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 MA AND PHD 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 Admissions Test
- 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 masters program are due by January 15th (for full-time fall and part-time enrollment), or November 1st (for full-time and part-time spring enrollment). Non-degree applications are accepted for the fall and spring sessions and are 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 we receive after the deadlines.
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 Studies. 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 from the Director of Graduate Student Services.

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. 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.

POS 501 Field Seminar in Political Theory
POS 550 Field Seminar in Comparative Political Systems
POS 570 Field Seminar in International Relations
POS 513 Field Seminar in Public Policy
POS 521 Field Seminar in American Politics
POS 541 Field Seminar in Public Law
POS 702 Politics and Administration

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 M.A. 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 their preferences, departmental needs are the most important criterion.

Assistantships are awarded competitively, primarily at the time of admission to the program, though non-funded doctoral students currently in the program may apply for funding using Ph.D. admissions deadline dates (January 15th). Students entering the doctoral program with a bachelor’s degree may be eligible for four years of continued funding; those entering with a master’s degree in political science may be 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 $14,000 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 apply for FAFSA and New York State TAP (Tuition Assistance Program) before their assistantships can be activated. Students need not receive New York State TAP to activate funding. 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). For an application for New York State residency, go to the [http://www.albany.edu/studentaccounts/residency.php](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 Preparadness, 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 internship and career counseling office of Rockefeller College also assists graduate students in securing part-time internships and summer employment. Consult the Director of Internship and Career Programs 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.

Application Deadlines: (Subject to Change)
1) For research or travel to take place in the Spring Period (January 1 to April 30), applications are due at the end of September.
2) For research or travel to take place in the Summer (May 1 to August 31) and travel in the Spring (January 1 to April 30), applications are due at the beginning of February.
3) For research or travel to take place in the Summer (May 1 to August 31) and research in the Fall (September 1 to December 31), applications are due on the first day of May.

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 policy 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 Students 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. The average per diem allowance for meals is $59 in 2014.
- 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 Students 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 Students 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.

PROGRAM PLANNING AND ADVISEMENT

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 attending the orientation process, 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 new 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 514  Introduction to the Discipline of Political Science
   - POS 516  Introduction to Political Inquiry
   - POS 517  Empirical Data Analysis
   - POS 695  Research and Writing Seminar, Part I
   - POS 696  Research and Writing Seminar, Part II

   POS 514, POS 695 and POS 696 are two-credit classes. Most Ph.D. students will take POS 514 and 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 second year, and POS 696 in the spring of their second year. This course work is designed to provide our graduate students with a broad foundation for teaching and researching 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 Students to facilitate a comparison with the department’s version of the course.

3. Foreign Language or Advanced Research Tool Requirement:

   Prior to admission to candidacy for the degree of Doctor of Philosophy, each student is expected to demonstrate competence in a modern foreign language (or, for political theory concentrators, an appropriate ancient language) OR the study of advanced research tools relevant to the student’s scholarly and professional interests. 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 research techniques.

   **Foreign Language Requirement**

   Students whose research requires use of a foreign language may choose the foreign language requirement. It may be met by passing a local examination constructed, administered, and evaluated by the appropriate foreign language department at the University at Albany, or by passing the appropriate Graduate School Foreign Language Test administered by the Educational Testing Service, Princeton, New Jersey. English may not be used to satisfy a foreign language
requirement. With the approval of the faculty, an international student may present his/her native language (other than English) to meet the foreign language requirement.

**OR**

**Advanced Research Tool Requirement**

The advanced research tool requirement can be met by completing one graduate-level course examining a methodology useful for exploring a political science question. This course could examine a variety of approaches including, among others, advanced statistical techniques, historical case studies, experiments, surveys, formal models, computer simulations, content analysis, interviewing, and participant observation. Although some of these courses are offered by the Political Science Department (e.g., POS 517 Empirical Data Analysis), other courses are offered in Public Administration, Economics, Sociology, Psychology, Criminal Justice, Geography, Public Health, etc.

In the appendix is a listing of courses students can take to meet the advanced tools requirement. The list is suggestive rather than comprehensive. Courses not on the list may fulfill the requirement, but must be approved in advance by the Director of Graduate Students and the student’s primary advisor.

Students may also meet the requirement by taking classes at programs such as the Summer Program at the Interuniversity Consortium for Political and Social Research (ICPSR) or the Winter Program offered by the Consortium for Qualitative and Multi-Method Research (CQRM).

**Degree Progress:**

**Full-time Course Load:**

In order to ensure timely completion of the degree, pre-candidate doctoral students—including those students working on assistantships—should register for 12 credit hours each semester. Funded first-year graduate students who are serving as teaching assistants may consider registering for 9 credit hours during their first semester of teaching assistant work. Most unfunded international students must take 12 credits for full-time status for visa requirements. While financial and workload considerations may sometimes preclude unfunded doctoral students from taking 12 credits each semester, the department strongly encourages these students to return to a full-time load in order to complete the doctoral program in a reasonable time frame.

**Normal Progress Toward the Degree:**

Students who do not make normal progress toward their degree will not be eligible for departmental funding and will be considered by the department for possible dismissal from the program. While exceptions are always possible for good cause, the department will presume that a student is not making normal progress in the presence of one or more of the following circumstances:

- one or more incomplete grades not removed by the end of the following semester;
- any grade below B-;
- a cumulative grade-point average below 3.0;
- failure of a full-time student to maintain a course load of 12 credits per semester; and/or
- failure of a student to complete the comprehensive examinations by the end of the fourth full-time year or in three years for a student who enters the doctoral program having received a masters degree prior to matriculating.
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 Students 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 Students. The decision whether to transfer credit will be made by the Faculty Advisor/Director of Graduate Students 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 Students to the university Graduate Studies office.
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 Students, the Department Chair, and the university’s Office of Graduate Studies. 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.

GRADUES 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 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 Students, or, if the contested evaluation has been conducted by the Director of Graduate Students, 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. 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).
3. 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 Graduate Studies.

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 at least three 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 as long as a majority of the committee is in the major field. For full-time students who entered the graduate program with a bachelor’s degree, the major field examination and prospectus defense should take place in the third year of full-time study; for students who entered the graduate program with a master’s degree, these examinations should normally be taken late in the second year of full-time study.
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
During the second year of the Ph.D. program, students will 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, (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
      - (RPOS 570 Field Seminar in International Relations is strongly recommended)

   B. Theory-focused seminars (3 required)
      - 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
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
  o RPOS 552 Communist and Post-Communist Systems
  o RPOS 561 Nationalism & Nation Building
  o Another course approved by advisor

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
   ➢ (RPOS 570 Field Seminar in International Relations is recommended, as well)
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
     o RPOS554 Political Violence
     o RPOS566 Ethnic Conflict
     o RPOS567 Contentious Politics
     o Another course approved by advisor
   ➢ One course in Political Economy
     o RPOSPOS571 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
     o RPOS 552 Communist and Post-Communist Politics
     o RPOS 561 Nationalism & Nation Building
     o 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, 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 701, RPOS 301 and RPOS 302 (History of Political Thought I and II), a year-long undergraduate course sequence.

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

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, 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.

Major in Political Theory:

In preparation for meeting those 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 graduate students.

Ph.D. Oral Exam in Political Theory

Political Theory has two parts to the Ph.D. oral examinations. The first tests the student’s general knowledge of the field of political theory. By “general knowledge,” we mean the canonical works in the history of political theory, 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 consists of readings on a number of the major issues in the field itself. This list will be constructed by the political theory faculty (and regularly revised). In addition, in conjunction with his/her committee, the student will add readings to the list related to his/her areas of interest.

Minor in Political Theory:

With the assistance of a graduate advisor in political theory, graduate students choosing to minor in Political Theory may adopt a variety of disciplinary and interdisciplinary strategies.
for completing program requirements. To gain a background across the field, all minors should take RPOS 500 – Political Philosophy, RPOS 501 – Field Seminar in Political Theory, and RPOS 603 – Contemporary Political Theory.

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 8 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 would include 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) Policymaking and Implementation OR (C) Theory and Methods -- 2-3 courses
AND
(D) 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) Policymaking and Implementation OR (C) Theory and Methods -- 2 courses
AND
(D) 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

  **Public Policy and Political Participation**
  - POS 606 (PAD 606, PUB 606): Social Capital and Public Policy
  - POS 509 (PUB 509/R): Citizen Participation and Public Policy
  - PUB 604 (WSS 604): Gender, Race, Class and Public Policy

  **Public Policy Practice and Impact**
  - POS 506/R: Implementation and Impact
  - PUB 6YY: Politics of Migration and Membership
  - POS 749: The Welfare State

- OR -

C. Public Policy Theory and Methods Subfield (2-3 courses)

  **Theory**
  - POS 504 (PUB 504): Political Theory and Public Affairs
  - POS 525Q (AWSS 525/PUB525Q/EAPS525): Feminist Thought & Public Policy

  **Method**
  - 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

D. 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. Once a dissertation committee has been formed through the committee’s approval of the student’s prospectus, the student must inform her or his advisor and the Director of Graduate Students 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/gradstudies/admissiontocandidacy.pdf

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 Studies – 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 Studies, 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 Studies website under Graduate Student Resources.

**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.

**GRADUATE COURSES**

The titles and descriptions of courses offered by the Department of Political Science. Students is 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.
APPENDIX

Advanced Research Tool Requirement Courses:

Qualitative Analysis:
Pos 618 Qualitative Research Methods (4)
This course examines qualitative research and how it fits in the broader discipline of political science. It covers the contributions and limitations of qualitative research; the nuts and bolts of conducting qualitative research; and how to analyze the results.
Soc 535 Qualitative Research Techniques (3)
Participant observation, interviewing, analysis of personal documents, sociological inferences from literature and arts, and sociological use of historical sources. Prerequisite: Admission to graduate study or consent of instructor.
Ant 608 Field Methods in Ethnology (4)
A survey of ethnographic data gathering and analysis techniques. Emphasis placed on participant observation with other methodological issues covered. The value of analytical holistic ethnography will be applied in practical fieldwork exercises. Prerequisite: Ant 508 or its equivalent.
Pos 670 (Pad 670) Research Methods in Historical Institutionalism (4)
This class will introduce students to research methods in historical institutionalism, an approach to studying policy and government that has swept through the Social Sciences. Doctoral students will have an opportunity to learn about the research process and work on an in-depth piece of original research.
His 591 Research and Writing in History (4)
Focuses on the practical problems of historical research. The philosophy, theory, and history of history are examined through readings and the writing of a research paper. Prerequisite: Major in history, M.A. standing, or permission of chair.

Advanced Statistical Techniques:
Pos 518 (Pad 518) Regression Analysis (4)
This course will give students familiarity with multivariate regression analysis, including Ordinary Least Squares and other regression methods. Prerequisites: Pos 517 or Pad 505 or Pub 505 or equivalent
Soc 609 Multivariate Analysis (3)
A detailed exposition of the "general linear model," including ordinary and generalized least squares solutions. Multi-equation models will also be covered. Prerequisite: Soc 509 or consent of instructor.
Soc 622 Selected Topics in Multivariate Analysis (3)
Covers one or more advanced topics in multivariate statistical methods, including logit/probit models, log-linear models, structural equation models, LISREL, factor analysis, time-series analysis, and event history analysis. Prerequisite: Soc 522 or consent of instructor
Psy 613 Multivariate Analysis (3)
An overview of multivariate statistical methods as they pertain to psychological research. Techniques discussed include multiple regression; multivariate analysis of variance;
discriminant analysis; principal components; canonical correlation; factor analysis; cluster analysis. Prerequisites: Psy 510 and 511 or equivalents.

Pos 519 (Pad 519) Advanced Statistical Methods (4)

The course will give students familiarity with advanced statistical techniques currently used by political scientists. Topics may include a) advanced regression analysis; b) time series regression; c) categorical data analysis; d) maximum likelihood estimation; and e) other statistical techniques. Prerequisites: Pos 517 or Pad 505 or Pub 505 or equivalent.

Pad 705 Research Methods II (4)

Intermediate course in specific research techniques and tools of analysis; qualitative and quantitative techniques of analysis addressed. Prerequisite: Pad 704.

Pos 790 Topics in Advanced Methodology (4)

The course will offer an expanded examination of one or more important methods or approaches used in the area of political science. Prerequisites: Pos 518 or Soc 609 or equivalent.

Eco 520 Quantitative Methods I (3)

Introduction to quantitative methods in economics. Techniques of data analysis, statistical theory, and linear regression are applied to economic problems.

Psy 510 Statistics and Experimental Methods I (4)

Basic statistical concepts, applications of the concepts, and an introduction to experimental design in the behavioral sciences. Topics include probability theory, classical null hypothesis significance testing and alternatives, and correlation/regression methods. Introduction to statistical computing with the use of standard software. This is the first course in a two semester sequence along with Psy 511. Prerequisite: Psy 210 or an equivalent course and permission of instructor.

Psy 511 Statistics and Experimental Methods II (4)

Advanced methods in regression and multiple regression. Analysis of variance techniques associated with experimental methods in the behavioral sciences, and general linear models. Analysis of categorical data and an introduction to non-parametric statistics. Statistical computing applications of these methods with standard software packages.

Crj 690 Statistical Techniques in Criminal Justice Research III (3)

Topics vary from year to year and may include one or more of the following: design and analysis of longitudinal research; time series analysis; categorical data analysis including log-linear, logit, logistic regression, discriminant analysis, and probit analysis models; or structural equation (LISREL) models. The course may be repeated for credit when topics change. The use of the computer for data analysis will be an integral part of the course. Prerequisite: specific prerequisites may vary depending on the topics covered in the course, but one course in multivariate analysis at the level of Crj 687 is recommended. Restrictions: Ph.D. students only or with permission of the instructor.

Social Network Analysis:

Pad 637 Social and Organizational Networks in Public Policy, Management, and Service Delivery: Theory, Methods, and Analysis (4)

The concept of "network" has become central to many discussions of public policy, management, and service delivery but is rarely studied systematically. This course is designed to explore the theoretical underpinnings of network analysis, introduce basic network analytic methods, and examine and compare insights gained through network
analysis with other forms of analysis. Prerequisites: Completion of required statistical courses for the Master's or Ph.D. program; permission of instructor.

Pad 777 Advanced Topics in Social Network Analysis (4)

This course is designed as an intensive seminar that will build students’ familiarity and facility with social network methods and theory. It is intended only for students who are strongly considering use of social network methods in their dissertation. Prerequisite: Pad 637.

GIS and Spatial Analysis:

Crj 693 Geographic Information Systems in Criminal Justice (4)

Exploration of theory and techniques associated with collection, display, analysis, storage of geographic information in the criminal justice environment. Laboratory work will supplement information within lecture component by exposing students to operational geographic information system and databases, supplemented by GIS applications in planning, census and demographic studies, and community and economic planning/development. Prerequisite: Permission of Department

Crj 694 Spatial Data Analysis in Criminal Justice (4)

The course introduces the student to a variety of methods and techniques for the visualization, exploration, and modeling of spatial data. The emphasis is on understanding concepts underlying spatial data analysis and on description and exploration of data. The main objectives are to teach students about geographic data and its organization, basic concepts of spatial statistics, applications of exploratory spatial data analysis (ESDA) techniques, point and area pattern analysis and spatial auto-correlation. Course will consist of both lecture and lab work. Prerequisite: Completion of Crj 693 (Geographic Information Systems in Crj I) or equivalent or with permission of the instructor.

Gog 596 (Pln 556) Geographic Information Systems (3)

This course will explore the structure, design, and application of geographic information systems. The student will learn how to store efficiently, retrieve, manipulate, analyze, and display large volumes of spatial data derived from various sources. Students will learn information management techniques for a variety of purposes including planning and simulation modeling.

Gog 597 (Pln 557) ARC/INFO Practicum (3)

Introduces students to ARC/INFO, a geographic information system (GIS) with extensive analytical and cartographic components. Students will use ARC/INFO to compile and analyze data for selected research projects in Geography and Planning. Major topics include data conversion procedures, registration and rectification of digital data, spatial statistical analysis, and cartographic display. Prerequisites: Gog 496/596; Pln 556 or equivalent courses.

Gog 598 (Pln 558) Geographic Information Systems Management (3)

This course provides students with the fundamentals of GIS diffusion theory, organizational theory and management, GIS implementation, spatial data sharing and trends in national data structures. Lectures are complemented by case studies chosen by the student to test ideas discussed in class. Prerequisites: Gog 496, 596, or Pln 556 or equivalent.

Time-Series:

Eco 521 Quantitative Methods II (3)
Continuation of Eco 520. Econometric extensions of linear regression, forecasting, and methods of analyzing time-series and cross-section data.

Eco 525 Time Series and Forecasting (3)
This course introduces univariate and multivariate time series models for forecasting in economics. Topics include ARIMA, VAR and GARCH models, unit roots and cointegration, out-of-sample forecasting techniques, model selection, response function analysis and variance decompositions, state space models, various non-linear models, Bayesian approaches and forecast evaluation. Use will be made of case studies and real-life applications in business and finance.

Survey Methodology:
Eco 519 Economic Surveys and Forecasting (3)
This course introduces the survey methodology in economics and business for forecasting purposes. Surveys include those of households, experts, and establishments. Topics include: Survey data and methodologies, evaluation of survey data and forecasts, use of survey data in time series modeling techniques for forecasting purposes. Discussion of such important macroeconomic indicators as the leading economic indicators, NAPM index, Diffusion Indices, Consumers sentiment, Price and Industrial Production indices, etc. will be included.

Soc 626 Survey Design and Analysis (3)
Conceptualization, design, execution, and analysis of large-scale surveys. Prerequisite: Admission to graduate study

Ecological Modeling:
Gog 518 (Bio 518, Inf 508) Ecological Modeling (3)
This course introduces various theoretical and mathematical approaches to modeling ecological and environmental data through computer-based exercises in the application of existing models and the development of new models. Modeling topics cover animal population models, vegetation models, and large scale landscape models, as well as model applications in decision making. This course is geared towards demystifying models and providing students with the confidence and skills to apply this very useful tool to research projects. Prerequisites: Statistics and either General Ecology, Environmental Analysis, Environmental Studies or equivalent or permission of instructor.

Game Theory:
Eco 505 Game Theory (3)
Study of the strategic interaction among rational agents. Development of the basic analytical tools of game theory, including simultaneous and sequential move games, games with incomplete information, and alternative equilibrium concepts. Applications in fields such as industrial organization, public economics, international trade, and voting. A course project is required.

Social Psychological:
Psy 608 Research Methods in Social-Personality I (3)
The purpose of this course is to provide an understanding of the basics of hypothesis generation, theory construction measurement theory. Topics include the philosophy of science, the nature of casual argumentation, methods for evaluating theories, theory
construction, mathematical modeling and the nature of hypothetical constructs and variables. Measurement of variables are discussed in terms of classic test theory, generalizability theory, latent trait theory, and multiple assessment strategies.

Psy 609 Research Methods in Social-Personality II (3)
This course will cover major methodological approaches in S/P (e.g., observation, experimentation, quasi-experimentation, surveys, etc.), data analytic issues that are unique to S/P, distinctions between basic and applied research in S/P, and between S/P and the other social sciences. In addition, this course will cover issues related to professional development, such as the scholarly presentation of results, journal writing, and manuscript submission.
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
Department of Political Science
University at Albany, SUNY

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) ____________________________________________ Signature
   (Chair Name)

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: _______________________

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TIPS FOR GETTING READY TO TEACH YOUR FIRST CLASS

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. 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 book and 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/. To order books from the Campus bookstore go to http://www.facultyenlight.com/. Books are 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. You must give your book order to the Textbook Manager at the university bookstore, for posting on the University’s website. 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 here: http://www.albany.edu/generaleducation/syllabi-requirements.php. Another good source is the Political Science Syllabus archive at 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 using your net ID and password, click on your course and add folders to upload a syllabus, course content, discussion boards and blogs. ITS has online tutorials http://www.albany.edu/its/svc_blackboard.php

8. MyUAlbany
Use MyUAlbany for access to the course roster: www.albany.edu/myualbany, log in as an employee and click on “Academic Services and Advising” and “my class rosters”, and email the entire class, a single student, or a select set of students.
FACULTY

Faculty profiles, including curriculum vitae and sample publications, can be found on the Political Science Department web page at Rockefeller College (http://www.albany.edu/rockefeller/).


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


Anne M. Hildreth. Associate Professor. Ph.D., University at Iowa, 1989. Specializations: American Politics


Torrey Shanks. Assistant Professor. Ph.D., Northwestern University, 2006. Specialization: Political Theory.


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 and the Rockefeller Institute of Government. This facility assists 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 and from the University Police Desk Officer. 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 by mail or in person at the Office of Parking Management. Office hours are 8:00 am - 8:00 pm, Monday through Thursday, and 8:00 am -7:00 pm, Friday. Questions should be directed to the Office of Parking Management 442-3121.

Services to Persons with Disabilities:

Disabled Student Services 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).
TELEPHONE DIRECTORY OF RELEVANT NUMBERS

Academic Advisement:
Director of Graduate Students: Morton Schoolman 442-5275
mschoolman@albany.edu
(or see individual faculty numbers)

Graduate Studies:
Graduate Studies, UAB 121 442-3980

Addresses: Student, Faculty, Staff:
University Switchboard 442-3300

On-Line Registration: www.albany.edu/MyUAlbany

Affirmative Action Office:
University Administration 330 437-4780

Alcohol and Substance Abuse Prevention and Education:
Coordinator: Flora Casallas 442-5800

Athletics:
Athletic Director 442-3048
General Information 442-3040

Bibliographer (Rockefeller College):
Richard Irving 442-3698

Bookstore:
Campus Center 442-5690
Textbook ordering: Dustin Henderson
MaryJane’s Books 465-2238

Bursar’s Office (Student Accounts):
Accounting and Billing Information, BA B19 442-3202
Aid Disbursement and Refunds, BA B19 442-3202
Collections, BA B20 442-3220

Campus Center:
Information: Phone 442-5571
Information: TDD 442-3366
Campus Center Food Service 442-5985
Patroon Room 442-5994
Snack Bar 442-5984
Check Cashing 442-5680

Counseling Center:
400 Patroon Creek Blvd, 1st Floor 442-5800
Crisis Line: Middle Earth Hotline 442-5777
Info-Tapes 442-5893

Disabled Student Services:
442-5490

Graduate Studies, University Administration 121: 442-3980

Financial Aid Office:
Campus Center B-52 442-5757 / 5480

Fulbright Scholarship Program:
International Education: James M. Pasquill II, LI 66 442-3525

Graduate Admissions for Rockefeller College:
Colleen Davis, UAB 121 442-3980
**Graduate Student Association:**
Campus Center 165B 442-4178
**Grievances (Academic):**
Graduate Studies: 437-5061
**Handicapped Student Assistance:**
Disabled Student Services, CC 137 442-5490
TDD # 442-5499
**Health Center:**
Medical Emergency (Health Center and Ambulance) 442-5151 or 911
Appointments: 442-5229
**Housing, Off Campus Hotline:**
Weekday Evenings and Weekends - Leave a Message 442-5875
**Institute for Research on Women:**
Director: Lillian S. Williams, Social Science 345 442-5281
**International Student Admissions:**
Graduate Studies: UAB 121 442-3980
**International Scholar and Student Services**
Science Library: G40 591-8189
**Libraries, Information:**
Bibliographic Instruction 442-3552
Circulation 442-3600
Computer Search Service 442-3558
Government Publications 442-3558
Interactive Media Center 442-3607
Interlibrary Loan 442-3613
Library Hours 442-3602
Reference Desk 442-3558
Dewey Graduate Library: Circulation 442-3693
Interlibrary Loan: 442-3694
Reference 442-3691
**Parking Management, Office:**
Public Safety Building 442-3121
**Performing Arts Center:**
Box Office 442-3997
**Public Safety:**
Emergency - On Campus Phones Only 911
Emergency only 442-3131
Non-Emergency 442-3132
Downtown Campus 442-5981
Five Quad ambulance 442-5555
**Registrar’s Office:**
Registration Information, Campus Center 442-5540
**Rockefeller College of Public Affairs and Policy**
Dean: David Rousseau, MI 103 442-5244
Assistant to the Dean: Renee Wallingford, MI 108 442-5246
rwallingford@albany.edu
Department Chair: Julie Novkov, MI 106A 442-5255
jnovkov@albany.edu
Director of Graduate Student Services: 442-3248
Barbara Mathews, MI 107 bmathews@albany.edu
Rockefeller College Fax Number 442-5298
Department of Public Administration & Policy, MI 101 442-5258
Center for Policy Research 442-3850
Student Professional Services 442-5253
Center for Women in Government 442-3900

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<tr>
<th>FACULTY LOCATIONS, PHONE NUMBERS AND EMAIL ADDRESSES</th>
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<tbody>
<tr>
<td>Victor Asal</td>
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<tr>
<td>Peter Breiner</td>
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<td>Patricia Strach</td>
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<td>Meredith Weiss</td>
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ALBANY TELEPHONE NUMBERS YOU MAY NEED

Utility Installation
For Electricity and Gas Service:
National Grid: 1-800-642-4272 or Nationalgridus.com
For Phone Service:
Verizon: 890-7100 or www.verizonwireless.com

Libraries
State Archives: 474-8955
State Library: 473-4636
Albany Public Library: 449-3380
Albany Law School Library: 445-2340

TRANSPORTATION
Taxis
- Capitaland: 462-8294
- Checker Cab: 456-8800
- Duffey's: 433-8400
- OK: 482-5555
- Yellow: 434-2222

RECREATION
The Egg at the Empire State Plaza: 473-1845
Glen Falls Civic Center: 798-0366
Times Union Center: 487-2000
Palace Theater: 465-3334
Saratoga Performing Arts Center: 584-9330
Saratoga Race Course: 584-6200
Troy Savings Bank Music Hall: 273-0038

Galleries and Museums
Albany Center Galleries: 462-4775
Albany Institute of History and Art: 463-4478
Iroquois Indian Museum: 296-8949
New York State Museum: 474-5877
Schenectady Museum & Planetarium: 382-7890
FOOD AND ENTERTAINMENT

Here are some places tested and frequented by graduate students. Please ask around if you are looking for something that is not on the list.

MOVIE THEATERS:
Spectrum 7: 290 Delaware Ave. 449-8995. The place for independent and foreign films.

SHOPPING:
Colonie Center: Wolf Rd. and Central Ave. 160 Stores.
Crossgates Mall: 1 Crossgates Mall Rd. Largest Shopping Center.
Stuyvesant Plaza: Corner of Western and Fuller. Specialty shops.

FOOD
Bagels:
Bruegger's: 1116 Madison Ave. 489-2236.
Bruegger's: 900 Central Ave. 438-6061.

Coffee Shop/Cafe:
Daily Grind: 204 Lark St. 434-1482 -- Good coffee, sandwiches, salads, and desserts – pricey.
Starbucks’ Cafe: Stuyvesant Plaza, Western Ave. 489-1064 – Coffee and desserta – pricey.

Chinese and Japanese Restaurants:
Amazing Wok: 267 Lark Street. 434-3946 -- Take out place, good portion sizes. You either love it or hate it, but its location is convenient.
Emperor’s: 10 Wolf Road, 591-0628 – Very good Chinese food. Good lunch specials.
Ichiban: 338 Central Avenue. 432-0358 – Eat in, take out, and delivery available. Close to downtown campus, good lunch specials.
Ichiban: 1652 Western Ave. 869-9585 – Uptown location

Indian Restaurants:
Curry House: 1112 Madison Ave. 438-2265 – Close to downtown campus.
Gandhi: 1 Central Ave. 449-5577 –Close and good.
Sitar: 1929 Central Ave. 456-6670--Very good food, moderate to pricey.
Shalimar Restaurant: 180 Delaware Avenue. 439-4200--Good food, reasonable price, near downtown campus.

Italian Restaurants:
Lombardo's: 121 Madison Ave. 462-9180--Good, moderately priced.
Ristorante Paradiso: 198 Central Ave, 462-5812--Light, new Italian, moderate to expensive.
Nicole's: 556 Delaware Ave. 436-4952--Modern Italian, good food, romantic atmosphere, moderately priced.

Mexican Restaurants:
El Mariachi: 144 Washington Ave.
Pancho’s: 1343 Central Ave. 482-3940 – Good food, good prices, fast, friendly service.

Pizza:
Cusato’s: 224 Quail St. 434-1068 – Large slices. Love it or hate it kind of place, but worth a try.
The Fountain: 283 New Scotland Ave. 482-9898 – Good pizza. Has other food and a bar.
Paesan’s: 289 Ontario St. 432-0312 – Probably the best pizza. Closest you’ll get to NYC.
Paesan’s: 1785 Western Ave. 464-0725 – Same place, just uptown.
Sovrana: 63 North Lake Ave. 465-0961—Thick crust pizza by the slice, reasonably priced and near downtown campus.

Miscellaneous Restaurants:
Bombers Burrito Bar: 258 Lark St. 463-9636 – Giant burritos, sweet potato fries, and margaritas. Food downstairs, bar/lounge upstairs.
Bountiful Bread: 1475 Western Ave. (Stuyvesant Plaza) 438-3540 – Sandwiches and salads.
Fridays: Stuyvesant Plaza. 489-1661--Good food and prices.
Gingerman: 234 Western Ave. 427-5963--Wine bar/restaurant, soups, salads, sandwiches, variety of meat, fish and vegetable dishes. Moderate to slightly expensive.
Washington Tavern: 250 Western Ave. 427-0091 – Good bar food.