GRADUATE STUDENT HANDBOOK

DEPARTMENT OF POLITICAL SCIENCE

ROCKEFELLER COLLEGE OF PUBLIC AFFAIRS AND POLICY

UNIVERSITY AT ALBANY

STATE UNIVERSITY OF NEW YORK

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GENERAL

The Department of Political Science at the University at Albany, SUNY offers the graduate degrees of Master of Arts in Political Science and Doctor of Philosophy in Political Science. These programs are designed to meet the needs of students interested in careers in research, teaching, the business world, and public service. Specializations within political science are offered in the following areas: American Politics, Comparative Politics, International Relations, Political Theory, Public Law, and Public Policy.

ADMISSIONS TO M.A. AND Ph.D. PROGRAMS

Admission to the M.A. and Ph.D. programs is open to students holding a Bachelor or Master of Arts degree. Students must indicate in their application to which program they are applying. Students with a bachelor’s degree who ultimately plan to pursue a Ph.D. are advised to apply directly to the Ph.D. program, since only students in the doctoral program are eligible for funding, and the path to the doctorate is typically faster and more direct. Students in the direct track from B.A. to Ph.D. usually apply for their Master’s Degree upon successful completion of their comprehensive examinations and prospectus, eliminating the need to write a separate master’s essay. Students admitted to the master’s program may apply for admission to the Ph.D. program through the Office of Graduate Admissions. Students with a master’s degree in Political Science obtained at another university should apply directly to the Ph.D. program.

Each applicant for admission to the M.A. or Ph.D. program must submit the following information, by the deadline dates below, to the university’s graduate admissions office:

- a completed application form,
- the required application fee,
- a personal statement describing the applicant’s goals and interests,
- transcripts of all previous study at the undergraduate and graduate levels,
- Graduate Record Examination test scores,
- for master’s program, the Law School Admission Test may be accepted in lieu of the GRE
- for foreign students, scores of the TOEFL examination,
- at least three letters of recommendation from professors who know the applicant’s academic work, and
- for Ph.D. program, a substantial written piece of research, such as a master’s essay or a major seminar paper.

Applications for the doctoral program are due by January 15th. Due to the sequence of course offerings, doctoral students are required to begin the program in the fall semester. Applications for the master’s program are due by January 15th (for full-time and part-time fall enrollment), or November 15th (for full-time and part-time spring enrollment). Non-degree applications are accepted for the fall and spring sessions and are due by August 1st for the fall semester and December 1st for the spring semester.
APPLICATION TO NON-DEGREE STUDY

In addition to the application form, applicants for admission to non-degree graduate study must submit official transcripts from all institutions (graduate and undergraduate) attended, and a letter of intent indicating why the student is applying and explaining his or her ultimate goals. Applicants with significant anomalies in their undergraduate records or substantial time lapses in their education should explain these factors and are encouraged to submit letters of recommendation from those familiar with their academic and non-academic work. Applicants who possess an advanced degree must submit transcripts confirming the award of the highest degree held. The admissions committee is unable to review applications for non-degree study that are received after the deadlines noted above.

MASTER’S PROGRAM

The Master of Arts program may be pursued either as a terminal degree or as the first phase of a prospective Doctor of Philosophy program. The master’s degree, which requires 32 credit hours of completed course work, normally takes three to four semesters of full-time graduate study. University policy requires that all course work be completed within a period of six years unless an extension of time is granted by the student’s advisor, Chair of the Political Science Department, and the university’s Office of Graduate Education. Enrollment at another university’s graduate program counts as part of the six-year period. A maximum of eight credits of transfer credit may be allowed towards the M.A. degree.

Each student is required to select a faculty advisor in the first semester of graduate study and to register that choice with the Director of Graduate Studies and the Director of Graduate Student Services prior to preregistration for the following semester’s courses. The form is included as an appendix to this manual, and is available on the College’s current graduate student webpage: http://www.albany.edu/rockefeller/user_current_graduate_students_3tabs.shtml.

Note: master’s students are ineligible for departmental funding.

Required Courses

To receive a Master of Arts degree, a student must successfully complete a minimum of eight courses (32 credit hours) with cumulative GPA of 3.0 or higher. Two 4-credit courses must be taken from among any of the seven field seminars listed below. RPOS 516 (Introduction to Political Inquiry), which is an optional course for students in the Master’s Program, may be taken in place of one of the field seminars.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>POS 501</td>
<td>Field Seminar in Political Theory</td>
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<tr>
<td>POS 550</td>
<td>Field Seminar in Comparative Political Systems</td>
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<tr>
<td>POS 570</td>
<td>Field Seminar in International Relations</td>
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<td>POS 513</td>
<td>Field Seminar in Public Policy</td>
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<td>POS 521</td>
<td>Field Seminar in American Politics</td>
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<td>POS 541</td>
<td>Field Seminar in Public Law</td>
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<tr>
<td>POS 702</td>
<td>Politics and Administration</td>
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Additional courses must be completed at the POS 500- and 600-level. In accordance with graduate school requirements, no more than 8 hours of transfer credit can be granted toward the M.A. A master’s candidate must also complete POS 698, the Master’s Essay - which is not a thesis, but a substantial research paper of a length and quality appropriate for formal presentation at a New York State or regional political science annual meeting. The Master’s Essay must be written under the direction of your advisor or another appropriate faculty member in the political science department. Credits earned for POS 698 while working on the M.A essay count toward the 32-credit minimum.

Students formally admitted to the Ph.D. degree in Political Science at the University at Albany may satisfy the written essay requirement of the Master of Arts degree by successful completion of two Ph.D. comprehensive examinations and defense of a dissertation prospectus that constitutes a major research and writing project.

*Note:* No language, quantitative, or comprehensive examinations are required for the Master of Arts degree. However, students who are considering entering the Ph.D. program are advised to take the required courses in the Ph.D. program’s scope and methods sequence.

**Master’s Application for Graduation:**

Students who expect to complete requirements for a degree at the end of a particular session must file a Degree Application Request through MyUAlbany by the term deadline. If for some reason a degree is not awarded after an application is submitted, the candidate must file another Degree Application Request for the semester when the candidate expects to meet the requirements.
DOCTORAL PROGRAM

The Political Science Department’s program leading to the Doctor of Philosophy requires a minimum of three years of full-time study beyond the baccalaureate (or the equivalent over a longer period of part-time study) and satisfactory completion of the University at Albany’s residence requirement. Students are required to have two consecutive semesters of full-time residence. To qualify for full-time residence, the pre-candidate student must be registered for a minimum of 12 credits taken in each of two semesters (9 credits per semester if the student is a full-time graduate assistant). In addition to required course work, set out below, a doctoral candidate must demonstrate competence in a major field and a second field, and in one of the two research tool options. A dissertation accepted by the student’s committee and conforming to University guidelines is required to complete the program. In general, the dissertation must demonstrate that the candidate is capable of doing independent scholarly work and can formulate conclusions which in some respects modify or enlarge what has previously been known in the discipline of political science.

ASSISTANTSHIPS AND FELLOWSHIPS

The Political Science Department is allocated a limited number of graduate assistantships to support doctoral students. While a primary purpose of the assistantship is to support students in the doctoral program, assignment of assistantship duties is also based on departmental needs. Over the course of a graduate student’s career, he or she can expect to have a mix of teaching and research assignments. Each semester, graduate assistants and faculty are polled to ask their preferences in assignments. While every effort is made to accommodate student preferences, departmental needs are the most important criterion.

Assistantships are awarded competitively, primarily at the time of admission to the program. Students entering the doctoral program with a bachelor’s degree are eligible for four years of continued funding; those entering with a master’s degree in political science are eligible for three years of continued funding.

Graduate students with assistantships and/or fellowships who receive a stipend that would yield total compensation of $4,122 or more between August 15 and August 14 of the following year may be eligible for health benefits through GSEU. The Graduate Student Employee Health Plan offers substantial coverage for graduate student employees and their dependents. For further information contact the Graduate Student Employee Union or the Campus Health Benefits Coordinator.

Contingent on continued university funding levels, funded students whose academic record, degree progress, and performance of assigned duties are satisfactory will generally be renewed, up to the overall time limits specified above. Satisfactory academic performance for funding purposes is defined in the following terms:

- A grade point average of at least 3.5
- No incomplete grades carried beyond the end of the following semester
- Progress toward degree completion (including successful completion of comprehensive examinations) consistent with departmental guidelines set out below.

Students whose performance falls below these standards may have their funding revoked.

Basic departmental assistantships currently carry an academic year stipend of $15,000 for the academic year, plus 12 credits of tuition waiver per semester. Stipends of continuing funded
students may be increased through cost-of-living increases negotiated by the graduate student union.

NOTE: All students receiving funding are required to submit the Free Application for Student Aide (FAFSA) before their assistantships can be activated. All funded students – with the exception of foreign students – must also apply for New York State residency at the earliest opportunity (immediately upon admission for current New York residents, and during their first year of funding for those not currently residents). The New York State residency applications is available at http://www.albany.edu/studentaccounts/residency.php. Funded students who fail to apply for New York State residency as soon as they are eligible will be required by the University to pay the difference between in-state and out-of-state tuition.

Outside Employment and Non-Departmental Assistantships:

Graduate students who hold fellowships or assistantships may not be employed in other capacities in or outside the University while holding an assistantship. They may not hold any kind of fellowship, traineeship, or second assistantship concurrently. Under limited circumstances, extra work hours may be approved through the filing of an extra service request with the department, but in no circumstances may any extra work exceed eight hours per week at any time.

Some non-funded Political Science students may qualify for funding outside of the department through such organizations as the Rockefeller Institute of Government, the Center for Policy Research, the Center for National Security and Preparedness, the Center for International Development, or the Center for Women in Government and Civil Society. In addition, assistantship opportunities are available in administrative offices of the University. The Rockefeller College Office of Career Development also assists graduate students in securing part-time internships and summer employment. Consult the Director of Internships and Career Services for further information at rockefeller.careers@albany.edu.

Adjunct Faculty Appointments for Students:

Advanced graduate students who have been admitted to candidacy may be invited to teach as adjunct instructors, both in the summer session and during the regular school year. All appointments are contingent on availability of departmental funds, and are at the final discretion of the Department Chair. For more information on preparing to teach a course, please see the appendix.

GRANTS, SCHOLARSHIPS, FELLOWSHIPS ETC.

Listed below are a series of internal and external funding sources. This list is not comprehensive. Students interested in exploring funding options within the University and external to it for dissertation funds should use the Grant Resource Room in the basement of Dewey Library and/or contact the Center for Policy Research at 581-442-3510. Students may also pursue opportunities listed through the American Political Science Association and H-Net.

Graduate Student Association Grants Program:

The University at Albany Graduate Student Association (GSA) offers grants of up to $300.00 for funding academic research and travel. GSA Research Grants may be used for travel...
to research facilities, purchase of equipment and supplies, remuneration for human subjects, costs associated with specialized training, and other research related expenses. GSA Travel Grants may be used to cover travel expenses and room and board for conference participation. Travel grants are only available to those individuals (1) presenting papers, posters, literary work, or artwork, or (2) serving as panelists, etc. for a symposium. GSA funds a limited number of graduate students per funding period.

For more information contact the Graduate Student Association at gsa@albany.edu, or 442-4178, or Campus Center, Room 165B.

Initiatives For Women Awards:
UAlbany’s Initiatives for Women awards enables women, students, staff, and faculty to realize their academic and career potential. The program builds on the University at Albany's 150-year-old tradition of providing equal educational opportunity to women by supporting the following categories of awards:

- Scholarships, Fellowships, and Financial Support: for women in financial need or women returning to school at a non-traditional age.
- Awards to women of promise: for students who demonstrate outstanding academic accomplishments.
- Internships and Training Programs that will enable women to advance in their careers
- Visiting Scholars Program: for visiting lectureships
- Research on women and women's issues
- Enhancement of educational and career opportunities for women of color
- Educational and career opportunities for women with disabilities

The awards generally range from $250 to $1000 depending on need. The Initiatives for Women Committee reviews all requests and may interview finalists. Consult the Initiatives for Women website for more information, deadlines, and application at http://www.albany.edu/ifw.

Benevolent Association Grants:
The University at Albany Benevolent Association offers grants of up to $500 to assist advanced degree candidates pursuing research projects integral to their dissertations or master’s theses, or projects related to preliminary stages of advanced graduate research.

The Benevolent Association Research Grant can be used for all phases of research, including travel to libraries, archives, laboratories, and other research facilities and resources; costs of information access; remuneration for human subjects; purchase of supplies or rental equipment; costs associated with specialized training; and other research related expenses.

Application Deadline: The Benevolent Association grant program has two cycles. The fall competition is intended to support research activities during the following Spring Semester. The spring competition is intended to support research activity during the following summer or fall Semester. Deadline dates are subject to change each year.

For application materials and more information contact: The Office for the Vice President of Research, University Hall, Room 307, 956-8170.
DEPARTMENTAL SUPPLEMENTAL FUNDING OF STUDENT TRAVEL TO PRESENT PAPERS AT SCHOLARLY MEETINGS

The department has limited funds available for graduate students who are presenting papers at scholarly meetings. **These funds are specifically designed to supplement other sources of funding, such as the GSA grants program, and funding available from the APSA and other sources.** Graduate students applying for departmental support should indicate on their application form the other sources of funds for which they have applied. Departmental funds will not be available to students who have not applied for funding elsewhere.

The following guidelines will be used by the Director of Graduate Studies and the Department Chair in allocating these funds:

- Funding will not be provided unless a student’s paper or poster has been accepted at the meeting. In no event will funds be allocated for a student simply to attend a meeting, or participate as a discussant or panel chair, without presenting a paper.
- The amount of funding allocated depends on the location and nature of the meeting: Students presenting at Northeast regional meetings (NY Political Science Association or Northeast Political Science Association) will be eligible for up to $250; those attending conferences outside the Northeast will be eligible for up to $500. While there may be exceptions, travel funds will generally be restricted to attendance at “main line” conferences – the regional political science conferences and the APSA annual meeting, meetings of the International Studies Organization, the Association of Public Policy Analysis and Management, the Law and Society Association, etc.
- ABD and advanced students will receive priority in allocation of travel funds.
- Generally, students will be eligible for a maximum of $500 support in an academic year.
- Prior to travel, students should apply for departmental travel funds by submitting a form to the Director of Graduate Student Services indicating the name of the conference, the nature of the participation, other sources of funding for which the student has applied, and other travel assistance that has been approved by the applicant for the same academic year. The application should also include a budget of expected expenses and amount of funding requested. Priority will be given to students who are presenting chapters or other elements of their dissertation research.
- Departmental assistance may be used for meals, lodging, and conference registration fees. Reimbursement can only be provided if original receipts with payment indicated (payment type and $0 balances) are submitted.
- Prior to travel, students should check with the Director of Graduate Student Services for help with necessary forms and documentation.

**Student Travel Procedures**

- The Director of Graduate Student Services must receive a “Department Supplemental Funding of Student Travel Form” at least four weeks prior to travel.
- Air Travel cannot be purchased or reimbursed under current travel rules.
- Train Travel: Use of the University designated travel agency is not necessary for train travel. To be reimbursed for this expense, the traveler must provide an original receipt or email confirmation indicating that payment has been made.
- Mileage – Mileage is reimbursable at a per mile rate. Please submit a mapquest or googlemap printout showing beginning and end of travel and total number of miles.
• Meals: Receipts are not required for reimbursement for meals. Meals are paid on a per diem basis according to location.
  o Rates are available at http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=portal/category/21287&utm_campaign=shortcuts
• Hotel, Taxis, Shuttles, Conference Registration and other miscellaneous expenses require original receipts for reimbursement.
• Travel Reimbursement Paperwork: When the traveler returns they should make an appointment with the Director of Graduate Student Services via email. Please bring the Conference Program and receipts for all travel expenses. The application form is in the appendix.

DEPARTMENTAL SUPPORT FOR GRADUATE STUDENT ATTENDANCE AT ICPSR AND OTHER EDUCATIONAL PROGRAMS

Departmental support may be available for a limited number of students to attend methodology courses offered by ICPSR, CQRM, or similar courses. If funds are available, the Director of Graduate Studies and the Department Chair will use the following guidelines to allocate them:

• Priority will be given to students with strong academic records, strong faculty support for attendance at the program, and advanced standing.
• Support will be restricted to programs that offer instruction in methodologies that are not available at the University at Albany, and which are of direct relevance to a student’s dissertation research.
• To apply for departmental support, a student should submit an application to the graduate director that includes
  1. a letter of application, setting out a justification for why the program is essential to the student’s dissertation research, what preparatory work has been taken at the University at Albany, and why existing Albany courses will not be acceptable substitutes,
  2. two letters from faculty members supporting the application,
  3. a transcript, and
  4. a proposed budget, indicating any other sources of funds for which the student has applied.

For those interested in applying to the ICPSR program, please submit hard copies of the materials to the Director of Graduate Student Services by May 1st. The Department will only be able to provide partial funding, and the amount will depend on the number of students applying for the program. Students interested in the Qualitative Methods Workshop at the Maxwell School should submit materials by October 1st.
The Director of Graduate Studies has administrative responsibility for the graduate programs; however, advisement is chiefly the function of individual faculty members. Each new student is expected to choose a faculty member to serve as his/her advisor in the first semester of graduate study, prior to pre-registration for classes for the following semester. Through attendance at the orientation, faculty-student functions, field seminars and other seminar courses, students will be able to select a faculty member appropriate to their interests. A change of advisor is quite normal as students become more acquainted with faculty and discover who is most suitable in relation to interests and specializations. Graduate students are responsible for informing the Director of Graduate Student Services of their advisor. The form is included as an appendix to this manual, and is available from the Director of Graduate Student Services.

With the assistance of her or his faculty advisor, a Ph.D. student prepares and submits to the Director of Graduate Student Services a “Tentative Degree Program of Studies” by the end of the first year of full-time or by the end of the second year of part-time graduate study. The tentative program should indicate how and when all departmental and subfield course requirements will be met. Independent study courses and formal and informal audits of courses should be included in the Tentative Degree Program of Studies. The Tentative Degree Program of Studies form is included as an appendix to this manual and is available from the Director of Graduate Student Services.

A graduate student should meet with her/his advisor at least once each semester to discuss her/his progress. Only a student’s advisor may authorize the release of an AVN, allowing a student to register for classes. In order to register for classes, all students must obtain an AVN from their advisors. The student and her/his advisor should also discuss and record annual progress reports and future plans in preparation for the annual departmental review of graduate students which takes place at the end of each spring semester.

Note: The availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in one’s studies, and meeting all departmental and graduate school regulations. Students should therefore read carefully the Graduate Student Handbook, the University Graduate Student Bulletin and the Fall/Spring Course Description Lists.

**Academic Requirements:**

A minimum of 60 credit hours is required beyond the bachelor’s degree to be taken in courses and seminars and through independent study. To receive the Ph.D., a student must satisfactorily complete all degree requirements detailed below. University policy requires that graduate students who are candidates for a graduate degree must earn an average of B (3.0) in all resident graduate courses and credits applicable to their degree completed with grades other than S (satisfactory) or U (unsatisfactory) and receive grades of S in all resident graduate courses applicable to their degree which may be graded S/U.
1. Scope and Methods of Political Science:

The Department of Political Science requires that all Ph.D. students pass the following courses:

- **POS 516** Introduction to Political Inquiry
- **POS 517** Empirical Data Analysis
- **POS 695** Selected Problems in Political Science Research: Research and Writing Seminar Part I
- **POS 696** Selected Problems in Political Science Research: Research and Writing Seminar Part II

POS 695 and POS 696 are two-credit classes. Most Ph.D. students will take POS 516 in the fall of their first year, POS 517 in the spring of their first year, POS 695 in the fall of their third year, and POS 696 in the spring of their third year. This course work is designed to provide our graduate students with a broad foundation for research writing, and publishing in the field of political science.

2. Field Seminars:

Field seminars provide a broad introduction to the literature of the following subfields of the discipline: American Politics, Comparative Politics, International Relations, Political Theory, Public Policy, and Public Law. Doctoral students are required to take two field seminars, one offered in their major field and one in their secondary field. Normally, the field seminars should be taken before registration for an advanced seminar in the same field. However, because not all field seminars are offered in fall, first-year students may have to enroll in an advanced course before taking a field seminar. A petition for a waiver of any part of these requirements based upon a claim of equivalency in graduate work done elsewhere should be directed to the Director of Graduate Studies and the appropriate field chair for consideration. A syllabus must be presented to the Director of Graduate Studies to facilitate a comparison with the department’s version of the course.

3. Advanced Research Tool or Foreign Language Requirement:

Prior to the admission to candidacy (ABD status) for the Ph.D. degree, a student must have completed advanced research tool requirements, in both qualitative methodology and quantitative methodology, or in a foreign language. Students whose field of study or research does not include a need for competence in a foreign language must satisfy the tools requirement in quantitative and qualitative research techniques.

- **Quantitative and Qualitative Research Techniques.** Students satisfying the quantitative research tool requirement must be competent in research design, data analysis, and elementary statistics. The requirement may be satisfied either by successful completion of POS 517 (Empirical Data Analysis) or equivalent graduate course work in another department or at another university. Students must also be competent in qualitative research design and analysis. The requirement may be satisfied either by successful completion of POS 618 (Qualitative Research Methods) or equivalent graduate course work in another department or at another university. *NOTE: Depending on a student's field of study the department may recommend that a student take additional research tools beyond POS 517 and 618.*

- **Foreign Language Option.** The foreign language option may be chosen by students whose research requires use of a foreign language. It may be met by passing an examination administered...
by the appropriate foreign language department of the University at Albany, or through the appropriate graduate school foreign language test administered by the Educational Testing Service. English may not be used to satisfy a foreign language requirement. With the approval of the faculty advisor, a foreign student may present his/her native language other than English in meeting this requirement, so long as the language is relevant to the student's area of academic study and research and the student demonstrates competency in English.

**Degree Progress:**

*Full-time course load.* In order to ensure completion of the degree in an acceptable time period, doctoral students — including those students working on assistantships — are recommended to take 12 credit hours each semester; first-year graduate students who are serving as teaching assistants, however, may wish to consider taking 9 credit hours their first semester of graduate work. As financial and workload considerations may sometimes preclude doctoral students from taking 12 credits each semester, the department will permit registration for 9 credit hours per semester as the minimum for students who wish to obtain funding from departmental sources.

**Normal progress toward the degree.** The doctoral program has been designed so that it can be completed by graduate students within the eight year limit prescribed by the graduate school. Students who do not make normal progress toward their degree will not be eligible for departmental funding and will be referred to the department for possible dismissal from the program. While exceptions are possible for good cause, the following situations will be considered in a determination that a student is not making normal progress:

1. One or more incomplete grades that have not been completed by the midpoint of the following semester;
2. Any grade below B-;
3. A cumulative grade-point average below 3.0;
4. Failure of a full-time student to maintain a course load of 12 credits per semester, **except** during final preparation for the comprehensive examinations, during writing of the dissertation or for those semesters when the department has permitted students to take 9 credit hours owing to workload or financial considerations.
5. Failure of a student, in the view of his or her faculty advisor, to move expeditiously toward completion of the degree.

All requirements for the Doctor of Philosophy in Political Science must be completed within eight calendar years from the date of initial registration in the doctoral program. Extensions may be requested on a case by case basis.

**University Regulations Concerning Time to Degree:**

1. The required **full-time study in residence** must be completed within four calendar years from the date of initial registration in the program in the fall.
2. All requirements for a doctoral degree in political science must be completed within eight calendar years from the date of initial registration in the program. Extensions may be granted on a case-by-case basis.
   
   Note: These rules apply equally to students who enter with or without advanced standing and to students who formally change their areas of specialization after admission.
GENERAL REQUIREMENTS

Two-Credit Course Registration Option:
Most departmental graduate courses are offered for four credits, and as a readings section for two-credits (field seminars and the required four-unit methods classes can only be taken for four credits). While faculty members set the course requirements for courses they teach, students enrolled in a course for two credits generally will be expected to complete the reading and class participation requirements for the course and possibly take a final examination. They may not be required to fulfill all of the writing requirements of the four-credit course. Both four- and two-credit courses are graded A-E.

Courses Offered at the 400/500 Level:
Graduate students may not take undergraduate courses (400 level) for graduate credit, except those students involved in the department’s Combined B.A.-M.A. Program who are simultaneously working towards completing the requirements for both undergraduate and graduate degrees. However, in some 500-level graduate courses students may be required to attend lectures in the corresponding undergraduate course, meeting separately with the instructor and doing additional reading and writing to earn graduate credit for the course. In addition, graduate students may find it desirable to audit selected undergraduate courses if their background in that area is weak.

Non-departmental Courses:
A student may receive department credit for completing non-departmental courses as part of his or her regular program. Approval of the Director of Graduate Studies or Faculty Advisor is required prior to registering for these courses.

Transfer Credits:
A student who wishes to receive graduate credit for courses taken elsewhere should make this request with her or his application for admission to graduate study. Those already attending the University who wish to receive credit for courses at outside institutions should consult with their Faculty Advisors and/or the Director of Graduate Studies. The decision whether to transfer credit will be made by the Faculty Advisor/Director of Graduate Studies in consultation with the Department Chair. In accordance with University requirements, a maximum of 30 hours of transfer credit can be granted toward the Ph.D. (including transfer credits previously applied to the M.A.). Request for approval of such credits will be submitted by the Director of Graduate Studies to the University’s Office of Graduate Education.

Continuous Registration and Leave of Absence:
A doctoral student must register each semester (excluding summer) until completing all requirements (including defense of dissertation) for the degree, or must request and receive a leave of absence approved by the Director of Graduate Studies, the Department Chair, and the University’s Office of Graduate Education. Normally, a leave of absence will be granted for a period up to one year; with a compelling justification the leave may be extended another year. The period of authorized leave is not counted as part of the statute of limitations for completion of degree requirements.
GRADES AND EVALUATIONS OF STUDENT PERFORMANCE

Grade Requirements:

The grade of “B” is considered the minimal satisfactory grade in individual graduate courses. A cumulative GPA of 3.0 or higher is needed for a degree to be awarded, and failure to maintain a cumulative GPA of 3.0 will be considered evidence of inadequate progress toward the degree.

Incompletes:

Students are expected to complete course work on time. A grade of incomplete may be given only in those instances in which the student has not been able to complete all of the assigned projects and/or examinations in a course due to illness or other unforeseeable compelling circumstances. A date for completion of the work should be arranged by the instructor; however, University policy requires that incompletes received during a given semester be completed one month before the close of the following semester. The grade of I is automatically changed to E or U unless work is completed as agreed between the student and instructor.

The department may elect to revoke financial support for students receiving departmental funding if course work is not completed on time and incompletes are accrued.

Academic Honesty:

Academic honesty is taken seriously. Violations of academic integrity in any form can result in course failure or even dismissal from the program. Violations include but are not limited to plagiarism, cheating on examinations, multiple submissions, and unauthorized collaboration. Details on the University’s academic honesty policies are located in the Graduate Bulletin: [http://www.albany.edu/graduatebulletin/requirements_degree.htm#standards_integrity](http://www.albany.edu/graduatebulletin/requirements_degree.htm#standards_integrity). Students are also required to comply with course-specific guidelines and requirements, as outlined in course syllabi.

Academic Grievance Procedures:

Students who elect to challenge an academic evaluation of their work in a course or seminar, in research or another educational activity, or an unfavorable academic standing or status assigned to them because of inadequate grades or other evaluations of their performance, may request a review of the evaluation or the academic status, or both. Students should attempt to resolve any problems with the faculty member(s) responsible for issuing a particular grade or evaluation. If an adequate resolution is not found, students may petition the Political Science Department’s Grievance Committee to review cases by contacting the Director of Graduate Studies, or, if the contested evaluation has been conducted by the Director of Graduate Studies, by contacting the Department Chair.
FIELD REQUIREMENTS FOR THE Ph.D.

General Rules for Comprehensive Examinations
1. Examinations for all subfields will be offered on the same dates, once in the fall and once in the spring, for both major and minor examinations. The actual dates of examinations will be determined administratively each semester. All subfields will have the same examination procedures.
2. For full-time students who entered the graduate program with a bachelor's degree, the major and minor field examinations and prospectus defense should take place by the end of the fourth year of full-time study; for students who entered the graduate program with a master's degree, these examinations and the prospectus defense should normally be taken by the end of the third year of full-time study.
3. Each faculty member contributing to a subfield examination will provide feedback of not less than one paragraph to graduate students within a maximum period of three weeks from the date of the written examination’s completion (though ideally earlier).
4. Graduate students may retake a failed examination in a major or minor field once. Selecting a different major or minor field is permissible at any time, but regardless of whether a student changes fields, only two attempts may be made to pass a major or minor field examination. If a student fails a second attempt at a major or minor field examination, the student will be deemed to have made unsatisfactory progress in the program, and the department will recommend dismissal to the Office of Graduate Education.

Major Field:
Each student takes the major field comprehensive examination when the major field committee has concluded that the student is satisfactorily prepared to teach on the graduate level in the field.

1. The major field examination is a written examination and, assuming satisfactory performance on the written portion, an oral examination.
2. The written examination will be a twelve-hour, open-book examination distributed to the examining students by email and returned through the same medium to the examining committee.
3. Oral examinations will be scheduled within two weeks of the delivery of a successful written examination.
4. Both the written and oral components must be evaluated as passing in order for the student to pass the major comprehensive examination.

Ordinarily, the examining committee for the major field examination is composed of the faculty members from the major field. With prior notification to the field members and consensus in the field, a faculty member from another field with substantial expertise in the major field may serve on the committee.

Second Field:
The second field examination is a written comprehensive examination conducted in the same manner as the major field examination, but taking six hours. The exam is scheduled when the minor field committee has concluded that the student is satisfactorily prepared to teach on the undergraduate level in the field. Exam committees are to be composed in the same fashion as for the major field.
Comprehensive Exam and Dissertation Committees

Early in the fall semester of the year in which a student is required to take comprehensive examinations and prepare a dissertation prospectus, he or she should begin the process of forming committees for the comprehensive exams and dissertation. Students should meet with prospective faculty committee members to discuss their plans for examination preparation, including courses under consideration and reading lists for the field. Signature forms for committee members for major and minor subfield comprehensive exams are included as an appendix to this manual and copies are available from the Director of Graduate Student Services.

SUBFIELD GUIDELINES

Throughout these guidelines, the word “committee” refers to the student’s major or second field committee as defined by the Department of Political Science.

AMERICAN POLITICS

Major Field Examination:

Students preparing for comprehensive exams with a major in American Government and Politics, in addition to departmental requirements, will be expected (1) to demonstrate knowledge of four subfields of American Government and Politics, and (2) to demonstrate an ability to formulate and grapple with some overarching questions that range across the scope of the field.

Subfield Identification:

The student’s selection of subfields will be reviewed by the student’s faculty committee to assure that they adequately cover the broad scope of American Government and Politics. At least three of the four subfields should be chosen from the following list:

- Executives and Executive Politics
- Legislatures and Legislative Politics
- Political Parties and Elections
- Political Behavior and Public Opinion
- Interest Groups and Mass Movements
- Federalism and Intergovernmental Relations
- State and Local Government and Politics
- Urban and Community Government and Politics.

The fourth subfield may be chosen: (a) from the above list, (b) from another field within political science, or (c) may be an individually tailored subfield designed jointly by the student and examining committee. If the student chooses a subfield that normally falls within another field of political science (option b), the student may not use the same subfield to serve the other field’s Ph.D. requirements. Examples of acceptable “crossover” fields might include American Political Thought or subfields with Public Administration, Public Law or Public Policy.
Subfield Certification:
Ph.D. students majoring in American Government and Politics will be expected to demonstrate competence in at least four subfields. For any three of the four, a member of the examining committee must specifically certify that the student is broadly prepared in the subfield before the student may proceed to the oral examination. Precise subfield expectations or requirements will be arranged individually by students and faculty members. For the fourth subfield, satisfactory completion of one graduate level seminar or the equivalent will be sufficient.

Oral Exam: Broad Scope of the Field:
The first part of the oral examination will be devoted to at least one major theme that spans the scope of the field. Students will begin this part of the examination with an opening statement on a theme that will be agreed upon in advance with the committee. Students will be given sample questions or themes for guidance, but they may also construct an alternative theme or question with the approval of their committee chairs. After the opening statement, however, the committee will feel free to let the ensuing discussion draw upon any works listed in the general bibliography the faculty has prepared for the American Government and Politics field.

COMPARATIVE POLITICS
The primary focus of both major and minor field exams in comparative politics will be metatheory (e.g., patterns of inference and explanation), theory-building area studies (e.g., post-communist and post-authoritarian transitions), and diverse theoretical approaches (e.g., rational choice analysis, political culture, political structures and processes). In addition, students should be prepared to answer questions on various geographical and issue areas of comparative politics in order to demonstrate proficiency in the subfield. Students contemplating taking the major or minor exam should review the core reading list provided by the subfield; the list is available from the subfield coordinator.

Coursework requirements for the major field:
I. Coursework: 5 required courses (minimum)
   A. Field seminar (1 required)
      ➢ RPOS 550 Field Seminar in Comparative Politics (required)
      ➢ (RPOS 570 Field Seminar in International Relations is strongly recommended)
   B. Theory-focused seminars (3 required)
      ➢ One course in Contentious Politics/Mobilization
         o RPOS 554 Political Violence
         o RPOS 566 Ethnic Conflict
         o RPOS 567 Contentious Politics
         o Another course approved by advisor
      ➢ One course in Political Economy
         o RPOS 571 International Political Economy
         o RPOS 572 Comparative Foreign Economic Policy
         o RPOS 574 Political Economy of North-South Relations
         o Another course approved by advisor
      ➢ One course in Political Systems & Development
         o RPOS 551 Democracy and Democratization
C. Region-focused seminars (2 required; cannot also satisfy a theory-focused requirement)
   - RPOS 556 Authoritarian and Comparative Regimes in Latin America
   - RPOS 560 Comparative European Politics
   - RPOS 563 Government and Politics in the People’s Republic of China
   - RPOS 564 Russian Domestic Politics
   - RPOS 591 Russian Foreign Policy
   - RPOS 623 Africa in World Politics
   - RPOS 789 Southeast Asian Politics
   - Another course approved by advisor

**Coursework requirements for the minor field:**

Coursework: 4 required courses (minimum)

A. Field seminar (1 required)
   - RPOS 550 Field Seminar in Comparative Politics (required)
   - (RPOS 570 Field Seminar in International Relations is recommended)

B. Theory-focused seminars (Students are advised to select courses and/or topics within courses so as to develop expertise in at least one region.)
   - One course in *Contentious Politics/Mobilization*
     - RPOS 554 Political Violence
     - RPOS 566 Ethnic Conflict
     - RPOS 567 Contentious Politics
     - Another course approved by advisor
   - One course in *Political Economy*
     - RPOS 571 International Political Economy
     - RPOS 572 Comparative Foreign Economic Policy
     - RPOS 574 Political Economy of North-South Relations
     - Another course approved by advisor
   - One course in *Political Systems & Development*
     - RPOS 551 Democracy and Democratization
     - RPOS 552 Communist and Post-Communist Politics
     - RPOS 561 Nationalism & Nation Building
     - Another course approved by advisor

**POLITICAL THEORY**

The political theory faculty covers a wide variety of the areas within Political Theory, including the History of Political Thought, Critical Theory, Poststructuralism and Postmodernism, Democratic Theory, American Political Thought, Feminist Political Theory, Theories of Justice, and the Philosophy of Social Science.

To insure that students have a background in the canonical thinkers in the history of political theory, students are strongly encouraged to audit or take for credit RPOS 301 and RPOS 302 (History of Political Thought I and II), a year-long undergraduate course sequence and RPOS 701. When graduate students take or audit the yearlong sequence in the History of Political
Thought, the instructor will provide a special graduate tutorial side by side with the course. In this tutorial we will discuss the more complex aspects of as well as read commentary on the theories under discussion.

Depending on whether they intend to focus their work on canonical or contemporary political theory, or some combination of the two, students will select their courses from the following offerings:

- **POS 500** Political Philosophy
- **POS 501** Field Seminar in Political Theory (required of all political theory graduates)
- **POS 512** Political Theory and Analysis (devoted to philosophy of social science)
- **POS 515** American Political Theory
- **POS 565** Feminist Political Theory
- **POS 603** Contemporary Political Theory
- **POS 701** Tutorial in Political Theory
- **POS 798** Readings in Political Science
- **POS 897** Independent Research

Courses in other departments such as philosophy or sociology, where relevant, are permitted.

Since the topics in RPOS 500 and RPOS 603 change from semester to semester, students may take these courses twice. For example, RPOS 500 has dealt with political thinkers such as Thucydides, Machiavelli, Locke, Rousseau, Hobbes, Marx, Nietzsche, and Weber and topics such as democratic theory, theories of citizenship, theories of justice, theories of equality, problems of interpreting political theory, and theories of truth. Similarly, RPOS 603 has dealt with such topics as critical theory, postmodern theory, political theory and political ideology, literary theory and political theory, and contemporary democratic theory. Since the topics of the seminars change year by year, students are encouraged to take every political theory seminar that they can.

**Major in Political Theory:**

In preparation for meeting the comprehensive examination requirements, students will work together with faculty to plan a curriculum of seminars, tutorials, and independent studies. The chair of a student’s dissertation committee must be a member of the political theory subfield, but may be chosen by the graduate student.

**Ph.D. Exam in Political Theory**

The written Ph.D. exam in Political Theory will typically have two sections. The first section will test the student’s general knowledge of the field of political theory. The second section will focus on the student’s areas of interest and ask more specific questions related to that area. “General knowledge” refers to the canonical works in the history of political theory (the Greeks through modernity), the most significant contemporary works in the field, the fundamental conceptual questions of political theory, and the major debates within the field.

As part of acquiring this knowledge, the student will be responsible for knowing a list of required and recommended readings in Political Theory. This list is comprised of major political theory texts as well as secondary commentary. It also consists of readings on a number of the major issues in the field, both substantive and interpretive. This list is constructed by the political theory faculty (and regularly revised in light of changes in the field). While the readings are determined by the faculty in political theory, the student in conjunction with his/her committee will add readings to the list related to his/her areas of interest. This part of the list will serve as basis for the second section of the exam. Once the exam committee has evaluated the written exam, it will decide
whether the student may move on to the oral exam. The oral exam will consist of questions raised by the written exam as well as test the student’s general comprehension of the field of political theory.

Second Field in Political Theory:

With the assistance of a graduate advisor in political theory and the exam committee, graduate students choosing Political Theory as a second field will be responsible for the reading list in political theory, especially sections on canonical and contemporary political theory. However, additions to the list will be made according to the student’s interests in political theory and its relation to the student’s other fields of interest including those outside of political theory. To gain a background across the field, all students choosing Political Theory as a second field should take RPOS 500 – Political Philosophy, RPOS 501 – Field Seminar in Political Theory, and RPOS 603 – Contemporary Political Theory. Students who want to reinforce their knowledge of the canonical works of political theory are strongly encouraged to audit or take as a tutorial the yearlong undergraduate course, RPOS 301 and RPOS 302 (History of Political Thought I and II). The written Ph.D. exam in Political Theory will typically have two sections. The first section will test the student’s general knowledge of the field of political theory. The second section will focus on the student’s areas of interest and ask more specific questions related to that area.

PUBLIC LAW

Major in Public Law:

Doctoral students with a major field in public law will be expected to be broadly prepared in constitutional law, law and society, historical institutionalism, and judicial processes. Optional fields may be presented in administrative law, strategic behavior, or legal theory, depending on the thesis topic and/or the particular interest of the student. All students at the major examination should have a grasp of prior research and be able to read and place in context new public law research in all areas of the subfield.

A necessary (but not sufficient) preparation for the comprehensive examinations includes mastery of the materials covered in RPOS 526, RPOS 527, RPOS 541, and at least one specialized graduate course each in judicial process, law and society, and law and American Political Development, with any exceptions to be agreed upon by the candidate and her/his committee. While candidates need not necessarily enroll in each of these courses, at least formal auditing of these courses is a minimal expectation even for those with backgrounds in law and politics, and all students will be expected to be fully familiar with the subject matter covered therein. In addition, students will be expected to extend their readings beyond the assigned course readings in most areas covered in the courses, on a basis to be agreed upon by the student and members of the committee.

The student is responsible for submitting a written compendium of the specific material she or he expects to be examined upon for approval of her/his examining committee. The starting point for this list should be the material covered in the required public law courses indicated above. It should be supplemented by additional materials at the direction of the examination committee. Students should start formulation of this compendium at the earliest possible date in consultation with the examination committee. The final version of the compendium should be submitted to each member of the examination committee at least eight weeks prior to the scheduled examination.

The written portion of the major examination has four sections: Constitutional Reasoning/Jurisprudence, American Political Development/New Historical Institutionalism,
Judicial Process, and Law and Society. Multiple questions will be provided, but students must complete one question in each section. Once the committee has reviewed the written responses, they will determine whether the student may proceed to an oral defense. The oral examination will address the written responses as well as testing for overall comprehension of the field.

**Second Field in Public Law:**

Students with the second field in public law will be expected to be broadly prepared in constitutional law and judicial processes.

A necessary (but not necessarily sufficient) preparation for the comprehensive examinations includes mastery of the materials covered in RPOS 526, RPOS 527, RPOS 541, and at least one specialized graduate course each in judicial process, law and society, and law and American Political Development. While students need not necessarily enroll in each of these classes, at least formal auditing of these courses is a minimal expectation even for those with backgrounds in law and politics, and all students will be expected to be fully familiar with the subject matter covered therein. In addition, students will be expected to extend their readings beyond the assigned course readings, on the basis to be agreed upon by the student and members of the committee.

The student is responsible for submitting a written compendium of the specific material she or he expects to be examined upon for approval of her/his examining committee. The starting point for this listing should be the material covered in the required public law courses indicated above. It should be supplemented by additional materials at the direction of the examination committee. Students should start formulation of this compendium at the earliest possible date in consultation with the examination committee. The final version of the compendium should be submitted eight weeks prior to the scheduled examination.

**INTERNATIONAL RELATIONS**

**Major in International Relations**

Students preparing to take comprehensive exams with a major in International Relations (IR) will be expected to comply with departmental examination requirements, and (a) to demonstrate knowledge of contemporary debates in the field; (b) to demonstrate competence in the three major concentrations listed below; and (c) to demonstrate an ability to formulate and grapple with some overarching questions that range across the scope of the field. The field seminar (RPOS 570) fulfills requirement (a) and is mandatory for all IR students. Requirement (b) will usually entail taking the following three courses in the subfield’s primary concentrations, plus two or more electives.

1. RPOS 582 – Global Security
2. RPOS 571 – International Political Economy
3. RPOS 583 – Global Governance

Electives are offered on a rotating basis and may include independent study. As a general rule, students are advised to get to know—through course work—the entire IR faculty. Even though some students may be entering with graduate course work from other institutions, students are strongly encouraged to take all core courses at the University at Albany.

**Minor in International Relations**

To be eligible for the minor exams, students must have successfully completed RPOS 570, RPOS 571, RPOS 582, and RPOS 583.
PUBLIC POLICY

Major in Public Policy
(1) Overview:
Doctoral students with a major in public policy will be expected to be broadly trained in the important theoretical and methodological issues in the field. Thus, students will be expected to understand the key questions, approaches, and research designs appropriate to studying public policy. In addition to broad overarching capabilities, students are also expected to be an “expert” in at least one substantive area of public policy (such as the environment or immigration).

(2) Requirements
The public policy faculty recommends that in addition to departmental requirements, students who wish to work in public policy as a major field take no less than five classes distributed as follows.

(A) Field Seminar in Public Policy -- 1 course
AND
(B) Process, Theory, and Methods -- 2-3 courses
AND
(C) Substantive area of your choice -- 1-2 courses

These courses are the recommended minimum for comprehensive exams. Students are expected to prepare extensively beyond the books and articles in these courses. The student is responsible for submitting a written compilation of the specific material he or she expects to be examined on for approval by her or his examining committee. The written material should start with coursework and expand beyond that to relevant books, articles, and chapters. Students are responsible for knowing the field of public policy, not only what is covered in any particular course. Students should begin collecting materials as early as possible and communicate with their committee members. The final list should be submitted to each member of the examining committee no less than three weeks prior to the scheduled examination.

Minor in Public Policy
(1) Overview:
Students planning to take comprehensive exams with a minor in public policy will be expected to be broadly trained in the important theoretical and methodological issues in the field as well as have expertise in at least one substantive area of public policy (such as the environment or immigration).

(2) Requirements
Students who plan on sitting for the minor exam should take no less than four classes from the following areas:

(A) POS 513: Field Seminar in Public Policy -- 1 course
AND
(B) Process, Theory, and Methods --2 courses
AND
(C) Substantive area of your choice -- 1 course

Students are expected to prepare extensively beyond the books and articles in these courses.
The student is responsible for submitting a written compilation of the specific material she or he expects to be examined on for approval of his or her examining committee. The written material should start with coursework and expand beyond that to relevant books, articles, and chapters. Students are responsible for knowing the field of public policy not only what is covered in any particular course. Students should begin collecting materials as early as possible and communicate with the committee. The final list should be submitted to each member of the examining committee no less than three weeks prior to the scheduled examination.

A. Required Course for all Public Policy Minors:
   POS 513: Field Seminar in Public Policy

B. Policymaking and Implementation Subfield: (2-3 courses)
   PUB 660 (PAD 660): Theories and Models of the Policy Process
   PUB 522: Politics and Policy
   PUB 529: Law and Policy
   PUB 530 (PAD 530): Intergovernmental Relations, Federalism, and Public Policy
   POS 606 (PAD 606, PUB 606): Social Capital and Public Policy
   POS 509 (PAD 509/R): Citizen Participation and Public Policy
   PUB 604 (WSS 604): Gender, Race, Class and Public Policy
   POS 506/R: Implementation and Impact
   PUB 6YY: Politics of Migration and Membership
   POS 749: The Welfare State
   POS 504 (PUB 504): Political Theory and Public Affairs
   POS 525Q (AWSS 525/PUB525Q/EAPS525): Feminist Thought & Public Policy
   POS 505 (PUB 505): Quantitative and Algorithmic Reasoning in Public Affairs
   PUB 521 Historical Analysis and Public Policy
   PAD 684: Seminar in Urban Policy Analysis

C. Public Policy Substantive Area of Interest (2-3 courses)
   Welfare
   - PUB 520: Welfare Policy
   - POS 729: The Welfare State
   - SSW 600: Social Welfare Policy and Services
   - SSW 732R: Poverty, Health, and Policy
   - SSW 782: International Social Welfare Policy
   Education
   - EAPS 500: U.S. Educational Governance, Policy, and Administration
   - EAPS 604: Macrosociology of Education and Administration
   - EAPS 608: Politics of Education
   - EAPS 658: Politics of Higher Education
   - EAPS 666: Comparative Education Policy
   - EAPS 670: Analysis for Educational Policy and Leadership
   - EAPS 750: Higher Education Finance
   - EAPS 751: Higher Education and the Law
   - EAPS 771: Educational Policy and Law
   - PUB 631: Economics of Education
Environment
- PAD 635: Health, Safety, and Environmental Regulation
- PUB 665 (PAD 665): Biodiversity, Conservation, and Public Policy
- PUB 666 (PAD 666): International Environmental Policy
- PUB 667 (PAD 667): Politics of Environmental Regulation
- BIO 601 (3) Topics in Ecology: Issues in Landscape Conservation and Land Use Policy

Health
- HPM 500: Health Care Organization, Delivery and Financing
- HPM 501: Health Policy, Analysis, and Management
- HPM 627: Public Health Educations: Targeting Social, Organizational, and Behavioral Factors to Promote Health
- HPM 641: Organization and Management in Health Institutions
- HPM 669: Topics in Health Policy and Management
- PHI 505: Philosophical and Ethical Issues in Public Policy
- HPM 612: Applications in Health Policy Analysis and Evaluations
- SSW 781: Poverty Health and Health Policy

Urban Policy
- PUB 540: Urban Policy in the US
- POS 528: US Housing Policy
- PAD 684: Seminar in Urban Policy Analysis
- PUB 523: Urban Community Development

Information Policy
- IST 560: Information and Public Policy
- INF 704: Proseminar in Information Policy
- POS 543: Science, Technology, and Public Policy

Gender and Public Policy
- PUB 525Q: Feminist Thought and Public Policy
- WSS 540: Black Women in US History
- WSS 640: Gender Inequality
- PUB 604 (WSS 604): Gender, Race, Class, and Public Policy

Other Policy Areas Not Included in the Above List
- Students may also propose their own specialty area and submit a set of courses for approval. The required criteria are a definition of the policy area and a justification for a series of courses from appropriate disciplines that would be comparable with other areas.
- The following courses, or any others not on this list but relevant to public policy, may be presented to the student’s advisor for consideration:
  - PUB 500 Special Topics in Public Policy
  - PUB 508 Topics in Public Policy
  - PAD 511 Special Topics in Public Policy
DISSERTATION COMMITTEE AND PROCESS

Producing a successful dissertation is the most difficult element of the Ph.D. program for most students. Students are therefore strongly encouraged to select and develop their respective dissertation topics carefully and in close consultation with appropriate advisors and thoughtfully composed committees. Frequent communication with the dissertation advisor from the initial development of the prospectus to the preparation of the final dissertation draft will greatly facilitate a student’s timely and successful completion of the dissertation.

The Composition of the Dissertation Committee:

A student may write a dissertation in any subfield or combination of subfields that the department offers. Most students will write a dissertation primarily focused within one subfield, but the dissertation committee should be composed of those faculty members best suited to supervise the student’s research in substantive, methodological, and epistemological terms, regardless of the subfields with which these faculty members are formally aligned. Students are encouraged to work with relevant faculty in other departments, however, a dissertation committee must have a member of the political science department as chair and at least half of its members must be faculty with tenure lines primarily in political science. The composition of the dissertation committee need not be identical to the composition of the major comprehensive exam committee. From the time the dissertation committee has is formed through the committee’s approval of the student’s prospectus, the student must inform her or his advisor and the Director of Graduate Studies immediately about any proposed changes in committee membership. Signature forms for committee members for the dissertation are included as an appendix to this manual and copies are available from the Director of Graduate Student Services.

The Dissertation Prospectus:

While the precise format and content of a dissertation prospectus will vary according to the student’s field and advisor’s and committee’s recommendations, the prospectus should, in broad terms, be equivalent in scope and specificity to a grant proposal that might be sent to a funding agency such as the National Science Foundation or the National Endowment for the Humanities. It should be written in full scholarly format with footnotes and bibliography and must include the following elements:

A) Problem statement: a discussion of the specific problem to be examined and why it is important to the subfield(s) in which the dissertation will be situated, to political science, and to political life and/or public policy.

B) Literature review of existing research: a critical, integrative evaluation of previous research in the broad area of the dissertation. This discussion should include analysis of how the proposed research will advance understanding of the field, and how it will fit within existing theoretical frameworks and approaches.

C) Research methods: a detailed description of how the dissertation research will be carried out, including a discussion of the specific research questions and sub-questions to be asked, the theoretical framework or model within which those questions fit, and the specific methods to be used in gathering data to answer these questions. The main kinds of data and primary source materials should be identified. If appropriate, the specific empirical tools and linguistic skills to be used should be described and their use justified.
D) Time schedule: a month-by-month time chart that sets out when specific tasks will be carried out and when the overall dissertation will be completed. As with all sections of the prospectus, the schedule is subject to revision. Nevertheless, it is crucial for the student to think seriously in these terms to ensure the proposed topic can be completed within a reasonable time period, and that the student subdivides the topic into manageable chapters or segments that allow for regular self-checking.

E) Tentative chapter outline: the outline should include a brief statement describing the proposed contents of each chapter.

F) Budget: if relevant, the prospectus should list anticipated expenses for travel, equipment, etc., and plans for financing these expenses.

G) Start with the University’s Institutional Review Board (IRB) approval plan: if relevant, the prospectus should discuss the timeline for submitting a proposal to the University’s Institutional Review Board to secure permission for any research involving human subjects. The faculty shall not approve a dissertation prospectus that proposes research on human subjects unless the prospectus includes a concrete plan for securing IRB approval for this research.

The oral examination on the prospectus will not be scheduled until the committee agrees that the student is ready, based on the written prospectus and subfield preparation. A student should normally expect a response to a prospectus draft within two weeks of its submission to members of the committee. Completing several revisions of the prospectus is normal and may be required before and/or after the oral examination. A prospectus is usually about twenty-five pages (12 point font, double-spaced) or 6,000 to 7,000 words. The final prospectus should be submitted to the committee members at least three weeks prior to the defense, and the committee may request further modifications to the prospectus after the defense.

Note: The oral defense of the prospectus should be completed within six months after the comprehensive oral examination in the student’s major field.

Application for Admission to Candidacy:
To advance to candidacy, a student must complete the following requirements: 1) a successful pass on a comprehensive examination in a major field, 2) a successful prospectus defense, 3) a successful pass on the comprehensive examination in the second or minor field, 4) completion of the scope and methods sequence, and 5) completion of the foreign language or advanced research tool requirement. The Admission to Candidacy forms are available online at: http://www.albany.edu/graduate/graduate-forms-publications.php.

Final Acceptance of the Dissertation:
A student must be admitted to candidacy at least one regular semester in advance of submission of the dissertation.

Most completed doctoral dissertations will range from 250 to 400 typed, double-spaced pages. Dissertations will ordinarily be revised multiple times in response to faculty evaluations of the initial draft. Prior to final acceptance of the dissertation, the candidate must defend her or his dissertation before the entire dissertation committee. If necessary, members of the committee may participate in this meeting by speaker phone or other electronic means, but a formal defense open to the public must take place and the degree candidate him or herself must be present at the defense.
To ensure that the candidate has time to make requested changes to the dissertation prior to university deadlines, the defense must take place at least three weeks prior to the deadline for formal submission of the dissertation to the University’s Office of Graduate Education – by April 10 for prospective May graduates, by July 10 for prospective August graduates and by November 10 for prospective December graduates. Students must provide their dissertation committee with a complete copy of the dissertation at least three weeks prior to the defense. Failure to provide the final draft to the committee by this deadline may be grounds for postponement of the defense. Dissertations approved by the committee must be transmitted to the University’s Office of Graduate Education, by the student, by May 1 for degrees to be conferred in May, by August 1 for degrees to be conferred in August, and by December 1 for degrees to be conferred in December. Note: the University will not permit students to participate in graduation ceremonies unless all degree requirements, including deposition of the dissertation, have been completed by the deadline. Details may be found on the Graduate Education website under Graduate Student Resources.

**GRADUATE COURSES**

The titles and descriptions of courses offered by the Department of Political Science are available in the university graduate bulletin, [http://www.albany.edu/graduatebulletin/](http://www.albany.edu/graduatebulletin/). Students interested in interdisciplinary programs should review course listings of other schools and departments.
SEXUAL HARASSMENT

Sexual harassment of employees and students, as defined below, is contrary to University policy and is a violation of federal and state laws and regulations. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; 2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive environment.

No University employee shall impose a requirement of sexual cooperation as a condition of employment or academic advancement, or in any way contribute to or support unwelcome physical or verbal sexual behavior.

Any member of the University community who requires additional information, wishes to make a complaint or receive a copy of the University procedures to be followed for complaints arising from matters related to the policies outlined above should contact: The Affirmative Action Office, University Hall 207, 956-8110.

NON-DISCRIMINATION

No persons in any relationship with the State University of New York at Albany shall be subject to discrimination on the basis of age, color, national origin, religion, age, gender, gender identity, disability, Vietnam-era veteran status, marital status, or sexual orientation.
1. **Tuition Waiver**
The union, United University Professionals (UUP), offers a tuition waiver for instructors teaching one class per semester. The form can be accessed here: [http://www.albany.edu/registrar/21884.php](http://www.albany.edu/registrar/21884.php). You should complete the form and take it to the Registrar/Student Accounts located in the Campus Center room B52.

2. **Getting books from publishers**
Most publishers will send instructors of record books they are considering to adopt for their classes free of charge. Visit the publisher’s website to submit a request form. You will need to fill in information about your course i.e. when it is being offered and anticipated enrollment. The books are usually sent to the university address.

3. **How to order books?**
There are three possible sources for books for undergraduates: the campus bookstore; a locally owned bookstore (Mary Jane Books), and online avenues (e.g. Amazon). To order books from Mary Jane Books, you should fill out the faculty order form found here: [http://www.maryjanebooks.com/faculty-form/](http://www.maryjanebooks.com/faculty-form/). To order books from the Campus bookstore go to [http://www.facultyenlight.com/](http://www.facultyenlight.com/). Books need to be ordered early. Fall book orders are due during the spring semester and spring semester orders during the fall semester. Summer book orders are submitted early in the spring semester. When ordering books and listing books on your syllabus, include the edition of a book, whether older editions are acceptable, and the ISBN number(s).

4. **Making book chapters/articles available**
If you want to assign your students book chapters/articles, you should post materials on Blackboard. All courses have a Blackboard component (see below). Note this in your syllabus.

5. **Essential ingredients for your syllabus**
The University provides guidelines on the information required on any undergraduate course syllabus. These guidelines can be found at [http://www.albany.edu/generaleducation/syllabi-requirements.php](http://www.albany.edu/generaleducation/syllabi-requirements.php). Additionally examples can be found in the Political Science Syllabus archive at [http://www.albany.edu/rockefeller/courses_syllabi_pos.shtml](http://www.albany.edu/rockefeller/courses_syllabi_pos.shtml). You should actively seek out faculty members for input and advice on your syllabus.

6. **In class activities**
The Institution for Teaching, Learning and Academic Leadership (ITLAL) offers resources for in-class activities and mid-semester surveys. ITLAL also offers one on one consultation for instructors.

7. **Blackboard**
All undergraduate courses offered by the University have a Blackboard component. If you are an instructor of record, you automatically have access. You can access Blackboard via [www.albany.edu/its](http://www.albany.edu/its). ITS has online tutorials available at [http://www.albany.edu/its/svc_blackboard.php](http://www.albany.edu/its/svc_blackboard.php)

8. **MyUAlbany**
Use MyUAlbany for access to the course roster: [www.albany.edu/myualbany](http://www.albany.edu/myualbany). Log in as an employee and click on “Academic Services and Advising” and “my class rosters.”
FACULTY

For more information about political science faculty, including curriculum vitae, sample publications, and contact information, please visit the Department of Political Science directory at http://www.albany.edu/rockefeller/directory_pos.shtml.

Victor Asal, Associate Professor
Ph.D. University of Maryland at College Park, 2003
Specializations: Comparative Politics and International Relations

Zsofia Barta, Assistant Professor
Ph.D. London School of Economics and Political Science - European Institute, 2011
Specialization: European Political Economy

Joel Bloom, Research Assistant Professor and Assistant Director of Institutional Research
Ph.D. University of Michigan, Rackham School of Graduate Studies, 2001
Specialization: Survey Research

Peter D. Breiner, Associate Professor
Ph.D. Stanford University, 1986
Specialization: Political Theory

Cheng Chen, Associate Professor.
Ph.D., University of Pennsylvania, Philadelphia, 2003
Specializations: Comparative Politics and International Relations

Christopher Clary, Assistant Professor
Ph.D. Massachusetts Institute of Technology, 2015
Specialization: International Affairs

José Cruz, Associate Professor
Ph.D. City University of New York, 1994
Specialization: American Politics

Bryan Early, Associate Professor
Ph.D. University of Georgia, 2009
Specialization: International Relations

Sally Friedman, Associate Professor
Ph.D. University of Michigan, 1983
Specializations: American Politics

Anne M. Hildreth, Associate Professor
Ph.D. University at Iowa, 1989
Specializations: American Politics
Matthew Ingram, Assistant Professor  
Ph.D. University of New Mexico, 2009  
Specialization: Public Law

Rey Koslowski, Associate Professor  
Ph.D., University of Pennsylvania, 1994  
Specialization: International Relations.

Michael J. Malbin, Professor  
Ph.D., Cornell University, 1973  
Specialization: American Politics

Bruce L. Miroff, Professor  
Ph. D., University of California at Berkeley, 1974  
Specialization: American Politics

Gregory Nowell - Associate Professor  
Ph.D. Massachusetts Institute of Technology, 1988  
Specialization: International Relations & IPE

Julie Novkov, Professor and Chair  
Ph.D., University of Michigan, 1998  
Specialization: Public Law

David L. Rousseau, Associate Professor  
Ph.D., University of Michigan, 1996  
Specialization: International Relations.

Morton Schoolman, Professor  
Ph.D., Brown University, 1975  
Specialization: Political Theory

Stephan Stohler, Assistant Professor  
Ph.D. University of Pennsylvania, 2014  
Specialization: Public Law

Patricia Strach, Associate Professor  
Ph.D., University of Wisconsin at Madison, 2004  
Specializations: Public Policy and American Politics

Timothy Weaver, Assistant Professor  
Ph.D., University of Pennsylvania, 2012  
Specialization: Urban Policy and Politics

Meredith Weiss, Professor  
Ph.D., Yale University, 2001  
Specialization: Comparative Politics.
CAMPUS LIFE INFORMATION

Computing and Networking Services:
The University at Albany offers a wide variety of computing services through its Information Technology Services (ITS), including access to larger central computer systems, microcomputers, workstations, laser printing, and regional, national, and world-wide computer networks, as well as information and courses on how to use these facilities. ITS provides consulting services online, including advice and answers to questions about how to use any of the computer facilities and services.

University Health Center:
The University Health Center located at 400 Patroon Creek Boulevard, Suite 200, is open from 9:00 AM to 4:30 PM on weekdays and 9:30 AM to 1:00 PM on Saturdays during the fall and spring semester, with more limited hours over the summer. It provides medical services for the University community during regular academic semesters. Emergency care is also provided as well as referrals for faculty, staff, and visitors. The telephone number is 442-5454. Call for an appointment or, when necessary, visit the urgent care unit. A Self-Help Cold Clinic stocked with over the counter medications from the pharmacy is also available.

Libraries:
The University maintains library facilities on both the uptown and downtown campuses. Library collections number over 1.7 million volumes. Current periodical and newspaper subscriptions number 6,500 and the library has extensive back files. Selective US government publications, and documents from local, state, foreign and international governmental agencies are available.

The Dewey Graduate Library of Public Affairs and Policy, located on the downtown campus, serves the Rockefeller College of Public Affairs and Policy. This facility assists with cross-disciplinary doctoral research.

For library hours: http://library.albany.edu/about/hours

Parking Information and Policies:
Campus maps, campus parking rules and regulations, and the current parking fee schedule are available from the Office of Parking Management. All members of the University community who operate and park a vehicle on University property must display a valid University decal. Vehicles must be registered with the Office of Parking Management. Questions should be directed to the Office of Parking Management 442-3121.

Services to Persons with Disabilities:
The University’s Disability Resource Center coordinates services for persons with disabilities, including pre-admission counseling, individual orientation for new students, personal and career counseling, coordination of assistance (e.g. readers, notetakers, and attendants), and a host of additional services. The staff works with faculty and staff in other departments to ensure the maximum utilization of instructional and nonacademic programs by students with disabilities. For further information call (518) 442-5490 (voice) or (518) 442-3366 (TDD).
Department Of Political Science  
University at Albany, SUNY  

Advisor Selection Form

Name: ________________________________________

Semester of Entry: __________________________________

Graduate Program (circle one): MA Ph.D.

Field(s) of Study:

Major: __________________________________

Minor (Ph.D. only): _____________________________

Advisor:

Major: __________________________________

Minor: __________________________________

(2nd advisor Ph.D. only)

______________________________  ________________________
Advisor’s Signature            Date
Request for Appointment of Minor Field Committee

Student: _______________________________________
       (Name)

Field:  _______________________________________

1) _______________________ ________________________
       (Chair Name) Signature

2) _______________________ ________________________
       Signature

3) _______________________ ________________________
       Signature

4) _______________________ ________________________
       Signature

________________________
       Date

Approval of Department Chair:

________________________
       Signature
       _______________________
       Date
Department of Political Science  
University at Albany, SUNY

Request for Appointment of Major Field Committee

Student: _______________________________________
         (Name)

Field:   _______________________________________

1) _______________________ ________________________
       (Chair Name)    Signature

2) _______________________ ________________________
       Signature

3) _______________________ ________________________
       Signature

4) _______________________ ________________________
       Signature

________________________
     Date

Approval of Department Chair:

________________________
     Signature
     ________________________
     Date
Department of Political Science
University at Albany, SUNY

Request for Appointment of
Ph.D. Prospectus Committee

Student Name: _____________________________________

Field:  _______________________________

1) _______________________ ________________________
   (Chair Name)    Signature

2) _______________________ ________________________
   Signature

3) _______________________ ________________________
   Signature

4) _______________________ ________________________
   Signature

________________________
Date

Approval of Department Chair:

________________________
Signature

________________________
Date
Department of Political Science  
University at Albany, SUNY  

Request for Appointment of  
Ph.D. Dissertation Committee  

Student: _______________________________________
   (Name)  

Field: _______________________________________

1) _____________________________________________ 
   (Chair name)   Signature   Date  

2) _____________________________________________ 
   (Committee name)   Signature   Date  

3) _____________________________________________ 
   (Committee name)   Signature   Date  

4) _____________________________________________ 
   (Committee name)   Signature   Date  

Approval of Department Chair:  
   ___________________________________________
   Signature   Date  

Department of Political Science  
Request for Department Funding of Student Travel

1. Name: __________________________________Email: __________________________________

2. Please List Prior Departmental Funding for Travel (conference, date, and amount).

3. Minimal Requirements for Funding:
   [  ] I am presenting a paper or poster.
   [  ] I have submitted a funding request to the Graduate Student Organization (GSO).
     (GSO typically requires eight weeks to process an application. Please attach copy of
     the application and the organization’s reply. Students may apply for Department
     funding even if GSO has officially rejected an application that was submitted on
     time.)
   [  ] I have submitted a funding request to the organization sponsoring the event (e.g.,
     APSA). (Please attach copy of the application and the organization’s reply.)

4. Title of Paper or Poster: _______________________________________________________

5. Name of Conference: _________________________________________________________

6. Location Conference: _________________________________________________________

7. Conference Dates: ______________________Travel Days: _________________________

9. Itemized Budget for Trip:
   a) Ground Transportation (type and cost): ________________________________
   b) Lodging (cost per day and number of days): _____________________________
   c) Food (per diem and number of days): _________________________________
   d) Other (e.g., conference fee): _________________________________________

   TOTAL COST: ____________ AMOUNT FROM OTHER SOURCES: ____________
   AMOUNT REQUESTED FROM DEPARTMENT: ____________

Signature of Student: ____________________________ Date: ____________________________
Signature of Faculty Advisor: ____________________ Date: ____________________________
Signature of Chair: _____________________________ Date: ____________________________