophy

**SUBFIELDS:****Choose one (1) course from each of the following subfields listed below (12 units):**Ancient & Medieval Political Philosophy

- PP304 Ethics and Politics
- PP456 Topics in Ancient Political Philosophy
- PP456a Plato's Laws
- PP456b Thucydides
- PP461a Classical Political Philosophy: Aristotle
- PP461b Classical Political Philosophy: Cicero

Ancient & Medieval Political Philosophy Cont'd

- PP464 Ethics and Politics: Aristotle and Cicero
- PP465 Medieval Political Philosophy
- PP466 Basic Concepts in Political Philosophy: Plato's Republic

Modern Political Philosophy

- PP451 The Federalist
- PP453 Idealism and Nihilism
- PP457 The Political Philosophy of John Locke
- PP457a The Political Philosophy of Rousseau
- PP457b The Political Philosophy of Machiavelli
- PP457c Political Philosophy of Montesquieu
- PP458 The Problem of Freedom in Recent Political
- PP459 Liberal Individualism and Communitarianism
- PP468 American Political Thought and Development

Contemporary Political Philosophy

- PP454 Contemporary Figures in Political Philosophy: Ortega y Gasset and Arendt
- PP455 Feminist Political Thought
- PP462 Contemporary Political Theory
- PP463 The Political Philosophy of Heidegger

2) **Expertise in Depth** - Choose two (2) courses in one of the subfield areas (8 units) listed:

- One (1) course should be a thematic, or "issue course"
- The second course should focus on the work of one theorist

**Faculty Contacts:**

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[James.Nichols@claremontmckenna.edu](mailto:James.Nichols@claremontmckenna.edu)

[Sharon\\_Snowiss@pitzer.edu](mailto:Sharon_Snowiss@pitzer.edu)

**PUBLIC POLICY FIELD****CORE COURSES (16 units)**

- PP330 Public Policy Process
- PP338 Policy Design and Implementation
- SPE318 Cost Benefit Analysis **AND**
- PP331 Policy Evaluation

**SUBSTANTIVE TRACK (8 UNITS)**

The following are examples of tracks in Policy:

**TRACK 1: STATE AND LOCAL ECONOMIC DEVELOPMENT**

- PP346 Economic & Community Development
- PP348 Seminar in Public Policy

**TRACK 2: ENVIRONMENTAL POLICY**

- SPE 349 Energy and Environmental Policy
- SPExxx Environmental Economics (Pitzer) **OR**
- SPE348 Regulatory Policy

**TRACK 3: EVALUATION WITH SBOS**

- PSY315z Comparative Evaluation Theory **OR**
- PSY354 Evaluation Procedures (pre-requisite SPE315)
- SPE348 Regulatory Policy (pre-requisite SPE315)

**TRACK 4: EDUCATION WITH SES**

- EDUC525 The Politics of Inequality in Education
- EDUC337 Issues in Contemporary Urban Education

**TRACK 5: HEALTH POLICY WITH SGH**

- CGH300 Theoretical Foundations in Health Promotion and Education
- CGH302 Epidemiology

**TRACK 6: NATIONAL INSTITUTIONS**

- PP306 Legislative Process & Public Policy
- PP307 The Modern Presidency
- PP328 Congress, The Presidency & The Administrative State

**TRACK 7: POLITICAL PARTICIPATION**

- PP302 American Political Behavior
- PP313 Representation and Elections
- PP329 Public Opinion

**TRACK 8: WOMEN AND POLICY**

- GOVT287 Women and the Law
- GOVT290 Women & the Political Process

[Benoy.Jacob@cgu.edu](mailto:Benoy.Jacob@cgu.edu)

**WORLD POLITICS FIELD****Core Course Requirement (12 units):**

- PP400 World Politics
- PP411 International Political Economy
- PP362 Foreign & Defense Policy

**Choose one (1) course from each of three subgroups below (12 units):**

- PP430 Perspectives in Conflict & Peace, **OR**
- PP408 Seminar in World Politics
  
- PP438 Dynamic Modeling Seminar in Foreign & Defense Policy, **OR**
- PP447 Seminar in Social Network Analysis, **OR**
- PP448 Seminar in Computational and Agent Based Modeling
  
- PP418 Seminar in International Political Economy, **OR**
- PP412 Integration

**Faculty Contacts:**

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[Mark.Abdollahian@cgu.edu](mailto:Mark.Abdollahian@cgu.edu)

[Gyung-Ho.Jeong@cgu.edu](mailto:Gyung-Ho.Jeong@cgu.edu)

**METHODS FIELD****1. Complete one (1) of the following base sequences for your core tools requirements (16 units).**Politics

- TNDY401i Nature of Inquiry
- PP481 Quantitative Research Methods
- PP482 Advanced Quantitative Research Methods
- PP487 Applied Data Analysis

Economics

- TNDY401i Nature of Inquiry
- ECON308 Math for Economists I
- ECON382 Econometrics I
- ECON383 Econometrics II

**2. Complete Core Methods courses (8 units)**

- SPE315 Game Theory
- PP484 Experimental and Qualitative Methods

**3. Complete 4 additional classes from the list below (16 units):****Quantitative Methods**

- PP488 Bayesian Methods
- PP489 Multilevel Modeling
- ECON384 Econometrics III
- PSYCH315 J Survey Research Methods
- PSYCH315F Factor Analysis (only 2 units, combine with another 2 unit course)
- PSYCH315H Structural Equation Modeling (only 2 units, combine with another 2 unit course)
- PSYCH315N Meta Analysis (only 2 units, combine with another 2 unit course)

**Formal Theory and Computational Modeling**

- PP448 Seminar in Computational Agent Based Modeling
- SPE472 Complexity Theory in Economics and Politics
- PP 438 Dynamic Modeling
- Econ 317 Microeconomics II OR SPE317 Advanced Game Theory
- Econ 316 Math Methods in Micro
- PP447 Social Network Analysis

**Faculty Contacts:**

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[Eunyoung.Ha@cgu.edu](mailto:Eunyoung.Ha@cgu.edu)

**PH.D QUALIFYING EXAMINATIONS**

The typical student reaching the qualifying exam stage at CGU has completed 20 years of formal education. Despite all of this time and effort, very few students have had the opportunity to examine systematically how the relevant knowledge they have gained can be integrated and reassembled into a coherent framework of thought that is both professionally useful and intellectually exciting. Qualifying exams, when taken seriously, afford the opportunity to construct such a framework. They mark one of life's rare occasions in which you will have the obligation and the luxury of spending several months trying to synthesize your studies around a distinguishable core of knowledge. Rather than simply adding new "bricks of knowledge," you are encouraged to arrange the bricks into some kind of structure. Although the foundations for such structures have presumably been

constructed during your coursework, the qualifying exams are uniquely suited to the tasks of sorting and reconceptualization required for mastery of a field.

### **Exam Timing**

Seventy-two (72) units of course work must be completed to be eligible to take the Ph.D qualifying exams. Final grade(s) for incompletes **MUST** be posted at least two weeks prior to the commencement of Qualifying Exams. Students can take the exams in one of two ways:

- 1) Take both exams in one semester
- 2) Take one exam in one semester and the other exam the following semester

### **Exam Registration**

Students must register for qualifying examinations by completing a *Qualifying Exam Request Form*. This form may be obtained from the Department Secretary and must be signed off in both fields by the faculty advisors.

### **Postponement**

Once the Department has approved a student's request to take exams, postponement will not be allowed without a written request received by the Department at least two weeks prior to test dates.

### **Failure to Take Exams as Scheduled**

A student **who does not SHOW UP** to take the examinations when scheduled will be considered to have failed that examination.

### **Handicap Status**

Students must indicate on the *Qualifying Exam Request Form* where appropriate their need for special arrangements because of a disability.

### **Medical Problems**

If you are unable to attend the examination(s) because of medical illness, please notify the Department Secretary *before* the scheduled exam. A medical certificate will be required.

### **Extension of One-Year Time Limit**

An extension beyond the one-year limit will only be granted in the event of a medical condition certified by a doctor, or a personal crisis, e.g., a death in the family.

### **Description of Exams**

The qualifying examination consists of **TWO** segments, the dates of which are scheduled by the department. These exams test your competence in **two fields of study**. As such, they are not mere reviews of your coursework in the field, nor are they tests solely of your ability to remember facts, books and authors. You are instead expected to develop a grasp of the structure of the entire field of study, including its key concepts, the questions that have guided research, the methodologies that have been used and could be used, and the research issues that still need to be addressed.

Each of the qualifying exams will be prepared and read by a field committee of at least two faculty members.. The student taking the examination may nominate an additional reader.

The nominee(s) will normally be selected from among the faculty members with whom the student has studied.

No books, articles, or notes (electronic or otherwise) may be consulted during the exam. Each exam will be hand written or taken by computer in a room designated by the department. Students will be notified of results of exams as soon as possible.

### **What You Are Expected To Know**

Being "fact smart" is clearly important, but it is never sufficient for passing exams. You will be expected to demonstrate a theoretical grasp of the important ideas in each of your chosen fields. You must be able to identify the basic sorts of questions and relevant conceptual frameworks that guide scholarship. Moreover, you must know who the prominent thinkers are, and how their writings have helped to shape the development of thought over time. In the exam field, you should also be prepared to offer your thoughts on current research priorities in that field. This would involve reflections on the key issues that need to be addressed, as well as the best methodologies or approaches for addressing those issues.

### **How to Prepare for Qualifying Exams**

The day-to-day preparation for qualifying exams normally takes place over an extended period comparable to a semester of full-time study. Beyond the review of class notes, survey texts, and influential books and articles selected from reading lists, you should devote much of your time to organizing the material you are studying around two basic questions: "Why?" and "So What?" The first question requires you to move beyond mere description of a field (the "Who?" and "What?") and to think critically about the relationships between ideas, institutions, and politically relevant actions. Implicit in this question is the "How" question: How are things connected to each other?

The "So What?" is intended to remind you that preparation for exams is largely an exercise in extracting what is fundamental and significant about an otherwise unmanageable body of knowledge. Students who fail to be selective and systematic in their review are likely to be overwhelmed by information. Remember T.S. Elliot: "... where is the knowledge lost in information?"

Review sessions for each field are scheduled in advance of the qualifying examinations where specific instructions, guidelines and preparation techniques will be provided by the field committee members. Consulting your faculty advisor(s) is also recommended. One general method of preparing for exams that has proven to be helpful is to prepare lecture notes or outlines for a hypothetical survey course in each of your chosen fields. By organizing the work within the bounds of a course plan of about fifteen weeks, you will have a clear incentive to be highly selective about what concepts, theories, applications, and illustrations to include. Moreover, you will have to think about how the ideas and approaches in each successive lesson plan fit together and build on previous knowledge. Developed in the format of a three-ring, expandable notebook, the course plan and lecture notes can be easily updated and refined as your mastery of the field increases. In the process of preparing for exams in this way, you will have produced materials that may serve you someday in teaching a survey course in the field. At the very least, you will have a highly personalized reference work for use in your final review before exams.

You should also be prepared to move beyond the broad survey to in-depth mastery of a few topics of particular interest. The definition of these specialized topics, as with all detailed aspects of the exam, should be guided by consultations with your field advisors. Your dissertation interests may also play a role in the selection of topics for greater specialization,

to the extent those interests have been defined. In the fields of greater depth, you should be able to characterize not only key concepts and major issues, but also the direction in which future research on the subject might most fruitfully be pursued.

### **Exam Results**

An oral exam, which supplements the written exam, will be required only in the following circumstances:

- *the field examination committee feels the written work lies between a pass and a failure and they agree to ask for an oral;*
- *the student fails the exam twice.*

Should a student fail a second attempt in either, or both, of the field exams, the student may petition to the field exam committee for a third attempt in writing. The field committee and the Provost/Vice President for Academic Affairs of Claremont Graduate University must approve authorization for a third and final attempt to pass the qualifying exam.

This general format of the exams varies among fields, i.e., the number, nature and scope of the written questions, the type of preparation that is expected, and so forth, is not standardized among fields. Therefore, as you prepare for the qualifying exams, it is vital that you remain in close contact with the faculty who will be examining you.

### **Conclusion**

Preparation for qualifying exams involves combining review, seeking perspective, adding depth, and generating critical insights. All these elements are important for successful completion of the exams, but the most important of all may be the task of seeking perspective. Preparation for the quals is an opportunity to generate a critical overview of the fields of study in which you have done your graduate training. This is an opportunity to develop intellectual capital that you will draw upon as you move on to the task of defining and carrying out your dissertation project.

### **FIELD COMMITTEES**

Each Ph.D field has a Field Committee whose responsibility is to prepare and grade the Ph.D qualifying exam questions. They also advise students on preparation for the exams at the Review Sessions and are available to students during their office hours.

A field committee will consist of two categories of members, permanent and select. The permanent members will include all core faculty in SPE whose major teaching responsibilities fall within a given field and additional faculty appointed annually by the Department Chair. A select member may be added to a student's committee by the Department Chair in response to a request by the student. The permanent members will be the same for all students taking the field examination at any period. The Department Chair will appoint a chairman of each field committee each year. The chairperson will coordinate the preparation of the field examination and the assessment of student performance on the exam.

Any member of the field committee may submit questions for inclusion in the examination. The examination should include questions that are general to the field and questions that

are specific to the sub-fields studied by each student. The examination questions must be acceptable to a majority of the members of the field committee.

**THE PHD QUALIFYING EXAM FIELD COMMITTEES ARE:**

**AMERICAN POLITICS**

Jean Schroedel, Chair  
Joseph Bessette  
Jennifer Merolla  
Michael Uhlmann

**COMPARATIVE POLITICS**

Lewis Snider, Chair  
Eunyoung Ha  
Aldo Flores-Quiroga

**INTERNATIONAL AND COMPARATIVE POLITICAL ECONOMY**

[Interfield students only]

Thomas Willett  
Jacek Kugler  
Art Denzau  
Gyung-Ho Jeong  
Eunyoung Ha

**POLITICAL PHILOSOPHY**

Mark Blitz, Chair  
Alfred Balitzer  
Charles Kesler  
James Nichols  
Sharon Snowiss

**PUBLIC POLICY**

Art Denzau  
Benoy Jacob  
Jean Schroedel  
Hal Nelson

**WORLD POLITICS**

Jacek Kugler, Chair  
Mark Abdollahian  
Gyung-Ho Jeong

**METHODS**

Jennifer Merolla, Chair  
Mark Abdollahian  
Gyung-Ho Jeong  
Eunyoung Ha  
Jacek Kugler  
Paul Zak

**DOCTORAL DISSERTATION****FORMING A DISSERTATION COMMITTEE**

The dissertation committee consists of at least three members. Although the committee is approved and formally appointed by the Department Chair, students are expected to sound out possible committee members themselves on their suitability and willingness to serve. At this point, you must already have at least a general idea of your dissertation topic. Refinement of the topic will occur in the course of your discussions with committee members, especially the chair. If your proposed dissertation topic is particularly close to the research of one faculty member, you may wish to carry out extensive discussions with that professor before selecting or involving other potential committee members. You will be working closely with the chair of your dissertation committee, and so selection of that individual is one of the most important steps you must take.

Only after these discussions with prospective committee members have taken place should you submit the proposed committee and topic for approval to the Department Chair. This submission takes the form of a one-page proposal listing the dissertation title, a one-paragraph overview of the topic, and proposed committee members.

Two committee members must belong to the core graduate faculty (i.e. those who are members of a field exam committee) of the Department of Politics and Policy. The third member of the committee may be external, such as an Avery Professor, Adjunct or Emeritus faculty member. The external member may serve as chair of the committee when the topic is appropriate to his/her area of expertise. A fourth dissertation reader from outside the Department of Politics and Policy may be appointed to read the last draft of the dissertation and to take part in the oral defense of the dissertation by the Department Chair at his/her discretion, or at the request of the student whose dissertation is being defended.

The composition of a committee may change during the course of a dissertation due to sabbatical leaves, changes in the substantive focus of the dissertation, or, if you procrastinate, retirement of a faculty member. Any needed changes should be discussed thoroughly with the chair of the dissertation committee, and then submitted for approval by the committee chair to the Department Chair.

## DISSERTATION PROPOSAL

**As noted in the “General Requirements” section above, our expectation is that dissertation proposals should be completed within six months of passing the qualifying examinations—though our rules allow you a maximum of a year. If the proposal is not successfully defended within that period, the qualifying exams will need to be retaken.**

The dissertation proposal should fully describe the question(s) you will study, the theoretical context and methods of research you will use, and the possible outcomes expected in the study. The proposal should be prepared in consultation with the chair and with other members of your dissertation committee. When you and the committee are satisfied with the proposal, it must be defended orally in a public gathering called for that purpose. The dissertation proposal must be completed and defended no later than one year after successful completion of all of the qualifying exams. This one-year deadline is an outside limit; normally six months should suffice for preparation of the dissertation proposal. The dissertation proposal may not be defended until successful completion of written and oral qualifying exams.

In order to adhere to this timetable, it is important that you explore possible dissertation topics soon after completion of the qualifying examinations. Possible topics should be discussed with faculty acquainted with the field, particularly with that faculty member you would like to have as committee chair. Early formal approval of the committee by the Department Chair is especially important when one or more of the proposed committee members are from outside of the department.

A dissertation proposal varies in length, but usually ranges from 25-35 pages. Its purpose is to provide a concise plan for the research program that will form the basis of your dissertation. Preparation of a good proposal is vital to identifying and clarifying the theoretical and empirical problems involved in your study.

### **Research Question**

The purpose of the first section of the proposal is to tell the reader the topic of your dissertation. The research question and hypotheses (or, in a theoretical dissertation, key assumptions and assertions) should be stated clearly, their significance argued, and key concepts fully defined.

Writing this first section of the proposal is the crux of the entire dissertation process. It takes a great deal of effort to refine a topic or an object of curiosity into a researchable question. One needs to ask, "What makes the issue a problem? Why is it important enough to be studied? In what form is the question researchable?"

Your initial formulation of the research question in your proposal will not represent your final thoughts on the subject. There is always a temptation to want to read everything

before writing anything. The only practical approach, however, is to write while you are reading, allowing additional insights to be incorporated into later drafts of the proposal and, after the proposal defense, into the dissertation itself.

Following this statement of the basic research question, the goals of the proposed research should be identified in the proposal. These goals may take the form of possible answers to your research question, along with the analytic and substantive steps that will be necessary to reach those answers. For example, if you wish to demonstrate that "X" is true, what else will you have to prove or demonstrate along the way?

### **Literature Review**

A review of the theoretical and empirical literature relevant to your research question should be presented next. The purpose of this review is to indicate what is known about your topic. This literature review should not be simply a bibliographical listing, but rather a thematic essay within the proposal that shows the reader how the dissertation builds upon prior studies, as well as pointing out how prior work relates to what the dissertation is about.

### **Methodology & Design**

The next section of the proposal should be devoted to the research methods you intend to employ. Research methods are the means used to answer the research questions you have set for yourself. They include such techniques as surveys, unstructured interviews, archival searches, content analyses, textual exegesis, and so on. You should also include an explicit discussion of your research design. Elements of research design include case selection, whether the analysis will track changes over time, and whether there will be a set of contrasting cases used as a control group.

Many studies face potential problems of access to relevant data or information. Far from attempting to gloss over these problems, you should face them fully with your committee at the proposal stage. This will help you work through or around particular obstacles; it may also enable you to formulate alternative plans of analysis should some problem prove to be insuperable.

Some aspects of the methodology for your dissertation may be included as appendices to the proposal. You may, for instance, include copies of data collection instruments such as questionnaires, as well as lists of data sources, interview respondents, or cases to be studied.

The overall purpose of the methodology and design section is to give you a specific plan of research and to convince your committee that you can competently select, acquire, and analyze the information necessary to your thesis. It is often a good idea to choose at least

one member of your committee for expertise in a relevant methodology, in addition to substantive familiarity with your topic.

Your proposal should conclude with a tentative table of contents. This should take the form of chapter headings followed by a paragraph or two describing the subjects, goals and contents of each chapter. The tentative table of contents is important chiefly as a way of dividing your overall research question into a series of smaller steps.

Finally, you must include with your proposal an abstract of 350 words. This abstract will be submitted to the registrar when the proposal has been defended and approved by the committee.

### **Dissertation Proposal Defense**

To provide you with a final check on the adequacy of your proposal, you will be required to defend it publicly. This defense will give you a chance to demonstrate the significance of the work you intend to do, your knowledge of the relevant literature, and your ability to carry out the research. It will provide an opportunity for your committee to probe the adequacy of your proposal and to make suggestions for its refinement. Successful conclusion of the oral defense is the last step leading to advancement to candidacy.

The oral defense will be approved by the Department Chair and scheduled through the department office *no sooner than two weeks* after all committee members have received a tentatively approved final draft of the proposal. The oral defense generally lasts about an hour, during which the student is asked to describe the purpose and objectives of the study, to summarize the previous literature on the subject, and to argue the significance of the proposed study within the field. Members of the committee, other faculty, and doctoral students may be present, may ask questions, and may make suggestions or challenge any part of the proposal. The final deliberations and decision on the acceptability of the proposal, along with the determination of any modifications that need to be made, rests with the dissertation committee alone.

In the course of carrying out a dissertation, adjustments in the aims and scope of the research are frequently necessary. Minor changes should be made in consultation with the dissertation committee. Should a complete change of topic be required, both the written proposal and its oral defense must be repeated.

### **IRB Approval for Dissertation Research**

Ph.D students whose dissertation research involves collecting information from human subjects must obtain Institutional Research Board (IRB) approval of their research before the Chair of the Dissertation Committee may sign the form acknowledging the successful completion of the Dissertation Proposal Defense. IRB approval must be sought after completion of the oral defense and before starting the project. To expedite this process the

Chair of a Dissertation Committee may authorize submission of a request for IRB approval of the proposed research prior to the oral defense.

Once you have successfully defended your dissertation proposal, the next step is to obtain a copy of the *Dissertation Submission Deadlines*, which can be obtained in the department office. Please follow this schedule carefully as you work with your dissertation committee to complete the dissertation.

#### **FINAL STAGE – DISSERTATION DEFENSE**

Once you have completed your dissertation to the general satisfaction of your committee, you must arrange for its defense. Please notify the Department Secretary, of your intent to defend your dissertation *two weeks in advance* of the proposed date/time of your defense. It is your responsibility to get your dissertation committee to agree on a date/time for your defense. You will need to prepare a 350-word (page and a half double-spaced) Abstract of the Dissertation and submit that to the Department Secretary, who will process the form necessary to hold the Dissertation Defense.

#### **Suggested Reading**

David Gardner and Grace Beatty, *Dissertation Proposal Guidebook* (Springfield, IL: Charles Thomas, 1980).

Thomas Long *et al.*, *Completing Dissertations in the Behavioral Sciences and Education* (San Francisco: Jossey-Bass, 1985).

David Madsen, *Successful Dissertations and Theses: a guide to graduate student research from proposal to completion*, 2<sup>nd</sup> ed. (San Francisco: Jossey-Bass, 1992).

#### **INSTRUCTIONS FOR DISSERTATION FORMAT**

You are advised to submit a final draft of your dissertation to your committee for approval **prior to the final preparation**. All arrangements for scheduling the final oral examination should be made through your program office. Not all graduate faculties provide for dissertation defenses during the summer, so if you plan to complete degree requirements during the summer, your dissertation chair should be contacted regarding the feasibility of such a plan.

The general reference which should be used to determine the proper form for footnotes and bibliography is *A Manual for the Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian (University of Chicago Press, 1996. ISBN # 0-226-81627-3). However, it should be understood that this reference is only a general rule. Consult with your dissertation chair to determine whether or not there are any special forms or procedures pertaining to your discipline.

If your dissertation committee approves a format, which differs from the Turabian form, follow the recommendations of your committee.

The title page and signature page must conform to the models included in this document. An original (see format) and one copy of the dissertation, with an additional abstract and title page, must be submitted to the Registrar. Along with your dissertation you are required to submit the *Doctoral Dissertation Agreement Form* from University Microfilms International, as well as the *Survey of Earned Doctorates* from the National Science Foundation. These forms are available in the Registrar's Office.

### **Format & Paper**

Dissertations (both original and copy) must be produced on white bond paper, 8 1/2 x 11 inches, of not less than 20 lb. weight. All paper in the dissertation must be the same size and weight. Exceptions may be made in the case of over-sized charts or non-text materials, which have been duplicated for inclusion. Pages should be printed on one side only.

*A one and one-half inch margin* is required on the left-hand binding edge, and a margin of at least *one inch* is required at the top, right and bottom of each page. Any pages, which exceed the standard size, must be assembled according to binding specifications. *Any and all materials included with the body of the dissertation such as appendices, etc. must conform to the margin requirements.*

It is assumed that authors preparing a dissertation will be doing so using word processing or other electronic means. All textual materials must be double-spaced. Footnotes and long quotations may be single-spaced. Any standard type is acceptable and the same type must be used throughout the dissertation. Italics and/or bold face type may be used for emphasis, and non-English words or phrases should also be italicized. Type size should be 10 point or larger, as the document will be reduced in size on microfilm reproductions. Type which resembles written script, as well as 'novelty' typefaces are not acceptable. The print should be clean and even in quality and the print should be letter quality with consistently clear and dense black characters.

### **Abstract**

The abstract heading must conform to the model included in this document. The title of the dissertation, your name, Claremont Graduate University, and the *year the degree will be awarded* must appear on the first page of the abstract. The abstract must be double-spaced and may *not* be more than 350 words. It should explain in narrative form the nature and scope of the problem or topic, the method employed in developing the dissertation, and a summary of the conclusions. Prepare your abstract carefully, as it will be published by University Microfilms International in *Dissertation Abstracts*. Publication is automatic when your dissertation is sent for microfilming.

## Order & Pagination

Dissertations typically have three main parts: preliminaries, text and references. All pages of your dissertation, including any blank pages, must be counted in the numbering. The preliminary part of the dissertation is numbered with *small Roman numerals* (i, ii, iii, etc.). The first page of the introduction or chapter one would start with *Arabic* number one (1, 2, 3, etc.). The first page of each chapter is to be numbered at the bottom center of the page, with all other pages numbered in the upper right hand corner. *Beginning with chapter one, page one, all pages of the dissertation must be numbered, and there should be no breaks in the numbering sequence.*

## Microfilming & Copyright

You are required to sign an agreement authorizing the University to reproduce your dissertation in microfilm, and pay a special fee to cover the cost of microfilming. A copy of your title page and abstract must be included with the agreement form. ProQuest Information and Learning Company (PQIL) microfilms your dissertation and the negative is deposited with that organization. Copies may be ordered through PQIL. Microfilming does not deprive you of the right to publish your dissertation in book or other forms. If you wish to copyright your dissertation through PQIL a fee of \$65.00 is required. A cashier's check or money order, payable to PQIL, must be submitted with your dissertation. The microfilm contract and copyright contract are included in the agreement form, which must accompany your dissertation. If you choose not to copyright your dissertation through PQIL, you still retain the rights to your work.

If you have obtained permission to use copyrighted material from another source in your dissertation, you must submit with your dissertation permission from the source(s) for PQIL to reproduce the material upon request as part of your dissertation. This is generally not a problem, but should be planned for in advance.

## Fees

Two fees are assessed by the University and passed on to outside vendors. These fees are for microfilming and binding your dissertation. The fees are subject to change each academic year. For the 2009-2010 academic year, the fees are:

Microfilming	\$65.00
Binding	<u>\$30.00</u>
<b>Total</b>	<b>\$95.00</b>

These fees may be paid in Student Accounts.

### Submission & Final Check

The original and one copy of the dissertation are to be submitted to the Registrar's Office after your final oral examination. Pages should be clean on both sides with no slanted or missing pages. Do **not** submit bound copies; they will not be accepted. Once your dissertation has been submitted to and accepted by the Registrar it may not be removed. Any corrections and/or additions to the dissertation must have the approval of the dissertation committee. Such corrections and/or additions are approved only in the most unusual circumstances; thus it is important that the submitted copies be checked for accuracy of content. The original and copy will be deposited in Honnold Library after microfilming and binding.

### Sample Pages/Preliminaries

The complete formatting instructions for Dissertations can be downloaded from [www.cgu.edu/registrar](http://www.cgu.edu/registrar).

### Deadlines

**A Note on Deadlines:** The deadlines for scheduling the final oral examination, payment of fees and submission of your dissertation are set forth in the academic calendar in the *CGU Bulletin* as well as in each semester's *Course Schedule*. **Completion dates cannot be waived or extended.** If you have questions regarding institutional requirements for the completion of your degree, please contact the Registrar.

### INSTITUTIONAL FINANCIAL AID

Institutional support will be determined at the time a student is admitted to the program. All students are assessed at the end of the spring semester to determine if they remain in good academic standing and are making progress toward their degree. Failure on either of these grounds will lead to the reduction or withdrawal of institutional support. The criteria used are as follows:

- Students are expected to maintain a minimum cumulative GPA of approximately 3.5.
- Students can have no more than two (2) incompletes, or permanent incompletes, on their record. Students with more than one will receive a warning letter from the department and have until July 31 to complete the coursework necessary to remain eligible for continued support in the next academic year.
- Students must make acceptable progress toward degree completion by finishing a minimum of 12 credits every academic year. Part time students should note that taking only one class in the Fall and Spring semester (8 credits) will **not** maintain your eligibility for institutional support in the next academic year. Students should also be aware that

course offerings during the summer tend to be limited and they should plan accordingly. Time limits for completion of both M.A. and Ph.D. degrees exist and are discussed elsewhere in this handbook.

- Awards for MA students will remain the same throughout their period of study, providing the students meet the minimum support requirements outlined above. Doctoral students will be assessed each year. The new award will remain in place for the rest of the student's course of study, again assuming the student meets the minimum support requirements outlined above.
- Awards apply only to the number of tuition units needed to complete a degree: 36 or 48 units for M.A. degrees; 72 or 80 units for Ph.D. degrees. The interfield Ph.D. between politics and economics requires 80 units. Students who have completed coursework are not eligible to receive institutional aid.
- There is a limited number of Research Assistantship positions available each year. Faculty members select their own RAs. Typical awards require 10 hours of work per week during the academic semesters.

#### **PROFESSIONAL INSTITUTES**

The Department of Politics and Policy wishes to support active participation in institutes by students. To this end, we will seek to provide assistance based on the following criteria:

The student must be attending a professional institute in the discipline of political science, so certified by a regular faculty member. Examples include ICSPR, the Stanford Summer Institute in Political Psychology, and the Institute for Qualitative and Mixed Methods Research.

The student is expected to first apply for funding available through the institute and then to apply to the Department.

The workshop cannot substitute for courses at CGU.

The Department will try to fund a student who meets these criteria up to \$500.

#### **PROFESSIONAL CONFERENCES**

The Department of Politics and Policy wishes to support active participation in professional conferences by students. To this end, we will seek to provide travel assistance based on the following criteria:

- The student must be presenting a professional paper and it must be in the discipline of political science, so certified by a regular faculty member.

- The conference must be a recognized political science conference, such as the national American Political Science Association Meeting or the regional Western or Midwest Political Science Association Meeting.
- The student must apply to the CGU Graduate Council for funding of the trip *prior* to his/her application to the Program.
- The Department will try to fund a student who meets these criteria, but fails to obtain CGU Student Council funding, up to the amount generally awarded by the Council, provided it is no more than \$500.

### **JOB SEARCHES**

Graduates of our program have found jobs in a variety of academic and non-academic fields. To help you, we include suggestions on both the process of academic job searches and the services offered by the Department of Politics and Policy and Office of Career Services.

### **PLACEMENT FILE SERVICE**

The department provides a Placement File Service for our graduating students. A Placement File should contain your curriculum vita, three letters of reference and an official transcript. A cover letter from the Dean of the School of Politics and Economics is sent with these documents. An electronic version of the addresses of potential employers should be transmitted to the Department Secretary. Your placement dossier will be mailed out within 10 days of receipt of all required documents. A fee of \$1.00 is charged after 25 files have been sent.

The academic job market is highly specialized and differs in some important ways from the job market in government or private business. Some of the same skills are important in job searches both inside and outside of academia, such as preparation of a *curriculum vitae* and self-presentation in an interview. In these areas, the Office of Career Services may be as helpful to the academic job seeker as to the non-academic job applicant. In other areas, however, the academic job market must be approached with different strategies, and you should utilize different resources in your search. This section will focus on the features peculiar to academic job searches, particularly in political science.

### **LOCATING JOB OPENINGS**

#### **❖ ACADEMIC POSITIONS**

Virtually *all* academic positions are listed under “eJobs” on the website of the American Political Science Association (<http://www.apsanet.org>). This goes for all tenure track jobs at four-year colleges and universities, as well as most temporary positions (which are usually

replacements for faculty on sabbatical). The eJobs Placement Service is available free of charge to members of APSA. Members may become Premium eJobs Subscribers for an additional fee of \$20 which gives them access to the daily printable PDF of every job listed. In addition, members may post their own resumes to the eJobs database and arrange interviews through the eJobs Placement Service.

The one segment of the academic job market that is generally not covered in the Newsletter is positions in two-year community colleges and very small four-year colleges. These positions may be of special interest to someone who is determined to locate in a particular area, since the community job market tends to be regional (that is, faculty are recruited from Graduate Universities in the region), which the four-year college and university market is national. If you want to look for a position at a two-year institution, the best approach is to make a list of all such institutions in the area and write to them directly.

#### ❖ TIMING OF THE ACADEMIC JOB MARKET

Because of the rhythm of the academic year, academic job searches follow an annual cycle. The greatest number of new ads for positions in the profession will be found on eJobs during August, September, October and November. That is when most departments advertise the positions they expect to fill for the following September. This means that the academic job market has a very long lead-time: you may see an ad in October for a position that you might interview for in December or January. You may be offered the position as late as March, to begin the following September!

This lead time is made even longer by the fact that potential employers will generally want to see either a completed or at least a substantially completed dissertation when they first examine your credentials, perhaps as early as November of the year preceding the year you want to begin teaching. This lead-time is something to bear in mind as you prepare for the academic job search cycle. Pay special attention in the summer prior to your job search to format chapters of the dissertation into a form that you are willing to show potential employers.

Every academic year, the job market undergoes a second phase in the spring. Last minute vacancies caused by unexpected retirements, resignations, failed regular searches or sabbatical leaves are often filled on a one-year basis. Ads for these positions frequently appear in March and April on "eJobs." Recruiting for these positions also occurs via informal networks. For example, a department needing someone to teach American Politics may have their current faculty members call up friends in that field to see if they have any advanced or newly completed Ph.D. students who would like to fill in for a year. If you are interested in the one-year replacement market, you should be sure to let the members of your dissertation committee know, so that they can keep you in mind if they receive such phone calls.

One-year positions have notorious disadvantages, and regular (or tenure track) jobs are generally preferable. On a one-year job you may be asked to teach courses that are outside of your specialty. You must also face the prospect of teaching full time while simultaneously reentering the regular job market for a position beginning the following year. At the same time, one-year positions give you valuable experience that will make you a more attractive job candidate for a tenure track position (particularly if your teaching evaluations are good). And, one-year positions sometimes turn into tenure track positions, for example if someone on leave for a year decides not to return to the university. In that case, the department will conduct a regular tenure track search, but the fact that you are already there will tend to give you an advantage over outside candidates (again, depending on your teaching performance, etc).

#### ❖ PREPARING THE APPLICATION FOR THE ACADEMIC POSITION

The typical application for an academic position is sent in the mail in response to an advertisement seen on “eJobs.” The application has several parts, and indeed is often mailed in several parts.

**The first initiative is yours.** You should send to the address listed in the advertisement your *curriculum vitae* and a cover letter stating your interest in the position and offering a quick summary of your relevant qualifications (including a very brief statement of the area of your dissertation). Some schools also want to see a transcript of your graduate work and a sample of your writing. The writing sample is particularly important, for many departments rely heavily on it in their evaluation of candidates. If you have published an article, reprints of the article would make a good enclosure. You should in any case include one chapter from your dissertation, perhaps the introduction or one of the substantive chapters that will demonstrate your research skills. (Your dissertation advisors are best placed to help you decide what to include as a writing sample). Every job search yields many applications from almost-Ph.D.s who have no publications and who enclose no writing sample. Such applications cannot be taken as seriously as they should be, because they offer no basis for independent evaluation by the search committee.

No application is complete without letters of reference. These should come from people who are familiar with your dissertation and, if you have teaching experience, with your teaching. General "character" references of the kind you might get from your supervisor when you were a camp counselor do not help you in this context. **Three to four letters** are the norm; in the unlikely event that a department wants more letters, they will say so in their advertisement.

Although you have a right to see your letters of reference, the sad truth is that confidential letters are taken more seriously because they are assumed to be frank. One way to exert some control over confidential letters is to review with the prospective letter writer the areas that she might cover. For example, if you have selected someone to be your reference because she has seen you teach, be sure to mention that you would like an evaluation of

your teaching to be included in the letter. Suggesting which superlatives the referee should use in the letter goes too far, but you can make sure that the group of letters, taken as a whole, covers as many facets of your qualifications as possible.

#### ❖ WHAT DEPARTMENTS ARE LOOKING FOR

It is important to enter the job market with appropriate expectations. You will submit many applications (depending on your field, but perhaps numbering in the dozens), and you will be rejected many times. Most of those rejections will be due to a mismatch between what the department is looking for and the substantive fields you offer - something you can do nothing about. Don't let them get you down.

Secondly, the academic job market is a national market. We all have regions of the country where we would prefer to live, but you should limit your applications to the minimum extent possible. Why not wait till you have seen the actual opportunities offered to you before making decisions about preferred life style? A first job is the last job for very few academics; what you want at this point is to get started somewhere, so that you can build the research and teaching credentials that will enable you to move on should you choose to do so.

Every job listing in “eJobs” generates between 50 and 250 applications, depending on the field. From the perspective of the job candidate, then, the odds of being offered any one position are long. But, from the perspective of the department conducting the search, 100 applications may yield only a handful which can be seriously considered for the position. What must you do to be included among that handful?

The single most important factor is to be able to demonstrate a fit between your skills and interests, and the job advertised. Shotgun applications rarely yield results: if a department says they want a Latin Americanist whose field is economic development, then IR generalists should apply only if they recognize that they are unlikely to make the first cut. At the same time, a customized cover letter that emphasizes some Latin American credentials while pointing out other things you would bring to the department may be worth trying. You will be pegged first and foremost by the topic of your dissertation, but coursework, minor qualifying exam areas, research assistantships, and teaching experience can all be used to establish secondary claims to expertise in other fields.

Having convinced the search committee with your file that you fit their needs, the second criterion is quality. The more evidence of quality that you can place before the committee, the better off you are. Quality is gauged in each document that comes to the committee's attention. Your cover letter and your *curriculum vitae* should therefore be constructed with care. Make sure that you have chosen as referees faculty who have a high opinion of your work. If you have taught, include teaching evaluations with the materials you send. Professional activities such as having presented a paper at a conference or having had an article accepted for publication weigh especially heavily because they mean that faculty outside of your own department have seen your work and thought it to be of high quality.

Above all, choose your writing sample with care and make sure that it reflects your very best work.

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Any candidate who meets the criteria of fit and quality has a very good chance of being contacted by the search committee. The best way to think of 100 applications for a job opening, then, is not that your chances are one in a hundred. No more than fifteen will be examined really carefully, because no more than fifteen will meet the criteria of fit and will appear on first inspection to offer quality. Therefore, your chances are either 0 in 100, or one in fifteen. Do everything you can to be in that group of 15, and good things will happen on the market.

#### ❖ THE INTERVIEW PROCESS

There is a pre-market interview process that many schools hold at each APSA meeting.

The further winnowing of candidates from 15 to a small number to be interviewed is the most difficult part of the process to describe. If people on the search committee know someone in your program, they may call to hear more about you. You may be called yourself and asked to submit more written material. Your dissertation chair may be called for further comments about you and to get an update on your dissertation progress. If time and scheduling permit, an appointment may be arranged at a political science conference to gather some first hand impressions of you. Through all of these channels, as well as through a careful reading of your written materials, a list of three or four candidates will be identified to be interviewed.

Academic interviews are unlike any other experience you are likely ever to have. They often last two days, sometimes three. They require that you be "on" constantly, in conversations with faculty, with students, and with deans. The interview poses challenges that have no parallels in the universe, such as trying to explain your research in a formal "job talk" to a group that includes faculty and students from all fields of the discipline. Some in your audience may know almost as much about your topic as you do, while others may have no

idea why anyone would ever do research on your topic in the first place. You must find a way to explain your work that offers something to both groups.

A full description of the interview process, and strategies for success, is beyond the scope of this document. For funny stories and sage advice, see Donald Chisholm, "The Long Voyage Home," in PS (two parts: Fall 1988 and Winter 1989). For that matter, PS regularly contains articles about the academic job market, as well as information on research grants, conferences, and other matters of interest to graduate students. PS is a publication of the American Political Science Association, sent automatically to all members and available to others at Honnold Library. Your faculty advisor(s) will also be a source of information and experience concerning all aspects of the application and interview process, and you should ask as many questions of as many people as you can.

#### ❖ **NON-ACADEMIC POSITIONS**

There is a great variety of non-Academic positions available to graduates of the Department of Politics and Policy. A diverse and extensive list can be found in the "SPE Student Career Newsletter" prepared by the Office of Career Management at CGU. Check its website or go directly to <http://www.cgu.edu/pages/2744.asp>