

**University at Albany
Rockefeller College of Public Affairs & Policy
Department of Political Science**

**Graduate Student Handbook
September 2007**



GENERAL

The Department of Political Science at the State University of New York at Albany offers the graduate degrees of Masters 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, and public service. Specializations within political science are offered in the following areas: American politics, comparative politics, international relations, political theory, public policy, and public law.

ADMISSIONS

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 which program they are applying to. 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 receive their Master's Degree upon successful completion of their comprehensive examinations, eliminating the need to write a separate master's essay. Students admitted to the master's track may apply for formal admission to the Ph.D. program after completing three semesters of full-time graduate work. Part-time graduate students should apply for admission to the Ph.D. program after completion of a minimum of 20 credits of graduate work in Political Science. 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:

- transcripts of all previous study at the undergraduate and graduate levels,
- Graduate Record Examination test scores,
- for foreign students, scores of the TOEFL examination
- at least three letters of recommendation from professors who know the applicant's work.
- a substantial written piece of research, such as a master's essay or a major seminar paper.

Applications are accepted to the doctoral and masters programs for the fall and spring sessions. Applications are due by February 1 for full-time study and for consideration for funding, by July 1 for part-time study for the fall session, and November 1 for the spring session. Non-degree applications are accepted for the fall and spring sessions and are due one month prior to registration.

Application Procedures for Admission to Non Degree Study:

In addition to the application form, applicants for admission to non-degree graduate study must submit official transcripts from all undergraduate institutions attended, and a letter of intent, indicating why the student is applying and what his or her ultimate goals are. Applicants with significant anomalies in their undergraduate record, 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 are required to submit transcripts confirming the award of the highest degree held.

MASTERS 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 about 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 and Chair of the Political Science Department. Enrollment at another university's graduate program counts as part of the six-year period. A maximum of six hours 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 department secretary prior to preregistration for the following semester's courses.

Required Courses

To receive a Master of Arts degree, a student must successfully complete a minimum of eight courses (32 credit hours). **Any** two 4-credit courses must be taken from among 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 used to replace 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 & Administration

Additional courses must be completed at the POS 500 and 600 level. 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 should be written under the direction of your advisor or another appropriate faculty member.

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 the Ph.D. comprehensive examination, which requires defense of a dissertation prospectus that constitutes a major research and writing project.

Note: There are no language, quantitative, or comprehensive examination requirements for the Master's of Arts. 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 and a course from the Ph.D. program's advanced tools requirement list.

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 with the Registrar by the date specified by the Registrar's Office. If for some reason a degree is not awarded after application is made, it is necessary to file another Degree Application Request the following semester when requirements are expected to be met.

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 or part-time study) and the satisfactory completion of the University at Albany's residence requirement. Students are required to have two semesters full-time residence beyond the bachelor's degree, or – for students entering with a master's degree -- one semester in residence beyond the master's degree. To qualify for full-time residence, the student must be registered for a minimum of 12 credits taken in a regular session (8 credits 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 is expected to demonstrate that the candidate is capable of doing independent scholarly work and is able to formulate conclusions which may in some respects modify or enlarge what has previously been known.

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. Students advancing to candidacy 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 field, 4) completion of the scope and methods sequence, and 5) completion of the foreign language or advanced research tool requirement.

1. Scope and Methods of Political Science:

The Department of Political Science requires that all Ph.D. students take 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), and 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:

The field seminar requirements for the Ph.D. program provide a broad introduction to the literature of the following subfields of 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 minor field. Normally, the field seminars should be taken before registration for an advanced seminar in the same field. However, due to the fact that not all field seminars are offered in every 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 concerned field chair for consideration. A syllabus should be presented to facilitate for comparison with our course.

3. Foreign Language or Advanced Research Tool Requirement:

Prior to the admission to candidacy for the degree of Doctor of Philosophy, students are expected to demonstrate competence in a modern foreign language **OR** advanced research tools relevant to the student's scholarly and professional interests.

Foreign Language Requirement

1. The foreign language requirement may be met by passage of a local examination constructed, administered, and evaluated by the appropriate foreign language department of the University at Albany or by passage of the appropriate Graduate School Foreign Language Test administered by the Educational Testing Service, Princeton, New Jersey.
2. English may not be used to satisfy a foreign language requirement.
3. With the approval of the faculty, a foreign student may present his/her native language other than English in meeting the requirement for a modern foreign language.

OR

Advanced Research Tool Requirement

1. The advanced research tool requirement can be met by completing **one** graduate-level course examining a methodology useful for exploring a political 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 518 Regression Analysis and POS 618 Qualitative Research Methods), other courses are offered in Public Administration, Economics, Sociology, Psychology, Criminal Justice, Geography, Public Health, etc. A suggestive list of advanced tool courses appears below.

Ph.D. Application to Candidacy and procedures for acceptance of dissertation:

A student in the doctoral program must be admitted to candidacy at least one regular semester in advance of submission of the dissertation. Dissertations approved by a committee must be transmitted to the Dean of Graduate Studies 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.

Prior to final acceptance of the dissertation, the candidate and his or her committee must meet together to discuss the draft dissertation. If necessary, members of the committee may participate in this meeting by speaker phone or other electronic means, but in no case may this requirement be met by serial signing of the dissertation acceptance form by individual committee members in the absence of a substantive in-person discussion of the dissertation among the committee members and the candidate. In order to insure that the candidate has time to make requested changes to the dissertation prior to university deadlines, this meeting should take place at least six weeks prior to the deadline for formal submission of the dissertation to the Dean of Graduate Studies – March 15 for prospective May graduates, June 15 for prospective August graduates; October 15 for prospective December graduates. Students must provide their dissertation committee with a copy of the dissertation at least two weeks prior to this meeting.

Degree Progress:

Full-time Course Load:

In order to insure completion of the degree in an acceptable time period, doctoral students—including those students working on assistantships—are strongly recommended to register for 12 credit hours each semester. First year graduate students who are serving as teaching assistants may consider registering for 10 credit hours their first semester of graduate work. While financial and workload considerations may sometimes preclude doctoral students from taking 12 credits each semester, *the department will consider registration for 10 credit hours per semester as the minimum for full-time students who wish to obtain funding from departmental sources.*

Normal Progress Toward the Degree:

The doctoral program has been designed so that it can be completed in four or five years of intense work, even for those students supported on graduate assistantships. Students who do not make normal progress toward their degree will not be eligible for departmental funding and will be referred to the department for possible dismissal from the program. While exceptions are always possible for good cause, the following situations will be considered in a determination by the department that a student is not making normal progress:

1. One or more incomplete grades not removed by the midpoint of the following semester;
2. Any grade below B;
3. A cumulative grade-point average below 3.0;
4. Failure of a full-time student to maintain a course load of 10 credits per semester;
5. Failure of a student to move expeditiously toward completion of the comprehensive examinations.

Typical Schedule:

The Ph.D. curriculum, which requires 60 credits, is designed to be completed in four to five years. Although individual cases will obviously vary, a model five year schedule appears in Table 1. The schedule assumes that students will complete most of their course work in the first two years, complete their examinations and prospectus defense in the third year, enter the academic job market in the fall of their fifth year, and complete their dissertation in the spring of their fifth year. Students entering with four years of funding typically teach their own courses in the fifth year.

Table 1: Typical Schedule for Completing Ph.D. Program in Five Years				
	Fall Classes	Units	Spring Classes	Units
Year 1	RPOS 514 Introduction to the Discipline	2	RPOS 517 Empirical Data Analysis	4
	RPOS 516 Introduction to Political Inquiry	4	minor field seminar (2)	4
	major field seminar (1)	4	major field course (2)	4
	minor field course (1)	2		
	total	12		12
Year 2	RPOS 695 Research & Writing I	2	RPOS 696 Research & Writing II	2
	major field course (3)	4	major field course (5)	4
	major field course (4)	2	minor field course (4)	2
	minor field course (3)	4	advanced tools (RPOS 518 or 618)	4
	total	12		12
Year 3	pass minor field exam		pass major field exam	
	minor course (5) or other course	4	pass prospectus defense	
	major course (6) or other course	4	RPOS 897 Prep for Exam	1
	RPOS 740 Prospectus Class (or other)	4		
	total	12		1
Year 4	dissertation load	1	dissertation load	1
	total	1		1
Year 5	dissertation load	1	dissertation load	1
	Activity: Enter job market		Activity: Defend dissertation	
	total	1		1
No funding for fifth year				
Notes: Numbers in parentheses are the number of courses completed in the major and minor				

All requirements of the Doctor of Philosophy in political science must be completed within eight calendar years from the date of initial matriculation in the doctoral program.

PROGRAM PLANNING AND ADVISEMENT

The Director of Graduate Studies (DGS) exercises overall administrative responsibility for the graduate program. Students should consult with the DGS as the need arises. However, advisement is chiefly the function of individual faculty members.

Each new student is expected to choose a faculty member 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 and field seminars, 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 which one is most suitable in relation to interests and specializations. Each student should register their choice of advisor with the department secretary prior to pre-registration for the following semester's courses.

With the assistance of the faculty advisor, the Ph.D. student prepares and submits to the DGS 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

sub-field 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.

A graduate student should meet with her/his advisor at least once each semester to monitor the student's progress. **Only a student's advisor may sign the course advisement form allowing a student to register for classes.** In order to pre-register for classes, all students must obtain an AVN number from their advisors. The student and her/his advisor should also file yearly progress reports with the graduate committee at the end of the 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 generally for meeting all departmental and graduate school regulations. Students should therefore read carefully the Graduate Student Handbook, the Rockefeller College Graduate School Bulletin and the Fall/Spring Course Bulletins.

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. For the minor field exam, the committee normally consists of three faculty members from the subfield in question. For the major exam, the committee normally consists of a chair from the subfield and a majority of members from the subfield. For most students, the composition of the committee for the prospectus defense will be identical to the major field exam committee. However, students pursuing topics that cut across subfields or disciplines can form a more diverse dissertation committee that meets their research needs. The dissertation committee, which must be chaired by a member of the Political Science faculty, usually has four members with at least two from the Political Science faculty.

GENERAL REQUIREMENTS

Two Credit Course Registration Option:

Most departmental graduate courses will be offered for four credits, and on a special two-credit basis. (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 in a course and a possible final examination. They may not be required to fulfill all the writing requirements of the four-credit course.

Undergraduate Courses:

Graduate students may not take undergraduate courses 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 graduate courses students may be required to attend lectures in the equivalent undergraduate course, and meet 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-department Courses:

A student may enroll in non-departmental courses as part of their regular program after conferral with the DGS or Faculty Advisor.

Transfer Credits:

A student who wishes to receive graduate credit for courses taken elsewhere should make this request with their 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 advisor and/or the DGS. The decision whether to transfer credit will be made by the DGS in consultation with the Chair. In accordance with graduate school requirements, no more than 6 hours of transfer credit can be granted toward the M.A.; a maximum of 30 hours of transfer credit can be granted toward the Ph.D. (Transfer credits previously applied to the M.A. are included in this latter total.) Approval of such credits approved should be placed within a student's file.

Continuous Registration and Leave of Absence:

All doctoral students must register each semester (excluding summer) until they receive their degree, or must request and receive a leave of absence approved by the department and by the Dean of Graduate Studies. Normally, a leave of absence will be granted for a period up to one year; under compelling justification the leave may be extended another year. The period of authorized leave is not counted as part of the statute of limitations for completion of degree requirements.

GRADES AND EVALUATIONS OF STUDENT PERFORMANCE

Grade Requirements:

The grade of "B" is considered the minimal satisfactory grade in graduate courses. Only courses with a B or better may be applied to graduate course requirements and to credit requirements for graduate degrees. The requirements can also be met by courses graded B-, C+ and C only if they are balanced to a B (3.0). (Example: 4 credits of a B- must be balanced by 4 credits of a B+).

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 specified by the instructor; however, college 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. If a student cannot meet this deadline, she/he must consult with the instructor and the DGS citing compelling reasons why the work cannot be completed by the deadline indicated.

For students receiving funding from the department, financial support may be endangered if course work is not completed on time. Any T.A. or R.A. with an outstanding incomplete beyond the accepted time frame may have their funding revoked.

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. Typically, 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.

ASSISTANTSHIPS AND FELLOWSHIPS

The Political Science Department has been allocated a limited number of graduate assistantships to support doctoral students (master's students are ineligible for departmental funding). 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 spring, graduate assistants and faculty are polled to ask their preferences in assignments. While every effort is made to accommodate student preferences, departmental needs are the most important criteria.

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 early in the spring

semester. Students entering the doctoral program with a bachelor's degree are eligible for four years of continued funding; those entering with a master's degree in political science are eligible for three years of continued funding. 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 mid-point of the succeeding semester
- Progress toward degree completion (including successful completion of comprehensive examinations) consistent with departmental guidelines set out above.

Students whose performance falls below these standards may be removed from funding.

Basic departmental assistantships currently carry a stipend of \$13,000, plus 12 credits of tuition 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 New York State TAP (Tuition Assistance Program) before their assistantship can be activated. Students only have to apply for TAP. They do not have to receive it to activate funding. All funded students – with the exception of foreign students -- must also apply for New York State residency at the earliest possible time – immediately upon admission for current New York residents, before the beginning of their second year of funding for those not currently residents. **Students who fail to apply for NY 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.

Some Political Science students may qualify for funding outside of the department through such organizations as the Nelson A. Rockefeller Institute of Government, the Center for Policy Research, the Center for Legislative Development, the Center for Women in Government. In addition, assistantship opportunities are sometimes available in administrative offices of the university. The internship and career counseling office of Rockefeller College also provides opportunities for graduate students to secure part-time and summer employment in the Albany area. Consult the DGS for further information.

Adjunct Faculty Appointments for Students:

Some graduate students receive additional years of funding by teaching as adjunct faculty, both in the summer session and during the regular school year. Such appointments are reserved for students who have completed their comprehensive examination and have the recommendation of their own major field committees. If the appointment is for a course outside the major field, the appointment should have the support of the faculty in that field. All appointments are contingent on the availability of departmental funds and are at the final discretion of the Chair.

GRANTS, SCHOLARSHIPS, FELLOWSHIPS ETC.

Listed below are a series of internal and external funding sources. This list is not necessarily a complete list. 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 Office For Research, Administration 218, 442-3510. Additionally, booklets on graduate student funding opportunities are located in the graduate student lounge on the third floor Milne Hall and in the department office.

Graduate Student Organization Grants Program:

The University at Albany Graduate Student Organization offers grants of up to \$600.00 for funding (1) research projects and (2) travel and other costs associated with conference/exhibition participation. GSO can only fund a limited number of graduate students per funding period. Hence, students are encouraged to solicit funding from a variety of sources. GSO Research Grants may be used for travel to research facilities; purchase of equipment and supplies; remuneration of human subjects; costs associated with specialized training; and other research related expenses. GSO Travel Grants may be used to cover travel expenses and room and board. Travel grants are only available to those individuals (1) presenting papers, posters, literary work, or artwork, or (2) serving as panelist, etc. for a symposium.

Funding Cycle: Spring Period (January 1 to April 30); Summer Period (May 1 to August 31); Fall Period (September 1 to December 31).

Application Deadlines: (Subject to Change)

- 1) For research taking place in the Spring Period, applications are due on at end of September.
- 2) For research to take place in the Summer and travel in the Spring, applications are due at the beginning of February.
- 3) For travel to take place in the Summer and research in the Fall, applications are due on the first day of May.

*For more information contact the Graduate Student Organization at 442-4178,
Performing Arts Center room 209.*

Initiatives For Women Awards:

Our 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 will review all requests submitted and may wish to interview finalists in making the selection of an award recipient. Awardees will be notified by May 1, 1996.

Application Deadline: For information contact: Affirmative Action, UAB 330, 437-4780.

Benevolent Association Grants:

Graduate students undertaking research on their dissertation or thesis frequently need special support in addition to other types of financial aid. The University at Albany Benevolent Association offers grants of up to \$500 to assist advanced degree candidates pursuing research projects integral to dissertation or master's thesis, or other projects related to more 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 of human subjects; purchase of supplies or rental equipment; costs associated with specialized training; and other research related expenses.

Application Deadline: There are two cycles of the grant program. The fall competition with a deadline date of November 1 is intended to support research activities for the following Spring Semester. The spring

competition with a deadline of early March is intended to support research activity for the following summer or fall Semester. Deadline dates are subject to change each year.

For application materials and more information contact: The Office for Research,
UAB 416a, 437-4960

DEPARTMENTAL SUPPLEMENTAL FUNDING OF STUDENT TRAVEL TO PRESENT PAPERS AT SCHOLARLY MEETINGS

The department has limited funds available for helping graduate students present papers at scholarly meetings. **These funds are specifically designed to supplement other sources of funding, such as the GSO grants program, and funding available from the APSA and other sources.** Graduate students applying for departmental support should thus indicate in their application letter what other sources of funds have been applied for. Departmental funds will not be available to students who have not applied to other funding sources.

The following guidelines will be used by the Chair in allocating these funds:

- Funding will not be provided unless a student's paper or poster talk has been accepted at the meeting. In no event will funds be allocated 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 generally be eligible for up to \$250; those attending conferences outside the Northeast will be eligible for up to \$500, depending on the distance involved. 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.
- Generally, students will be eligible for a maximum of \$500 support in a given academic year.
- Students should apply to the department chair for support, with a letter indicating the conference, the nature of the participation, the other sources of funding applied for, and other travel assistance received by the applicant in the same academic year. The application should also include a budget of expected expenses and the amount of funding requested.
- Departmental assistance may be used for meals, lodging, travel expenses, and conference registration fees. Students should check with the assistant to the chair for help with necessary documentation and to insure that air travel has been booked with the university travel agent. (It may be cost-effective for students to pay their own air travel costs, with low internet fares and the like, and use the university allocation for other expenses).
- Students with the strongest academic record will receive priority in allocation of travel funds.

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

Departmental support may be available for one student per year to attend methodology courses offered in Ann Arbor by the ICPSR or similar courses (such as those offered in qualitative methods in Arizona). The following guidelines will be used by the Chair in determining whether to use departmental funds in this manner:

- Priority will be given to students with strong academic records and strong faculty support for attendance at the program
- 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 chair 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
 4. a proposed budget, indicating any other sources of funds applied for

GRADUATE STUDENT EMPLOYEE HEALTH PLAN

Graduate students with assistantships and/or fellowships who receive a stipend that would yield total compensation of \$3,500 or more between August 15 and August 14 of the following year may be eligible for health benefits. All graduate students in Political Science receiving full assistantships qualify for comprehensive health coverage as employees of the State of New York. The Graduate Student Employee Health Plan represents substantial coverage for graduate student employees and their dependents.

For further information contact the Graduate Student Employee Union, The Campus Health Benefits Coordinator or your Departmental GSEU representative.

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 the basis for employment or academic decisions affecting such individual; 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 of either sex 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, UAB 330, 437-4780.

NON-DISCRIMINATION

No persons, in whatever relationship with the State University of New York at Albany, shall be subject to discrimination on the basis of age, creed, color, handicap, national origin, race, religion, sex, marital or veteran status.

GRADUATE COURSES

The following is a listing of course titles in the Department of Political Science. Students interested in interdisciplinary programs will want to review course listings of other schools and departments. Full descriptions of all courses are listed in the University at Albany Graduate Bulletin.

American Politics:

- POS 506 Implementation and Impact
- POS 509 Citizen Participation and Public Policy
- POS 510 Minorities and the Politico-Legal System
- POS 520 American Federalism and Intergovernmental Relations
- POS 521 American Politics Field Seminar
- POS 522 State Government
- POS 523 Government of Urban Areas
- POS 524 Community Politics
- POS 528 United States Housing Policy
- POS 530 Founding the American National Government
- POS 531 The Legislative Process
- POS 532 The Chief Executive
- POS 533 Women and Politics
- POS 534 American Political Parties
- POS 535 Congress and the Presidency
- POS 538 Political Behavior
- POS 539 Seminar on Campaigns and Elections
- POS 540 Urban Policy in the US.
- POS 542 The Politics of Organized Interests
- POS 544 American Political Development
- POS 625 Problems of Metropolitan Areas

- POS 631 Legislative Internship
- POS 702 Politics and Administration
- POS 718 Seminar in Government, Politics and the Mass Media
- POS 734 Campaign Internship
- POS 749 Seminar in American Politics

Comparative Politics:

- POS 550 Field Seminar in Comparative Politics
- POS 551 Democratization and Marketization
- POS 552 Comparative Communist Systems
- POS 553 Politics in Developing Countries
- POS 554 Political Violence, Insurgency, and Terrorism
- POS 556 Authoritarian and Comparative Regimes in Latin America
- POS 560 Comparative European Politics
- POS 561 Nationalism & Nation Building
- POS 563 Government and Politics in the People's Republic of China
- POS 564 Domestic Politics of the Soviet Union and Its Successor Countries
- POS 566 Ethnic Conflict
- POS 567 Contentious Politics: Theory and Research
- POS 576 Globalization, International Cooperation, & Violent Global Movement
- POS 591 Russian Foreign Policy
- POS 663 Comparative Policy Systems

POS 666 International Environmental Policy

POS 667 Politics of Environmental Regulation

POS 787 Seminar in Comparative Political Systems

International Relations:

POS 570 Field Seminar in International Relations

POS 571 International Political Economy

POS 572 Comparative Foreign Economic Policy

POS 573 American Foreign Economic Policy

POS 574 Political Economy of North-South Relations

POS 575 Energy Policy, Domestic and International

POS 580 Strategic Doctrine, Force Posture, and Arms Control

POS 581 Comparative Defense Policy

POS 582 Security Alternatives in the Nuclear Age

POS 583 International Law and Organization

POS 584 American Foreign Policy Formulation and Implementation

POS 590 Superpower Relations in a Changing World

POS 591 Foreign Policies of the Soviet Union and Its Successor Countries

POS 592 The Foreign Policy of the People's Republic of China

POS 593 International Relations of Latin America

POS 597 The Politics of Economic Integration

POS 623 Africa in World Politics

POS 624 African Politics

POS 789 Seminar in International Politics

Political Theory:

POS 500 Political Philosophy

POS 501 Field Seminar in Political Theory

POS 512 Political Theory and Analysis

POS 515 American Political Theory

POS 525Q Feminist Thought and Public Policy

POS 565 Feminist Theory

POS 603 Contemporary Political Theory

POS 701 Tutorial in Political Theory

Public Law:

POS 526 American Constitutional Law-Federalism and the Separation of Powers

POS 527 American Constitutional Law-Civil Liberties and Civil Rights

POS 529 Law and Public Policy

POS 537 The Legal Process

POS 541 Field Seminar in Public Law

POS 610 Jurisprudence

POS 628 Administrative Law

POS 681 Legal Environment of Court Management

POS 682 Administrative Environment of Court Management

POS 729 Seminar in Public Law

Empirical Methodology:

POS 514 Introduction to the Discipline of Political Science

POS 516 Introduction to Political Inquiry

POS 517 Empirical Data Analysis

POS 518 Regression Analysis

POS 519 Advanced Statistical Methods

POS 618 Qualitative Methods

POS 670 Research Methods in Historical Institutionalism

POS 695 Research and Writing, Part I

POS 696 Research and Writing, Part II

POS 790 Topics in Advanced Methodology

Research and Dissertation:

POS 632 Topics in Legislative Research

POS 697 Selected Problems in Political Science Research

POS 698 Master's Essay

POS 740 Seminar on Dissertation and Research Proposal Writing

POS 798 Readings in Political Science

POS 897 Independent Research in Political Science

POS 899 Doctoral Dissertation

ADVANCED TOOL REQUIREMENT COURSES

The following is a listing of course titles students can take to meet the advanced tools requirement. The list is suggestive rather than comprehensive. 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). Students considering classes not included on the list should discuss the issue with the Director of Graduate Studies and their advisors.

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 co-integration, 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.

FIELD REQUIREMENTS FOR THE Ph.D.

Each sub-field has specific requirements for the major and minor field comprehensive examinations. Students should review specific field requirements for each area.

Major Field

Each student takes the comprehensive examinations when the major field committee has concluded that the student is satisfactorily prepared in the field, and after a written prospectus has tentatively been accepted. The major field examinations consist of two separate oral examinations taken within a two week period: 1) the "comprehensive" oral exam (hereafter the "first" oral exam) in which the student must demonstrate mastery of the literature in the major field; and 2) the "dissertation prospectus defense" oral exam (hereafter the "second" oral exam) in which the student presents and defends the dissertation prospectus. The examining committee for the first oral examination must be composed of faculty from the major field; the examining committee for the second orals may include faculty from other fields or from outside the department, subject to the approval of the chair of the dissertation committee. Both oral examinations must be taken within a two-week period. For full-time students who entered the graduate program with a bachelor's degree, the examinations should normally be taken in the third year of full-time study; for students who entered the graduate program with a master's degree, the examination should normally be taken late in the second year of full-time study.

Second Field

The second field examination is a written take-home comprehensive examination.

AMERICAN POLITICS

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

Ph.D. Major Field Examination:

Students advancing to candidacy with a major in American Government and Politics, in addition to departmental requirements, will be expected (1) to demonstrate knowledge of four sub fields 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, and (3) to submit and defend a dissertation prospectus.

Sub-field Identification:

The student's selection of sub-fields 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 four 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; and Urban and Community Government and Politics.

The fourth sub-field may be chosen: (a) from the above list, (b) from another field within political science, or (c) may be an individually tailored sub-field designed jointly by the student and examining committee. If the student chooses a sub-field that normally falls within another field of political science (option "b"), the student may not offer the same sub-field to serve the other field's Ph.D. requirements. Examples of acceptable "crossover" fields might include American Political Thought or sub-fields with Public Administration, Public Law or Public Policy.

Sub-field Certification:

Ph.D. students majoring in American Government and Politics will be expected to be competent in at least four sub-fields. For any three of the four, a member of the examining committee must specifically certify that the student is broadly prepared in the sub-field before the student may proceed to the oral examination. Precise sub-field expectations or requirements will be arranged individually between students and faculty members. For the fourth sub-field, satisfactory completion of one graduate level seminar or the equivalent will be sufficient.

Oral Examination:

The oral examinations will consist of two parts, one relating to the broad scope of American Government and Politics and one growing out of the dissertation prospectus.

First Oral Exam: Broad Scope of the Field:

The first 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.

Second Oral Exam: Defense of the Dissertation Prospectus:

By the time the student takes the oral examination, the student will have prepared a dissertation prospectus that the committee considers satisfactory as the basis for an oral defense. In the oral defense, the student will be expected to defend his/her specific research decisions and explain the importance of the topic for the field and sub field.

Dissertation Prospectus:

While the precise format and content of a dissertation prospectus is flexible, the prospectus should contain the following:

1. **PROBLEM STATEMENT:** a description of the specific problem to be examined and its importance.
2. **EXISTING RESEARCH:** a critical, integrative evaluation of previous research, including analysis of how the proposed research will advance understanding of the field, and how it will fit within existing theoretical frameworks and approaches.
3. **RESEARCH METHODS:** detailed description of how the research will be carried out.
4. **TIME CHART:** a schedule that sets out when specific tasks 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.
5. **TENTATIVE CHAPTER OUTLINE:** including a brief statement describing the proposed contents of each chapter.
6. **BUDGET:** if relevant, list anticipated expenses for travel, equipment, etc., and how you plan to finance the budget.

The oral examination will not be scheduled until the committee agrees that the student is prepared, based on the prospectus and sub-field preparation. A student should normally expect a response to a prospectus within two weeks of its submission to members of the committee. Revisions may be required before or after the oral examination.

Ph.D. Second Field Exam in American Government and Politics

Political science Ph.D. students with a second field in American Government and Politics should be prepared at least broadly enough to offer an introductory college level course in the field and to have prepared three of the sub fields in American Government and Politics for a comprehensive examination.

Sub-field Identification:

The student's selection of sub-fields will be reviewed by the faculty committee with an eye toward insuring that the sub-fields give adequate coverage for learning the broad scope of American Politics. At least two of the three should be chosen from the sub-field list provided in the first section for majors.

The third sub-field may be chosen: (a) from the standard sub-field list, (b) from another field within political science, or (c) may be an individually tailored sub-field designed jointly by the student and the examining committee. If the student chooses a sub-field that normally falls within another field of political science (option "b"), the student may not offer the same sub-field to serve the other field's Ph.D. requirements. Examples of acceptable "crossover" fields might include American Political Thought or sub-fields within Public Administration, Public Law or Public Policy.

Second-field Examination:

The second field examination is a written examination. Written examinations are normally open-book, take home examinations.

Examinations will typically include questions in each of the student's three designated sub-fields. Typically, these will be broad ones that require a critical analysis of the political science literature in the sub field. To prepare for the examination, the student will be expected to agree on a reading list with the faculty member who is responsible for working with the student in each of the sub fields.

COMPARATIVE POLITICS

Major in Comparative Politics:

1. In addition to department requirements, doctoral students with a major field of comparative politics will be expected to be knowledgeable about major theoretical, methodological, and normative issues in the comparative analysis of polities and state-society relations, and about a wide variety of geographical areas and theoretical domains, with special expertise in at least two geographical areas (e.g., individual countries or regions) and at least two theoretical domains (e.g., democratization, nationalism, comparative political economy, contentious politics). A broad knowledge of cognate disciplines (e.g., economics, history, and sociology) and of sub-fields (e.g., international relations, public administration, public policy) is strongly encouraged.
2. All students preparing for the oral examinations should 1) read and be able to place in context classic and contemporary comparative analyses in various areas of the sub-field; 2) to have a complete grasp of prior research in the broad area of the dissertation; 3) to have developed a dissertation prospectus that is coherent, defensible, and likely to produce a dissertation that makes a real contribution to the field of comparative politics; and 4) to have the basic skills necessary to develop a future research agenda in areas that transcend the current dissertation topic.
3. The major field and dissertation prospectus oral examination will be conducted in two stages. The first oral examination will be limited to questions dealing with the sub-field being examined. The second oral examination will be limited to a defense of the proposed dissertation.

The major focus of the first oral examination will be on metatheory (e.g., alternative patterns of inference and explanation), theory-building area studies (e.g., post-communist and post-authoritarian transitions), and to diverse theoretical approaches (e.g., rational choice analysis, political culture, political structures and processes). In addition, students should be prepared to answer questions in various geographical and issue areas of comparative politics in order to demonstrate mastery of the

sub-field. The standard expected for comparative politics majors will be the level of mastery necessary to design and conduct an undergraduate course and graduate field seminar in comparative politics, to design and conduct an in-depth graduate or undergraduate course in the area of the candidate's special expertise, and to engage in intelligent discussion with colleagues regarding the key topics of debate and research in the sub-field. The faculty advisor should not agree to go forward with an examination until this standard is met through at least one research paper and oral work in class and out.

A necessary (but not sufficient) preparation for the comprehensive examinations includes mastery of the materials covered in POS 550 and at least three other graduate-level comparative politics courses in the department's curriculum. Candidates are expected to enroll in each of these classes, and they must be fully familiar with the subject matter covered therein, including various professors' approaches to the field seminar (POS 550). Candidates are also strongly encouraged to take POS 570. In addition, students will be expected to extend their readings well beyond the class assignments 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 by the examining committee. The starting point for this listing should be the "Comparative Politics Ph.D. Comprehensive Exam Book List" and the materials covered in the required courses indicated above. The compendium should be supplemented by additional materials on the basis of the student's four spheres of special expertise and at the direction of the examination committee. Students should start formulation of this compendium at the earliest possible date in consultation with the examination committee; the final version of the compendium should be submitted to each member of the examination committee at least eight weeks prior to the scheduled examination.

4. The thesis 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. While the specific format of the prospectus is flexible, it should include sections that cover the following areas:

A) Problem statement: a discussion of the specific problem to be examined and why it is important to the sub-field of comparative politics, to political science, and to political life and/or public policy.

B) Existing research on the area: a critical, integrative evaluation of previous research in the broad area of the dissertation, including analysis of how the proposed research will advance understanding of the field and how it fits within existing theoretical frameworks and approaches.

C) Methodology: 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.

E) A tentative outline of chapters, including a brief statement of what each proposed chapter will contain.

F) If relevant, any special budgetary needs for travel, equipment, etc., and how the student plans to meet them.

The candidate's committee for the comparative politics field and dissertation prospectus examinations and for the final dissertation defense will meet with the Ph.D. candidate to agree on such matters as the calendar for submission and defense of the dissertation prospectus and the completed dissertation itself.

The final prospectus should be submitted to committee members at least four weeks prior to examination. The committee may request modifications in the prospectus to be completed before and/or after the examination. Most prospectuses will be the range of 15 to 20 typed, double-spaced pages. Most completed doctoral dissertations will be in the range of 250 to 400 typed, double-spaced pages. Dissertations will ordinarily be revised after faculty evaluation of the initial draft(s). All comparative politics dissertations must be approved by at least three members of the Department of Political Science and at least two faculty in the comparative politics sub-field. On rare occasions, the candidate can have only one faculty in the comparative politics sub-field on a dissertation committee with the approval of the dissertation and departmental chairs.

Second Field in Comparative Politics:

1. Doctoral students with a minor field in comparative politics will be expected to be knowledgeable about major theoretical, methodological, and normative issues in the comparative analysis of polities and state-society relations and about a wide variety of geographical areas and theoretical domains, with special expertise in at least one geographical area (e.g., individual countries or regions) and at least one theoretical domain (e.g., democratization, nationalism, comparative political economy, contentious politics). Broad knowledge of cognate disciplines (e.g., economics, history, sociology) and of sub-fields (e.g., international relations, public administration, public policy) is strongly encouraged. All students preparing for the written examination should read and be able to place in context new comparative analysis in various areas of the sub-field. The written examination will be taken in half a day at the University (the examination period will be a maximum of four hours) or within a 24-hour period on a take-home basis.
2. The major focus of the second field examination will be metatheory (e.g., alternative 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). Students should be prepared to answer questions in various areas of comparative politics in order to demonstrate considerable competence in the sub-field. The standard expected for a second field examination in comparative politics will be the ability to design and conduct an undergraduate course in comparative politics, and to engage in intelligent discussion with colleagues regarding the key topics of debate and research in the sub-field. The faculty advisor should not agree to go forward with an examination until this standard is met. A necessary (but not sufficient) preparation for the comprehensive examinations includes mastery of the materials covered in POS 550 and at least two other graduate-level comparative politics courses in the department's curriculum. Candidates are expected to enroll in each of these classes, and they will be expected to be fully familiar with the subject matter covered therein, including various professors' approaches to the field seminar (POS 550). Candidates are also strongly encouraged to take POS 570. In addition, students will be expected to extend their readings beyond the class assignments in most areas covered in the courses, on a basis to be agreed upon by the student and members of the committee.
3. 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 examination committee. The starting point for this listing should be the "Comparative Politics Ph.D. Comprehensive Exam Book List" and the materials covered in the required courses indicated above. The compendium should be supplemented by additional materials at the direction of the examination committee. Students should start formulation of this compendium at the earliest possible date in consultation with the examination committee; the final version of the compendium should be submitted to each member of the examination committee at least eight weeks prior to the scheduled examination.

POLITICAL THEORY

During the past decade the Graduate Faculty in Political Theory in the Department of Political Science has grown to the extent that it is currently among the larger Political Theory faculties in the country. The Graduate Faculty covers a wide variety of the fields 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.

Major in Political Theory:

Beyond the departmental core requirements such as foreign language, quantitative methods proficiency, and comprehensive examination requirements, students pursuing a major in political theory will be required to take two oral examinations after completion of sufficient coursework in the field. As preparation for meeting this requirement, students will work together with a committee of graduate faculty in political theory. Selected by the student, the committee assists in planning a curriculum of seminars, tutorials, and independent studies to prepare the student to write a doctoral dissertation and for entry to the field of political theory. The committee will also assist the student in preparing a timetable for the Ph.D. oral in the major field. While this timetable is open to revision, students should view it as a very serious commitment to completing the requirements for the Ph.D. in a timely manner.

Ph.D. Oral Exam in Political Theory

As with every other subfield, there are two Ph.D. oral examinations. The first consists of an oral exam that will test 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 will consist 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.

The second oral exam will be organized around a dissertation prospectus to be written under the supervision of a dissertation committee chosen by the student. It will be focused on testing the viability of the dissertation project and the student's ability to complete it successfully. Usually, the Ph.D. oral examinations will be taken in close proximity and no later than the fourth year.

Clearly, this program relies heavily on good graduate advisement. Each student will be required to select an advisor in political theory whose task it will be to assist the student in all phases of graduate study leading to the Ph.D. and that contribution to the student's scholarly development. The selection of an advisor in Political Theory lies with the student, who must file her/his choice with the Acting Chair of the Political Theory Field Committee no later than the beginning of the second year of graduate study, though preferably by the completion of the first year.

Degree Program for the Ph.D. in Political Theory:

With the assistance of the faculty advisor in political theory, graduate students may use various disciplinary or interdisciplinary strategies in developing their curriculum to satisfy graduate requirements for the Ph.D. in political theory while also meeting their own intellectual needs and interests. To insure that they have a background in the canonical thinkers in the history of political theory, students are strongly encouraged to audit or take for credit (as POS 701, 798, 897) POS 301 and 302 (History of Political Thought I and II), a year-long undergraduate course sequence. The faculty member teaching the course will hold a biweekly tutorial for all graduate students taking this class.

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 Pos 500 and Pos 603 change from semester to semester, students may take these courses at least twice. For example Pos 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, Pos 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. Typically in the course of a year we offer at least four graduate seminars in political theory most of which vary year by year, and so we encourage students in the field to take as many as their schedule allows.

Minor in Political Theory:

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

Upon completion of the necessary coursework and in consultation with a graduate advisor, students with a minor in political theory should organize a Minor Committee in Political Theory in order to fulfill the requirements for taking a written examination in the sub-field. This committee will work out the reading list and the exam format, though the list will cover the major canonical and contemporary political thinkers. Normally, the student will complete a take home exam in which she/he will have 48 hours to write on three subject areas within the field.

PUBLIC LAW

Major in Public Law:

1. Doctoral students with a major field in public law will be expected to be broadly prepared in constitutional law and judicial processes. Optional fields may be presented in administrative law or legal theory, depending on the thesis topic and/or the particular interest of the student. All students at the preliminary examination should be able to read and place in context new public law research in all areas of the sub-field, to have a complete grasp of prior research in the broad area of the dissertation, to have developed a dissertation prospectus that is coherent, defensible and likely to produce a dissertation that makes a real contribution to the field of public law, and to have the basic tools necessary to develop a research agenda in the future areas outside of the current dissertation topic.
2. There will be two oral examinations per departmental requirements. The major focus of the oral examination will be on the student's dissertation prospectus, and on the areas of public law that relate to the subject of the dissertation. However, students should be prepared to answer questions in other areas of public law in order to demonstrate adequate mastery of the sub-field. The standard expected

for public law majors will be the level of mastery necessary to design and conduct an undergraduate course and graduate field seminar on both constitutional law and judicial processes, to design and conduct and in-depth graduate or undergraduate course in the area of the candidate's special expertise in public law, and to engage in intelligent discussion with public law colleagues regarding the key topics of debate and research in the sub-field. The faculty advisor should not agree to go forward with an examination until this standard is met.

A necessary (but not sufficient) preparation for the comprehensive examinations would include mastery of the materials covered in POS 526, 527, 541 and the undergraduate and graduate judicial processes courses in the department's curriculum, with any exceptions to be agreed upon by the candidate and her/his committee. While candidates need not necessarily enroll in each of these classes, they 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.

3. 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.
4. The thesis prospectus should, in broad terms, be equivalent in scope and specificity to a grant proposal that might be sent to a major funding agency such as the National Science Foundation or the National Endowment for the Humanities. While the specific format of the prospectus is flexible, it should include sections that cover the following areas:

A. Problem statement: a discussion of the specific problem to be examined and why it is important to the sub-field of public law, to political science, and to political life and public policy.

B. Existing research on the area: a critical, integrative evaluation of previous research in the broad area of the dissertation, including analysis of how the proposed research will advance understanding of the field and how it fits within existing theoretical frameworks and approaches.

C. Methodology: 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 answering questions. If appropriate, the specific empirical tools to be used should be described and their use justified.

D. Time schedule: a specific, month-by-month time chart that sets out when specific tasks will be completed and when the overall dissertation will be completed.

E. Tentative outline of chapters, including a brief statement of what each proposed chapter will contain.

F. If relevant, any special budgetary needs for travel, equipment, etc., and how you plan on meeting those needs.

The final prospectus should be submitted to committee members at least one week prior to the examination, although the committee may request modifications in the prospectus to be completed after the examination. Most prospectuses will be in the range of 20 to 30 typed, double-spaced pages.

Second Field in Public Law:

1. Students with the second field in public law will be expected to be broadly prepared in constitutional law and judicial processes.
2. The standard expected for the second examination field in public law will be the level of mastery necessary to design and conduct an undergraduate course on both constitutional law and judicial processes, and to engage in intelligent discussion of the field with public law colleagues. The faculty advisor should not agree to go forward with an examination until this standard is met. A necessary (but not necessarily sufficient) preparation for the comprehensive examinations would include mastery of the materials covered in POS 526, 527, 541 and additional undergraduate and graduate judicial processes courses to be agreed upon by the student and her/his committee. While students need not necessarily enroll in each of these classes, they 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.
3. 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 8 weeks prior to the scheduled examination.

INTERNATIONAL RELATIONS

Major in International Relations

Students advancing to Ph.D. candidacy with a major in International Relations (IR) will be expected comply with departmental examination requirements, and (a) to demonstrate knowledge of contemporary debates in the field; (b) to demonstrate competence in three major subfields listed below; and (c) to demonstrate an ability to formulate and grapple with some overarching questions that range across the scope of the field; and (d) to submit and defend a dissertation prospectus.

The field seminar (POS 570) answers the needs of requirement (a) and is mandatory for all IR students.

Requirement (b) will usually entail **three** courses plus **two** or more electives.

1. POS 582 – Global Security
2. POS 571 - International Political Economy
3. POS 583 - International Organization

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.

Sub-field Certification

Before taking the field examination students must get written authorization from the three professors in the sub-fields that he/she has chosen. This authorization demonstrates that the student has adequately completed requirements to that point and is ready to move forward to the next step. The authorizations are to be given to the student's examination committee chair.

Timely completion of requirements: Students must be ready to take the field examination in a timely manner, normally in the third year of study after first enrolling for graduate work in the University at Albany program.

Oral Examinations

Students majoring in international relations must complete two oral exams, one relating to the broad scope of International Relations and its subfields and one growing out of the dissertation prospectus.

First Oral Exam: Broad Scope of the Field: The second 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. Committee questions regarding this theme may draw upon any of the literatures covered in the student's sub-field or elective seminars, or in bibliographies prepared by faculty or students as an annex to these seminars.

The standard expected for international relations majors will be the level of mastery necessary to design and conduct an undergraduate course and graduate field seminar in international politics, to design and conduct an in-depth graduate or undergraduate course in the area of the candidate's special expertise, and to engage in intelligent discussion with colleagues regarding the key topics of debate and research in the sub-field.

Second Oral Exam: Defense of the Dissertation Prospectus: By the time the student takes the oral examinations, he/she will have prepared a dissertation prospectus that the committee considers satisfactory as the basis for an oral defense. In the oral defense, the student will be expected to defend his/her specific research decisions and explain the importance of the topic for the field and sub-field.

Dissertation Prospectus

While the precise format and content of a dissertation prospectus is flexible, the prospectus should be written in full scholarly format with footnotes and bibliography and contain the following:

1. **PROBLEM STATEMENT:** a description of the specific problem to be examined and its importance from the point of view of appropriate theoretical approaches.
2. **EXISTING RESEARCH:** a critical, integrative evaluation of previous research, including analysis of how the proposed research will advance understanding of the field, and how it will fit within existing theoretical frameworks and approaches.
3. **RESEARCH METHODS:** a detailed description of how the research will be carried out. This will include such items as archival or other bibliographic resources; people to be interviewed or surveyed; and other sources of relevant data.
4. **TIME CHART:** a schedule that sets out when specific tasks 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. Division of work into manageable chapters and tasks allows for regular self-checking.
5. **TENTATIVE CHAPTER OUTLINE:** a brief statement describing the proposed contents of each chapter.
6. **BUDGET:** a list of anticipated expenses for travel, equipment, etc., and how the student plans to finance them.

The oral examination will not be scheduled until the committee agrees that the student is ready, based on the prospectus and sub-field preparation. Several revisions of the prospectus are 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.

Second Field Examination in International Relations

Political Science students with a second field in International Relations should be prepared at least broadly enough to offer an introductory college level course in the field and to have prepared three of the sub-fields in International Relations for a comprehensive examination.

Student taking International Relations as a Second Field must complete the field seminar (POS 570) and **three** sub-fields (as listed above). No elective is required.

The second field examination is a written examination. The written examinations are normally open-book, take home examinations. These examinations will typically include questions in each of the student's three designated sub-fields. In most cases, these will be broad questions that require a critical analysis of the political science literature in the sub field. To prepare for the examination, the student will be expected to agree on a reading list with the faculty member who is responsible for working with the student in each of the subfields.

PUBLIC POLICY

PhD 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

A. Exams

In line with departmental guidelines, there will be TWO oral examinations. The first oral examination will focus on the field of public policy. *The standard expected for public policy majors will be the level of mastery necessary to design and conduct an undergraduate and graduate field seminar, to design and conduct an in-depth undergraduate or graduate course in policymaking, political participation, or practice/impact, and to design and conduct an undergraduate or graduate course on the substantive area of a student's work.* The second oral examination, which will take place about a week after the first oral exam, will be on the student's dissertation prospectus.

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 class

AND

(B) Policymaking and Implementation OR (C) Theory and Methods -- 2-3 classes

AND

(D) Substantive area of your choice -- 1-2 classes

These courses are the recommended minimum for comprehensive exams. *Students are expected to prepare extensively beyond the books and articles in these courses.*

B. Reading Lists

The student is responsible for submitting a written compilation of the specific material she expects to be examined on for approval of 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 keep in close contact with the committee. The final version should be submitted to each member of the examining committee no less than THREE weeks prior to the scheduled examination.

C. Prospectus

The thesis should be equivalent in scope and specificity to a grant proposal for a major research institution (such as the National Science Foundation). It must include the following:

1. Research Question: a discussion of the specific question to be asked and why it is important to both the subfield of public policy as well as to the broader discipline of political science.
2. Literature Review: a critical, integrative evaluation of previous research in the broad area of the dissertation. The literature review should include a discussion of how the proposed research will advance understanding of the field and how it fits within existing theoretical frameworks and approaches.
3. Methodology: a detailed description and justification of how the research will be carried out.
4. Time Schedule: a specific month-by-month chart that sets out when specific tasks will be completed and the overall dissertation finished.
5. Chapter Outline: description of each chapter
6. Finances: Any special budgetary needs and how they will be met.

The final prospectus should be submitted to the committee members at least three weeks prior to the examination, although the committee may request modifications in the prospectus to be completed after the examination. Most prospectuses will be in the range of 20-30 typed double-spaced pages.

PhD Second Field in Public Policy

(1) Overview: Doctoral students 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

A. Exams

Minor examinations are take-home exams for which students have 72 hours to complete. Examinations are composed of three questions. The public policy faculty recommends students who plan on sitting for the minor exam should take no less than **four** classes from at least the following areas:

- (A) POS 513: Field Seminar in Public Policy -- 1 class
- AND
- (B) Policymaking and Implementation OR (C) Theory and Methods --2 classes
- AND
- (D) Substantive area of your choice -- 1 class

Students are expected to prepare extensively beyond the books and articles in these courses.

The standard expected for public policy majors will be the level of mastery necessary to design and conduct an undergraduate field seminar, a course in policymaking, OR political participation, OR practice/impact, and on one substantive area.

B. Reading Lists

The student is responsible for submitting a written compilation of the specific material she expects to be examined on for approval of 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 keep in close contact with the committee. The final version should be submitted to each member of the examining committee no less than THREE weeks prior to the scheduled examination.

A. Required Classes

POS 513: Field Seminar in Public Policy

B. Policymaking and Implementation

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

C. Public Policy Theory and Methods

Theory

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

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

- PUB 565: Hudson River Watershed: Environment, Society, and Policy
- 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 criteria would be 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

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/>).

Victor Asal. Assistant Professor. Ph.D., University of Maryland at College Park, 2003.
Specializations: Comparative Politics and International Relations. Research interests include international relations theory, international law, conflict and conflict resolution.

Scott Barclay. Associate Professor. Ph.D., Northwestern University, 1993.
Specializations: Law and Public Policy. Research interests are in Law & Society, public policy, comparative politics and political economy.

Peter D. Breiner. Associate Professor. Ph.D., Stanford University, 1986.
Specializations: Political Theory. Research interests in political theory include the areas of democratic theory, German political and social theory, and theories of political judgment.

Cheng Chen. Assistant Professor. Ph.D., University of Pennsylvania, Philadelphia, 2003
Specialization: Comparative Politics and International Relations. Research interests are in Communist & Post-Communist politics, comparative democratization, nationalism & ethnic conflict, Chinese & East-Asian politics.

Thomas W. Church, Jr. Professor. Ph.D., Cornell University, 1973.
Specializations: Public Law, Public Policy. Research interests and recent publications focus on environmental policy, the relationship of law and public policy, civil liberties, and court reform.

Jose Cruz. Associate Professor. Ph.D., City University of New York, 1994.
Specializations: Urban and Latino Politics. Research interests focus on ethnic political mobilization and inter-minority relations.

Sally Friedman. Associate Professor. Ph.D., University of Michigan, 1983.
Specializations: Research Methods and American Government. Research interests include the application of quantitative methodologies to the study of politics.

John G. Gunnell. Distinguished Professor. Ph.D., University of California at Berkeley, 1964.
Specializations: Political Theory, Philosophy and History of Social Science. Research and writing interests include political theory and the philosophy of social science.

Susan V. Herbst. Provost and Professor. Ph.D., University of Southern California, 1989.
Specializations: American Politics, Public Opinion and Media.

Anne M. Hildreth. Associate Professor. Ph.D., University at Iowa, 1989.
Specializations: American Political Behavior, Public Opinion and Group Participation. Academic interests include public opinion, interest groups, and political parties. Her current research concerns how the public regards opinion polls and how polls are used in policy making.

Erik P. Hoffmann. Professor. Ph.D., Indiana University, 1967.
Specialization: Comparative Politics--state-society relations, political economy, democratization and marketization in postcommunist transitions, Russian domestic politics and foreign policy.

Alethia Jones. Assistant Professor. Ph.D., Yale University, 2005.
Specializations: American Politics, Urban and Ethnic Politics, Politics of the Policymaking Process, American Political Development

Rey Koslowski. Associate Professor. Ph.D., University of Pennsylvania, 1994.
Specializations: International Relations and Information Technology

Michael J. Malbin. Professor. Ph.D., Cornell University, 1973.
Specializations: U.S. Politics and Government. Academic areas include legislative politics, legislative-executive relations, electoral politics and campaign finance. Malbin also teaches a seminar on the American Founding and runs the department's Washington Semester Program for advanced undergraduates.

Bruce L. Miroff. Professor. Ph. D., University of California at Berkeley, 1974.
Specialization: American Politics. Research and teaching areas include the presidency, political leadership, and American political theory.

Robert T. Nakamura. Professor. Ph.D., University of California at Berkeley, 1975.
Specializations: Public Policy and American Government. Academic specialization is in the study of policy implementation.

Julie Novkov. Associate Professor. Ph.D., University of Michigan, 1998.
Specialization: Law, gender, race, and constitutional/political development in the late nineteenth and early twentieth centuries in the United States.

Gregory P. Nowell. Associate Professor. Ph.D., Massachusetts Institute of Technology, 1988.
Specialization: International Political Economy. Research and teaching include international relations and international political economy.

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

Morton Schoolman. Professor. Ph.D., Brown University, 1975.
Specializations: Modern Political and Social Theory. Teaching and research fields are modern political and social theory.

Ehud (Udi) Sommer. Assistant Professor. Ph.D., SUNY Stony Brook, 2007.
Specialization: Judicial politics, American government, political methodology, comparative politics, constitutionalism, new institutionalism, and political economy.

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

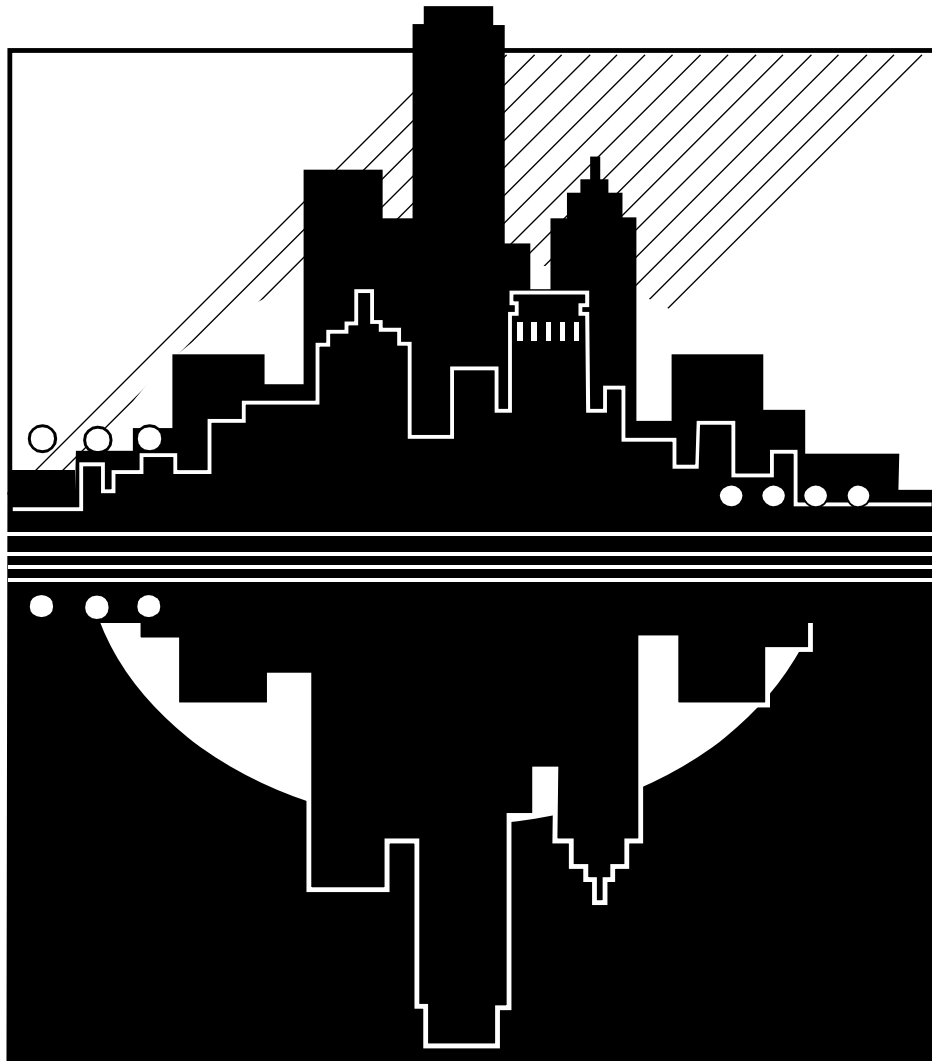
Frank J. Thompson. Professor. Ph.D., University of California at Berkeley, 1973.
Specializations: Politics and Administration, Health Policy, Policy Implementation, Human Resources Management.

Thomas C. Walker. Assistant Professor. Ph.D., Rutgers University, 2000.
Specializations: International Relations Theory and International Conflict

Joseph F. Zimmerman. Professor. Ph.D., Syracuse University, 1954.
Specializations: Federalism, State and Local Government, Metropolitan Problems, Electoral Systems, Ethics, and Irish Government and Politics

Campus & Albany Life Information

- Computing & Networking Services
- University Health Center
- Libraries
- Parking Information
- Services to Persons with Disabilities
- Campus Telephone Directory
- Faculty Numbers & Locations
- Local Services & Recreation
- Food & Entertainment



CAMPUS LIFE INFORMATION

Computing and Networking Services:

The University at Albany offers a wide variety of computing services through its Office of Computing and Networking Services (CNS), 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.

CNS 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 on the uptown campus, is open from 8:00 am to midnight 7 days a week. 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, on the downtown campus, serves the Nelson A. Rockefeller College of Public Affairs and Policy and the Rockefeller Institute of Government. This facility assists cross-disciplinary doctoral research.

The University Library on the uptown campus, except for holidays, is open during regular sessions Monday-Thursday 8:30 am to 10:00 pm; Friday 8:30 am to 5:00 pm; Saturday, 9:00 am to 8:00 pm, and Sunday from noon to 11:00 pm. For further information call 442-3602. The Dewey Graduate Library, except for holidays, is open during regular sessions Monday-Thursday 8:30 am to 10:00 pm; Friday 8:30 am to 5:00 pm; Saturday 9:00 am to 5:00 pm, and Sunday noon to 8:00 pm. For further information call 442-3693.

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, Public Safety Building. 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) 442-5491 (voice) or (518) 442-5499 (TDD).

TELEPHONE DIRECTORY OF RELEVANT NUMBERS

Academic Advisement:

Director of Graduate Studies: Professor David Rousseau 442-4193
(or see individual faculty numbers)

Graduate Studies: Graduate Studies, UAB 121	442-3980
Addresses: Student, Faculty, Staff: Campus Center Information Center University Switchboard	442-5571 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 General Information	442-3048 442-3040
Bookstore: Campus Center FAX MaryJane's Books FAX	442-5690 442-5685 465-2238 465-2241
Bursar's Office (Student Accounts): Accounting and Billing Information, BA B19 Aid Disbursement and Refunds , BA B19 Collections, BA B20	442-3202 442-3202 442-3220
Campus Center: Information: Phone Information: TDD Campus Center Food Service Patroon Room Snack Bar Check Cashing	442-5571 442-3366 442-5985 442-5994 442-5984 442-5680
Counseling Center: Health and Counseling Services Bldg., Second flr. Crisis Line: Middle Earth Hotline Info-Tapes	442-5800 442-5777 442-5893
Degree Clearance:	442-5255
Disabled Student Services: Director: Nancy Belowich-Negron	442-5490
English as a Foreign Language, Test of (TOEFL): Graduate Studies, University Administration 121:	442-3980
Financial Aid Office: Campus Center B-52 Fax Number	442-5757 / 5480 442-5295
Fulbright Scholarship Program:	

International Education: James M. Pasquill II, LI 66	442-3525
Graduate Admissions for Rockefeller College: Brian Goodale, UAB 121	437-5049
Graduate Student Organization: Campus Center 165B	442-4178
Grievances (Academic): Graduate Studies: Judy Tarullo, UAB 121	437-5061
Handicapped Student Assistance: Disabled Student Services, CC 137 TDD #	442-5490 442-5499
Health Center: Medical Emergency (Health Center and Ambulance) Appointments:	442-5151 or 911 442-5229
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
Libraries, Information: Bibliographic Instruction Circulation Computer Search Service Government Publications Interactive Media Center Interlibrary Loan Library Hours Reference Desk Dewey Graduate Library: Circulation Interlibrary Loan: Reference	442-3552 442-3600 442-3558 442-3558 442-3607 442-3613 442-3602 442-3558 442-3693 442-3694 442-3691
Parking Management, Office: Public Safety Building	442-3121
Performing Arts Center: Box Office	442-3997
Public Safety: Emergency Only. On Campus Phones Only Emergency only Non-Emergency Downtown Campus	911 442-3131 442-3132 442-5981
Registrar's Office:	

Registration Information, Campus Center	442-5540
Rockefeller College of Public Affairs and Policy	
Dean: Jeffrey D. Straussman, MI 103D	442- 5244
Department Chair: Thomas Church, MI 106a	442-5255
Assistant to the Chair: Deirdre Carr, MI 107	442-5255
Secretary: Jo-Ann Mosier, Milne 106	442-5239
JMoshier@uamail.albany.edu	
Rockefeller College Fax Number:	442-5298
Department of Public Administration & Policy, MI 101	442-5258
Center for Legislative Development	434-0472
Center for Policy Research	442-3850
Student Professional Services	442-5253
Center for Women in Government	442-3900

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Jose Cruz	Milne 219	442-5377	conga@albany.edu
Sally Friedman	Milne 221	442-5278	friedman@albany.edu
Ruth Groff	Milne 117	442-5264	rgroff1@uamail.albany.edu
John Gunnell	Milne 204	442-5265	jgg@albany.edu
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Alethia Jones	Milne 314A	442-3940	ajones@albany.edu
Rey Koslowski	Milne 201	442-5314	rkoslowski@uamail.albany.edu
Michael Malbin	Washington DC	202-969-8890	mmalbin@cfinst.org
Bruce Miroff	Milne 216	442-5273	miroff@albany.edu
Robert Nakamura	Milne 320	442-5285	rnakamura@uamail.albany.edu
Julie Novkov	Milne 306	442-5279	jnovkov@albany.edu
Greg Nowell	Milne 119	442-5267	gnowell@albany.edu
David Rousseau	Milne 121C	442-4193	drousseau@uamail.albany.edu
Mort Schoolman	Milne 218	442-5275	mschlman@albany.edu
Ehud (Udi) Sommer	Milne 111	442-4001	esommer@albany.edu
Patricia Strach	Milne 304	442-3856	pstrach@albany.edu
Thomas Walker	Milne 206	442-5297	twalker@albany.edu
Joseph Zimmerman	Richardson 288	442-5378	zimmer@albany.edu

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 www22.verizon.com

Libraries

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

TRANSPORTATION

Airlines

Continental	1-800-525-3273
Delta	1-800-221-1212
Northwest	1-800-225-2525
Southwest	1-800-435-9792
United	1-800-241-6522
U.S. Air	1-800-428-4322

Amtrak

1-800-872-7245

Buses

Adirondack Trailways	436-9651
CDTA, Bus Schedule	442-8822
Greyhound	800-231-2222
Upstate Tours and Travel	584-5252
Yankee Trails	286-2400

Taxis

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

RECREATION

The Egg at the Emipre 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

WHERE TO GO FOR FOOD AND ENTERTAINMENT

This is by no means a complete list, but included are many of the places tested and frequented by graduate students. Please ask around if you are looking for something that is not on the list.

Bagels:

Bruegger's: 1116 Madison Ave. 489-2236--Great bagels and sandwiches, some find sandwiches pricey.

Bruegger's: 900 Central Ave. 438-6061--Ditto.

Uncommon Grounds: 1235 Western Ave., 453-5649 – The best bagels in the area. Good soups, salads, and sandwiches. Good choice of coffee and many teas. Free WI-FI.

Coffee Shop/Cafe:

Daily Grind: 204 Lark St. 434-1482 -- Good coffees and amazing desserts, but a bit pricey. Serves sandwiches, salads etc.

Starbuck's Café: Stuyvesant Plaza, Western Ave. 489-1064 – High quality coffee for somewhat high prices. Desserts offered, but not exceptional.

Uncommon Grounds: 1235 Western Ave. 453-5649 – The best bagels in the area. Good soups, salads, and sandwiches. Good choice of coffee and many teas. Free WI-FI.

Chinese and Japanese Food:

Amazing Wok: 267 Lark Street. 434-3946--Take out place, good portions for your money. You either love it or hate it, but its location is hard to beat.

Emperor's: 10 Wolf Road, 591-0628 – Very good Chinese food. Good lunch specials.

Ichiban: 338 Central Avenue. 432-0358 – Eat in and take out place, and delivery available. Close to downtown campus, great lunch specials for the money.

Ichiban: 1652 Western Ave. 869-9585 – Newer uptown location, great for lunch between sections. Very fast lunch service.

Ocean Palace: 855 Central Ave. 453-6258 – Very authentic food and atmosphere. A favorite among some professors.

Indian Food:

Everyone in the department has their favorite. Try them all and pick your own favorite. Try the lunch buffets.

Curry House: 1112 Madison Ave. 438-2265 – Close to downtown campus.

Gandhi: 1 Central Ave. 449-5577 – Also close, also good.

Sitar: 1929 Central Ave. 456-6670--Very good food, moderate to pricey.

Shalimar Restaurant: 31 Central Ave. 434-0810--Good food at a reasonable price, close to downtown campus.

Italian Food:

Lombardo's: 121 Madison Ave. 462-9180--Good old-fashioned food, moderately priced.

Ristorante Paradiso: 198 Central Ave, corner of Robin and Central. 462-5812--Great light, new Italian, moderate to expensive.

Mangia's: 1475 Western Ave. (Stuyvesant Plaza) 482-8000 – Decent food at decent prices.

Nicole's: 556 Delaware Ave. 436-4952--Modern Italian, excellent food, romantic atmosphere, moderately pricey, but a great date place.

Mexican Food:

El Loco: 465 Madison Ave. 436-1855--Voted best Mexican, but not by our grad students. Can be decent, but its hit or miss.

El Mariachi: 289 Hamilton St. 432-7580 – Also good food. Downtown locations.

El Mariachi: 144 Washington Ave.

Garcia's: 1673 Central Ave. 456-4116--Most like a chain restaurant, food can be good, but it changes visit to visit and what you order. It has good margaritas and daiquiris. Far down on Central.

Pancho's: 1343 Central Ave. 482-3940 – Great food at nice prices with fast, friendly service.

Pizza:

Cusato's: 224 Quail St. 434-1068 – Downtown and close to the undergrads. Abnormally large slices. Love it or hate it kind of place, but worth a try. Stop in for a slice.

Fountain: 283 New Scotland Ave. 482-9898--Good pizza. Has other food and a bar.

Paesan's: 289 Ontario St. 432-0312 – Probably your best bet for good pizza. Closest you'll get to NYC. Safest choice for pizza.

Paesan's: 1785 Western Ave. 464-0725 – Same place, just uptown.

Sovrana: 63 North Lake Ave. 465-0961--Great, crusty pizza by the slice, reasonably priced and close to campus.

Miscellaneous Restaurants:

Bombers Burrito Bar: 258 Lark St. 463-9636 – Giant burritos, sweet potato fries, and margaritas – what else do you need? Food downstairs, bar/lounge upstairs.

Bountiful Bread: 1475 Western Ave. (Stuyvesant Plaza) 438-3540 – Great sandwiches and salads.

Fridays: 40 At Stuyvesant Plaza. 489-1661--Good Food, variety. Major Meat Market at Bar.

Gingerman: 234 Western Ave. 427-5963--Wine bar/restaurant, good nouveau food, moderate to slightly expensive.

Londonderry: 1475 Western Ave. (Stuyvesant Plaza) 489-4288 – Nice place with great sandwiches. Try it for lunch.

Mamoun's Falafel: 206 Washington Ave. 434-3901 – Who doesn't want falafel now and again? Good Mediterranean food.

Taste of Greece: 196 Lark St. 426-9000 – Good Greek food at reasonable prices.

SHOPPING:

Colonie Center: Wolf Rd. and Central Ave. 160 Stores. Mon-Sat 10-9:30; Sun 11-6. 459-9020.

Crossgates Mall: 1 Crossgates Mall Rd. Largest Shopping Center. Mon-Sat 10-9:30; Sun 11-6. 869-9565.

Stuyvesant Plaza: Corner of Western and Fuller. Specialty shops. Mon-Fri 10-9; Sat 10-6; Sun 12-5. 482-8986.

MOVIE THEATERS:

Hoyts Cinema: Crossgates Mall. 456-5678. Standard big movie theater.

Spectrum 7: 290 Delaware Ave. 449-8995. The place for independent and foreign films. Concession stand sells coffees and cakes instead of only soda and popcorn.

SUNY Albany also throughout the semester shows movies at Page Hall. Look around campus from the Graduate Association of Political Scientists for announcements.