

HANDBOOK FOR GRADUATE STUDY

2016-2017

MA AND PHD PROGRAMS

DEPARTMENT OF POLITICAL SCIENCE
EBERLY COLLEGE OF ARTS AND SCIENCES
WEST VIRGINIA UNIVERSITY

Phone Number: (304) 293-3811

FAX Number: (304) 293-8644

<http://politicalscience.wvu.edu/>

For more information, contact

Matthew Jacobsmeier, Director of Graduate Studies

e-mail: matthew.jacobsmeier@mail.wvu.edu

Table of Contents

1.	<i>ADMISSION AND ENROLLMENT</i>
1.1	Application and Deadlines
1.2	Grade Point Average Requirements.....
1.3	Course and Major Pre-requisites.....
1.4	Graduate Record Examination (GRE)
1.5	Test of English as Foreign Language (TOEFL)
1.6	Letters of Recommendation
1.7	Departmental Application and Personal Statement
1.8	Admissions Committee.....
1.9	Tuition, Fees, and Other Costs.....
1.10	Housing
1.11	Orientation Program.....
1.12	Course Registration.....
1.13	Advising.....
2.	<i>GOOD STANDING AND ANNUAL EVALUATION</i>
2.1	Minimum GPA Requirement for Continuation
2.2	Annual Department Evaluation of Student Progress
2.3	Course Incompletes.....
2.4	Residency Requirement
2.5	Course Load
2.6	Auditing
2.7	Academic Integrity and Professional Ethics
3.	<i>RESOURCES FOR GRADUATE STUDY</i>
3.1	The Graduate Faculty.....
3.2	Graduate Assistantships/Fellowships.....
3.3	Office/Desk Assignment.....
3.4	Telephone Services
3.5	Mailboxes.....
3.6	Graduate Student Association.....
3.7	Research Travel Support.....
3.8	Dissertation Financial Support.....
3.9	The Library.....
3.10	Research Institutes
3.11	Conference Papers and Participation
3.12	Membership in Professional Associations
3.13	Survey Research/Human Subjects
4.	<i>PROGRAM REQUIREMENTS</i>
4.1	Hours for Degree.....
4.2	Courses.....
4.3	MA Degree Requirements
4.4	PhD Degree Requirements.....
4.5	Candidacy Requirements
4.6	PhD Comprehensive Examinations
4.7	PhD Dissertation and Prospectus

4.8	Graduate Colloquium.....
5.	<i>GRADUATE ASSISTANT RESPONSIBILITIES</i>
5.1	GA Work Assignment and Hours.....
5.2	Research Assistantships.....
5.3	Teaching Assistants.....
5.4	Independent Teaching Responsibilities.....
5.5	Teaching Practicum.....
5.6	Teaching Evaluations.....
5.7	Annual Evaluation of Graduate Assistants.....
5.8	Sexual Harassment Policy.....
6.	<i>UNIVERSITY GRADUATION REQUIREMENTS</i>
6.1	University Policy on Enrollment in Final Semester.....
6.2	Dissertation Defense and Submission of Approved Copy.....
6.3	Summary of Doctoral Requirements (University).....
6.4	Summary of Master’s Requirements (University).....
6.5	Time Limits.....
6.6	Graduation Ceremony.....
7.	<i>PLACEMENT</i>
7.1	The Job Market.....
7.2	Building the Placement Vita.....
7.3	Compiling Placement Credentials.....
7.4	Online Employment Resources for Political Scientists.....

APPENDICES (PLANS OF STUDY)

MA in Political Science

PhD in Political Science

1. *ADMISSION AND ENROLLMENT*

1.1 Application Procedures and Deadlines

The Department of Political Science considers applications for admission at any time; however, prospective graduate students are encouraged to initiate their applications as early as possible. Complete applications should be submitted by January 15 to receive full consideration for financial awards and fellowships. Under normal circumstances, newly admitted students start the MA or PhD program during a Fall semester.

Applicants must submit both university and departmental applications. The online university application can be found at <http://graduate.wvu.edu/future-students/application-process/apply>. International students must also submit the documents listed at <http://graduate.wvu.edu/future-students/information-for-international-students/how-to-apply>. The online departmental application can be found at <http://politicalscience.wvu.edu/graduate/application-to-the-political-science-department>. All applicants must also arrange to have official transcripts of all previous course work sent to the Office of Graduate Admissions & Recruitment, One Waterfront Place, 1st Floor PO Box 6510, Morgantown, WV 26506-6510.

1.2 Grade Point Average

In order to be admitted as a *Regular* graduate student in the MA program, applicants must have achieved at least a 3.0 cumulative grade point average at the undergraduate level. PhD applicants are expected to have attained a 3.5 undergraduate GPA and/or a 3.5 graduate GPA.

1.3 Course and Major Pre-requisites

Students admitted to either the MA or PhD program should ideally have a substantial background in political science, some preparation in statistics, and skill in written composition. In the case of statistics, students should have completed the equivalent of one undergraduate course in statistics as taught in a mathematics or statistics department. Students should have taken at least six credit hours of political science course work. Although political science and public administration are the preferred fields, students with any undergraduate major or graduate concentration may be admitted. Students deficient in any of these areas may be required to take remedial course work.

1.4 Graduate Record Examination (GRE)

Before students are admitted as Regular graduate students they must submit the results of the General Aptitude Sections (Verbal, Quantitative, and Writing) of the Graduate Record Examination (GRE). On rare occasion, the Admissions Committee will consider a Law School Admission Test (LSAT) score in the admission process, but the requirement that all students take the GRE as a condition of admission is an absolute requirement of the department. The graduate program does not require the specialized or advanced test in Political Science.

Although the GRE may be taken at any time, it is highly desirable that prospective students take the examination a year before the planned time of enrollment. For Fall Semester enrollment, it is common to take the GRE the previous October or December. Information on the GRE may be obtained at <http://www.ets.org/>.

1.5 Test of English as Foreign Language (TOEFL)

Applicants from non-English speaking countries must submit the official results of the Test of English as a Foreign Language (TOEFL) *in addition to the GRE*. **This is a University requirement and cannot be waived by the Department.** TOEFL results must be sent directly to the Office of International Admissions from the Educational Testing Service (ETS).

Non-U.S. applicants are required to provide the University with original or certified copies of the applicant's official academic record in the original language of issue, an original or certified copy of official certification of degree in the original language of issue, and official English translations of the applicant's academic record and certification of degree. All of these items, in addition to the application, should be sent to the Office of International Admissions, West Virginia University, PO Box 6009, One Waterfront Place, Second Floor, Morgantown, WV 26506-6009, USA.

1.6 Letters of Recommendation

Students applying for admission must submit three letters of recommendation. Letters should be from college or university instructors who are familiar with the applicant's academic work. Letters from employers may be submitted, but at least two are required from instructors. Applicants returning to graduate study after an extended absence from college and who have difficulty obtaining academic letters of recommendation should speak directly with the Director of Graduate Studies. When completing the university application, applicants should provide the names and contact information of

their letter writers, who will then be asked to submit their letters of recommendation electronically. For letter writers who are not able to use the electronic system, letters may be sent directly to: Director of Graduate Studies, Department of Political Science, West Virginia University, 316 Woodburn Hall, PO Box 6317, Morgantown, WV 26506-6317.

1.7 Departmental Application and Personal Statement

In addition to the university application, applicants for admission must complete and return a separate *Departmental Application and Application for Assistantship*. This application requires a 200-500 word personal statement. This statement should indicate the intellectual and career goals of the applicant and how this program will aid the applicant's educational plans.

1.8 Admissions Committee

All admission decisions are made by the Graduate Admissions Committee consisting of five members of the graduate faculty appointed by the Chair. Although the admission decision takes into account a number of factors, most successful applicants have at least a 3.0 undergraduate GPA and GRE scores that place them in the 80th percentile. Applicants who do not meet these criteria are still considered for possible admission.

In addition to admissions, the Admissions Committee is responsible for developing and overseeing the entire admissions process from initial recruitment and contact of potential students to final acceptance. The committee also regularly reports data regarding admissions to the full graduate faculty. The Director of Graduate Studies serves as the principal contact point for admission inquiries and program information.

1.9 Tuition, Fees, and Other Costs

Unless waived by the University, students are responsible for all tuition, fees, and other costs. These costs vary from year to year and are subject to change without notice. Current university and college tuition and fees can be found at <http://tuition.wvu.edu/graduate> under Arts and Sciences. Students who receive financial assistance (e.g., a GTA position) or a tuition waiver must still pay college tuition and mandatory university fees each semester.

1.10 Housing

The University Housing and Residence Life Office (<http://housing.wvu.edu/>) provides information concerning University-owned housing. The Office of Campus and Community Life (<http://campuslife.wvu.edu/>) provides information concerning privately owned, off-campus housing. Listings for privately owned rentals change daily so students should check often to see what is available. Since private housing varies in quantity and quality, depending on location, it is advisable for students to arrange for housing in person to assure complete satisfaction with living arrangements.

1.11 Orientation Program

After acceptance into the program, students will receive notification of the Graduate Student Orientation sponsored by the Department of Political Science. This orientation will be held just prior to or at the beginning of the Fall semester. Attendance at this orientation is required. In general, students should plan to arrive on campus sometime during the period August 15-20 of the year in which enrolled. There is no formal orientation program for the Spring semester, although students entering in January will meet informally with the Director of Graduate Studies.

1.12 Course Registration

Students admitted to the program will receive notice of their admission both from the department and the Office of Graduate Admissions and Recruitment. Along with this notice will be a **Letter of Intent** to enroll in the program. The letter of intent should be returned to the Department of Political Science as soon as possible. Course registration will follow thereafter, either at your convenience during the pre-registration period or at the time of general registration at the beginning of the semester. Course registration should be arranged with the department's Director of Graduate Studies.

1.13 Advising

The Director of Graduate Studies serves as the advisor for all incoming graduate students. After the first year in residence, each PhD student will be assigned a permanent faculty advisor for the remainder of his or her program. The permanent advisor, along with the student, will make sure all requirements of the program are completed. Advisors will maintain the **Plan of Study** (Advisor's Checklist) in the student's file. In consultation with the Advisor each student must submit a Plan of Study to the office of the Dean during the first semester of residence. This plan serves as a guide for graduate work, and while not a binding contract, represents the anticipated course of study. It may be modified at any time, subject to the approval of the Director of Graduate Studies, the Department Chair, and the Dean of the Eberly College of Arts and Sciences.

PhD committees may also be changed between the comprehensive examination and the dissertation. While continuity of advisor and committee structure is advised, the selection of an advisor and committee is based on the academic interests of the student, and the department recognizes that these interests may change over the course of a student's program of study. By university rule, the college dean or representative thereof must approve any changes to committee membership.

2. GOOD STANDING AND ANNUAL EVALUATION

2.1 Minimum GPA Requirement for Continuation

In order to remain in good standing in either the MA or PhD program, students must maintain a 2.75 cumulative grade point average for all graduate coursework and attain a 3.0 in political science in each semester for which they are enrolled. Students who do not maintain a 3.0 cumulative average in political science will be placed on probation and/or suspended if they fail to regain a 3.0 cumulative average in political science in their next nine hours of study. Under no circumstances will a student be permitted to continue in the program if he or she falls below the minimum university requirement of 2.75 for two consecutive semesters. Courses taken as a pre-requisite are not counted toward meeting these criteria.

2.2 Annual Department Evaluation of Student Progress

At least once each academic year, all students will be reviewed by the graduate faculty to determine their standing in the program and to evaluate their progress toward obtaining the degree. The purpose of this evaluation is to help students assess their progress to date and to target particular goals and needs in the forthcoming semester or year. Students must complete a survey documenting their progress that is distributed by the Director of Graduate Studies during the spring semester. The faculty will evaluate students on the basis of their academic performance (cumulative GPA and performance in individual courses), level of commitment to the program (participation in seminars, colloquia, and other departmentally sponsored activities), task completion (including performance as a graduate assistant, if applicable), and timely progress toward completion of the degree.

2.3 Course Incompletes

Occasionally, students may, in agreement with the instructor, receive an Incomplete ("I") in a course. Incompletes are given only in unusual circumstances, principally because of unavoidable personal circumstances or for research topics requiring special development. It is college policy to require the removal of any incomplete received in a regularly scheduled course by the end of the next semester. Failure of the student to complete the requirements for the incomplete will result in the "I" changing to an "F."

2.4 Residency Requirement

Although graduate study may be pursued on a part-time basis, the nature of the graduate experience is such that it is highly desirable to devote full time to the program's course of study. Full time, on-campus study allows for the full utilization of library, computer, and other resources, professional interaction with faculty and other graduate students, and timely completion of the degree. Students in the MA and PhD programs are required to spend a minimum of one academic year in residency, taking a full load of courses, participating in colloquia, and generally contributing to the intellectual and professional life of the department.

2.5 Course Load

Full time students are expected to take a minimum of nine hours each semester in residence. In most instances, students will enroll in three regular courses (core or elective) plus the Colloquium, for a total of 12 hours. If a graduate student is using the University libraries, research facilities, or consulting with graduate committee members, it is necessary for the student to enroll for at least one hour of graduate credit (POLS 797) during that semester.

2.6 Auditing

To improve knowledge of the policy process and the discipline of political science, graduate students are encouraged to audit upper-level undergraduate courses (300 level). The auditing experience provides organized substantive knowledge of a subfield of the discipline or a related discipline. Students with fewer than twenty undergraduate hours in political science and doctoral students considering teaching should consider auditing political science or other courses relevant to their career aspirations. An auditor attends class sessions and reads class materials but does not submit to examinations or papers. Auditing a course appears on the student transcript so that prospective employers can assess the student's learning experience. Auditors enrolled for less than 9 hours must pay tuition, although tuition waivers do apply to audited hours.

2.7 Academic Integrity and Professional Ethics

West Virginia University, the Eberly College of Arts and Sciences, and the Department of Political Science are fully committed to academic integrity and ethical behavior as it relates to the academic enterprise and the political science profession. This means that the department will adhere strictly to the rules regarding academic honesty at the University, and the standards of the American Political Science Association in regard to professional ethics (APSA, *A Guide to Professional Ethics in Political Science*). Collectively, these rules and guidelines cover such items as cheating, plagiarism, sexual harassment, research integrity, student-faculty relations, co-authored works, and other matters related to cheating and professional ethics. Violation of these ethical standards **will** result in expulsion, in accordance with the rules of the University. **The Department of Political Science takes academic integrity seriously; students who engage in plagiarism in any course or on any comprehensive examination will be removed from the program.**

2.8 University Graduate Catalog

In addition to the rules and procedures described in this graduate handbook, all graduate students are subject to the rules and procedures described in the university's Graduate Catalog, which can be found at <http://catalog.wvu.edu/graduate/>. Students should familiarize themselves with the Graduate Catalog upon enrolling in the MA or PhD program.

3. RESOURCES FOR GRADUATE STUDY

3.1 The Graduate Faculty

The Department of Political Science has a nationally recruited graduate faculty. These faculty are organized on the basis of their functional contribution to the graduate program. Members of the graduate faculty and their specialties are listed below:

Faculty Member

Specialty

American Public Policy and Politics

Erin Cassese (SUNY-Stony Brook)	Political Behavior, Political Psychology, Gender, Research Methods
Shauna Fisher (University of Washington)	Law and Courts, Judicial Politics and Policy
William Franko (University of Iowa)	Public Policy, Public Opinion, State and Local Politics, Inequality, Research Methods
Patrick Hickey (University of Texas)	Presidency, Congress
Simon Haeder (University of Wisconsin)	Public Policy, Bureaucratic Politics
Matthew Jacobsmeier (University of Rochester)	Public Opinion, Racial and Ethnic Politics, Research Methods
John Kilwein (The Ohio State Univ.)	Public Law
Jason MacDonald (The George Washington University)	Congress, Bureaucracy, Separation of Powers Policy Making Research Methods
Philip Michelbach (UC San Diego)	Political Theory, Political Inquiry
Trisha Philips (Rice University)	Social and Philosophy, Moral Philosophy, Medical and Research Ethics
Jeff Worsham (Wisconsin-Madison)	Bureaucracy, Policy, Regulation

International and Comparative Public Policy and Politics

Scott Crichlow (Louisiana State University)	Foreign Policy Decision-Making, International Relations
Robert Duval (Florida State University)	National Security Policy, Research Methods
Clarissa Estep	International Studies, International Political Economy
Christina Fattore (Florida State University)	International Relations, International Political Economy, EU
Joe Hagan (University of Kentucky)	Comparative Foreign Policy, International Relations
David Hauser (University of Pittsburgh)	National Security Policy
Erik Herron (Michigan State University)	Comparative Politics, Electoral Systems and Rules
Jay Krehbiel (Washington University in Saint Louis)	Comparative Politics, Institutions, Courts

3.2 Graduate Assistantships/Fellowships

The Department of Political Science offers financial assistance to students on a competitive basis. Graduate assistantships and fellowships range from approximately \$11,200 to \$15,000 a year plus remission of tuition. There are also additional assistantships and fellowship opportunities offered in the greater University. These include the DuBois Fellowship, for minority applicants, and the Swiger Fellowship, open to all new PhD students. The McGance Fellowship, offered through the Department of Political Science and the Department of Public Administration, is reserved for MA applicants from West Virginia who are committed to public service in West Virginia. Other sources of financial aid include graduate assistantships in the Office of Housing and Residence Life, the Office of Social Justice, The Center for Black Culture, University Advising Center, University Extension Service, and Office of Institutional Analysis. College Work-Study and various loan programs are also available.

Every applicant to the graduate program is considered for financial assistance, provided he or she has completed the Departmental Application for Admission and Assistantship accompanying the application materials. Returning students are considered for funding provided they apply for renewal. Applicants for non-departmentally awarded scholarships (DuBois Fellowship, Swiger Fellowship, McGance Fellowship) should be prepared to submit separate applications for these fellowships by January 15. All other applications for financial assistance should be submitted by March 1. Graduate assistantships and fellowships will be announced around April 1. Information on fellowship opportunities is available at <http://graduate.wvu.edu/funding-and-costs/fellowships-and-scholarships>. Information on employment opportunities can be found at <http://studentemployment.wvu.edu/>. We have had a good deal of success with graduate students being funded by Undergraduate Education (<http://undergraduate.wvu.edu/>). In addition, the Division of Diversity, Equity and Inclusion (<http://diversity.wvu.edu/>), the Center for Black Culture (<http://cbc.wvu.edu/>), and the Center for Women's and Gender Studies (<http://womensgenderstudies.wvu.edu/>) provide funding opportunities for graduate students.

All graduate assistants and fellows are required to be full-time students (enrolled in nine hours or more). Students may hold only one appointment as a graduate assistant per term. Although holders of assistantships and fellowships are exempt from paying tuition, all students must pay the Mountainlair Student Union, U92 radio station and Daily Athenaeum newspaper fees, health fee, transportation fee, athletic fee, and recreation fee.

3.3 Office/Desk Assignment

Graduate teaching assistants will be assigned office space that will permit individual conferences with students enrolled in their classes. Graduate research assistants will be assigned offices or desks appropriate to their specific research activity. Although office and desk space is limited, the department will make every effort to accommodate all graduate students with office or desk space that is conducive to strong academic performance and professional development. Office and desk assignments are made at the beginning of each semester and no assignment is guaranteed for more than a single semester.

3.4 Telephone Services

The department provides telephone service for all graduate assistants for local calls only. Any long-distance use must be cleared by the Office Manager. In special instances, students may use long-distance service for research, but this must be approved by the Director of Graduate Studies or the student's research supervisor who will arrange such services through the Office Manager.

3.5 Mailboxes

All graduate students are assigned a mailbox on the third floor of Woodburn Hall next to the Seminar Room (Room 306E). Students should check their boxes daily for notices, messages, and personal mail. Students are expected to assume all costs of personal correspondence. Use of the department's mailing services is confined to official correspondence and is only rarely authorized by the department. Students engaging in mail survey research may request support from the department. Such requests should be made through the student's research supervisor to the Office Manager.

3.6 Graduate Student Association

All MA and PhD students are encouraged to join the Graduate Student Association in the department. This association promotes the interests of graduate students.

3.7 Research Travel Support

The University provides limited travel support for PhD students conducting research. Applications for this support (Doctoral Student Travel Program Application) may be obtained from the department and may be submitted at any time. The maximum award is \$400. This support may be used for data collection, travel to present a paper at a professional conference, or other appropriate research activity. Applications are to be prepared in draft form first and then presented to the Chair of the department prior to submission to the University granting authority. All final applications will be prepared neatly and carry the department's endorsement and matching financial commitment. This fund is limited, and PhD candidates desiring this support should submit their requests early in the fiscal year.

3.8 Dissertation Financial Support

The University provides financial support for dissertation research, including data collection, data analysis, printing, or other expenses. The maximum amount of any award is \$800. The application (Doctoral Student Research Program Application for Support) is available from the Department of Political Science. Applications should be prepared in draft form and submitted to the Chair of the Department. A neatly prepared final application carrying the department's endorsement will then be submitted to the University granting authority.

3.9 The Library

The West Virginia University Library contains over a million volumes and 900,000 microforms. Some 30,000 volumes are added each year, and 9,000 periodical titles are received. Major collections of particular relevance to political scientists are housed in Wise Library (General), Colson Hall (West Virginia Collection, Reserve Library), Evansdale (Education, Agriculture, Forestry, Engineering), Medical Center (Health), and Law Library.

Graduate students have full access to university libraries and are issued an encoded Library Card. As in every library, restrictions are imposed on the amount of time an item may be checked out and heavy fines imposed for violations. Failure to pay library fines will prevent students from registering for classes and from graduating.

3.10 Research Institutes

Students in the political science graduate programs have the opportunity to become associated as a graduate assistant with various research units at the University. These institutes operate separately from the department and select their own personnel, including graduate assistants. Research institutes which hire graduate assistants include:

Regional Research Institute
West Virginia University
PO Box 6825
Morgantown, WV 26506-6825
Telephone: (304) 293-2897
<http://rri.wvu.edu/>

National Research Center for Coal and Energy
West Virginia University
PO Box 6064
Morgantown, WV 26506-6064
Telephone: (304) 293-2867
<http://nrce.wvu.edu/>

3.11 Conference Papers and Participation

Although students entering the political science graduate programs are targeting a variety of careers, both academic and applied, a common requirement of all fields is the ability to conduct primary research. This ability involves a capacity to design a research project (including defining a research question), collecting data, data analysis, and writing, reporting, and presentation. In order to perfect these skills, graduate students are expected to prepare papers for presentation at local, state, and national conferences. The faculty will guide students in this important aspect of their professional development, often collaborating with students, and providing advice on the proper course to follow in presenting research. Students should seek opportunities to present their research, either singly or as co-authors with other students, or in collaboration with faculty. The most common research presentation experiences available to students at West Virginia University include department-sponsored colloquia and the annual meetings of the Southern, Midwest, and American Political Science Associations, as well as various other regional conferences and specialized meetings such as the annual meeting of the International Studies Association. This process should begin early in one's graduate career.

Ideally such conference paper presentations should be seen as a prelude to publication. Students are strongly encouraged to make publication the final goal of these extensive research activities. Publication in professional journals is generally perceived as the single most influential factor in enhancing placement of students in professional and academic positions.

3.12 Membership in Professional Associations

Graduate students are strongly encouraged to become student members of professional associations, including the American Political Science Association. Memberships are also desirable in selected regional associations such as the Midwest Political Science Association, the Southern Political Science Association, and the Western Political Science Association. Such memberships are indications of a strong commitment to the profession of political science and to the research and teaching activities associated with these professional groups. Application for memberships are typically available online.

3.13 Survey Research/Human Subjects

Some graduate students may receive training in survey research or other primary data collection techniques through one or more research methods or substantive courses taken in the Department of

Political Science or other departments. Training may include project design, questionnaire construction, survey sampling, telephone and personal interviewing techniques, survey coding, experimental design, and data analysis.

Students planning surveys or other primary data collection should work closely with their research project director in order to assure full compliance with all University regulations involving research on human subjects and the highest standard of professional ethics in conducting survey research. Surveys may be conducted only after University approval has been received. The student's project director should be consulted in regard to research conducted on human subjects to assure full compliance with University regulations.

Financing of research surveys is the primary responsibility of the student, although the department may, upon request, facilitate various aspects of the survey.

4. PROGRAM REQUIREMENTS

4.1 Hours for Degree

In order to receive the MA degree students must complete a minimum of 36 credit hours, exclusive of hours earned in the Graduate Colloquium. Students with course deficiencies or those lacking a background in statistics or economics may have to take courses that cause them to exceed 36 hours. Under normal circumstances, Regular graduate students should be able to complete the MA in four semesters, provided they enter the program in the fall semester and have sufficient background in statistics and political science.

Students in the PhD program normally complete a minimum of 72 credit hours, exclusive of the Graduate Colloquium. The 72 credit hours may include hours earned previously in a master's degree, provided the MA degree hours are relevant to the student's program. This total consists of 48 hours of instruction and the dissertation, which carries with it 24 hours of (POLS 797) graduate credit.

Although 72 credit hours is the minimum for PhD students, it is more important that the student take sufficient hours to become fully competent in the student's chosen fields of study. This may require more than 72 hours and the PhD student should be prepared for a long-term commitment to course work as well as independent reading and research. In most instances, doctoral students will take four years to complete all work for the PhD, including work completed for the master's degree.

Students completing an MA in Political Science or an MPA in Public Administration can expect their MA course work to transfer to the non-testing fields of the PhD, subject to graduate committee approval.

4.2 Courses

The Department of Political Science offers MA and a PhD degrees. Fields of study include Public Policy, American Politics, International Relations, and Comparative Politics. In addition to the courses within the fields of study listed below, special topics courses are often offered at the graduate level. Students should consult with the Director of Graduate Studies regarding which field of study a given special topics course will count towards.

4.2.1 Public Policy

These courses are designed to guarantee a common body of knowledge with respect to the field of policy studies and a demonstrated ability to conduct policy analysis. The public policy field includes:

POLS 530 Policy Analysis

POLS 531 Economic Analysis of Politics

POLS 536 Politics of Agenda Setting

POLS 555 Comparative Public Policy

POLS 611 Intergovernmental Relations

POLS 635 Seminar: Policy Evaluation

POLS 638 Seminar: Policy Implementation

POLS 710 Judicial Politics, Policy and Law

Note: POLS 710 may count towards preparation for a comprehensive examination in either American Politics or Public Policy, but may not count towards both.

4.2.2 American Politics

These courses are designed to guarantee a common body of knowledge with respect to the field of American politics, with a focus on institutions and political behavior. The field includes:

POLS 522 Racial & Ethnic Politics

POLS 523 Religion and Politics

POLS 630 Seminar: American Politics and Policy

POLS 710 Judicial Politics, Policy and Law

Note: POLS 710 may count towards preparation for a comprehensive examination in either American Politics or Public Policy, but may not count towards both.

POLS 712 American Construction and Political Development

POLS 715 The American Presidency

POLS 729 Seminar: State and Local Government

POLS 791O Congress

POLS 791Q American Political Behavior

4.2.3 Courses in International Relations

These courses are designed to guarantee a common body of knowledge with respect to the field of international relations. The field includes:

POLS 560 International Relations Theory and Policy

POLS 660 International Political Economy

POLS 665 Comparative Foreign Policy

POLS 666 National Security Policy

POLS 667 Foreign Policy Decision Making

4.2.4 Courses in Comparative Politics

These courses are designed to guarantee a common body of knowledge with respect to the field of comparative politics. The field includes:

POLS 550 Comparative Politics

POLS 551 Comparative Political Institutions

POLS 555 Comparative Public Policy

POLS 559 Contentious Politics

POLS 650 Professional Seminar in Comparative Politics

4.2.5 Courses in Political Research Methods and Theory

The Department of Political Science requires all students to develop competence in those research methods commonly employed in policy research and political science. The core research methods courses are:

POLS 600 Introduction to Political Research

POLS 601 Quantitative Political Analysis

POLS 602 Advanced Quantitative Methods

POLS 603 Selected Topics in Research Methods

POLS 670 Professional Seminar in Political Theory

4.2.5 POLS 797: Research

This course requires students to complete research toward the completion of their dissertation. All PhD students must take at least 24 hours of POLS 797 as part of the PhD degree requirements.

Students taking POLS 797, "Research," must consult with their advisors prior to the semester during which they enroll in 797. In consulting, students and their advisors will develop a "plan for

797 hours.” These plans will provide information—at a level of detail deemed suitable to advisors—regarding what work students will complete during the semester. The volume of work should be a function of the number of hours for which students enroll; more work will be required for students taking 9 credit hours of POLS 797 than students taking 6 credit hours, for example. In determining how much work to provide for in the “Plan for 797 Hours,” advisors may refer to the description of what 1 credit hour means to the University below. Because POLS 797 provides for students to receive academic credits while conducting research on their dissertations, the plan that students and their advisors develop should ensure that students make demonstrable progress on their dissertations. Students taking POLS 797 must provide their advisors with a plan describing the work that they will do to meet the credit hours requirement. Advisors will assess whether this plan is sufficient and will revise it accordingly with the student. Advisors then may submit this plan to the Director of Graduate Studies at the beginning of the academic semester during which students take POLS 797 hours. Advisors will notify the Director of Graduate Studies as to whether students made “satisfactory” or “unsatisfactory” progress on their plan at the end of each semester. These reports from advisors will allow the Director of Graduate Studies to enter grades for students enrolled in POLS 797.

4.3 MA Degree Requirements

The MA degree requires 36 hours of graduate level work, with no more than 12 hours coming from advanced undergraduate topics, subject to approval by the Graduate Director. MA students must complete a three-course methods sequence and nine elective courses, in consultation with the Director of Graduate Studies, to complete the MA.

All full-time MA students must register for POLS 799 **Colloquium** each semester in residence.

4.4 PhD Degree Requirements

The PhD consists of two fields chosen from American Politics, International Relations, Comparative Politics, and Public Policy. Students choose two major fields in which they take comprehensive field examinations (see 4.6). In each of these fields, students must take four courses. In addition, students must take two electives and four methods courses (POLS 600, 601, 602, and 603).

4.5 Candidacy Requirements

All students entering the PhD program are reviewed each year to determine eligibility for continuation as a candidate for the PhD.

4.6 PhD Comprehensive Examinations

Comprehensive written examinations are administered at the completion of the candidate's formal course work in the 2 major fields constituting the PhD.

Objectives The comprehensive examination is a measure of the doctoral candidate's knowledge of political science and policy analysis. It evaluates the knowledge of the candidate from courses and seminars, directed readings, audited courses, and general reading and independent inquiry. The candidate should anticipate that questions will range beyond topics covered in courses. The comprehensive examination therefore is an evaluation of the candidate's understanding of the nature of political science and policy research, the theoretical issues of political science and the policy sciences, the nature of empirical inquiry, the scope and limitations of existing research on politics,

government, and public policy, and either the professional practice of policy analysis or the teaching of political science. From the beginning of doctoral study candidates should seek out graduate faculty in the fields of their comprehensive examination for study suggestions and advice on preparatory reading, and they should consider enrolling in or auditing advanced undergraduate courses related to their examination fields.

Scheduling Procedures

1. Comprehensive examinations are administered two times per academic year, once in August, and once in January. Students who fail a comprehensive exam also have the option of retaking that exam in May. A candidate can sit for an exam after the completion of (A) the candidate's formal course work in a field as specified on the candidate's plan of study, and (B) the elimination of all incomplete grades in courses that are required to complete that particular area. August and January exams are typically administered during the week before classes start or during the first week of classes. May exams are scheduled on a case-by-case basis.
2. At least three months prior to the examination the candidate will consult with their advisor and the Director of Graduate Studies regarding the composition of the three person examination committee to be chosen from the faculty in the field of study (American Politics, Comparative Politics, International Relations, or Public Policy), one of whom will be designated as chair. Committee members must include members of the faculty with expertise in the examination field, with the regular members of the graduate faculty the ultimate arbiter regarding the composition of an examination committee.
3. Exams are written over an eight hour period. Candidates are allowed to use notes and references in answering the question on the exam.

Suggestions for Exam Preparation

1. Candidates should seek out graduate faculty in the fields of their examination for study suggestions and advice on preparatory readings.
2. Candidates should review all course material and assigned readings, and should consider preparing detailed reading notes, annotated bibliographies, or outlines.
3. Candidates should complete departmental reading lists when available and should consider preparing detailed reading notes, annotated bibliographies, or outlines.
4. Candidates are expected to have reviewed current research published in academic journals related to the fields of their examination. Candidates should consider reviewing several years' worth of journal volumes and develop detailed reading notes and outlines of selected fields or topics of inquiry. Candidates may want to consider reviewing the works of significant scholars in the fields of their examination.
5. Candidates may consider enrolling in advanced undergraduate courses related to their examination fields, or completing readings from those courses.
6. Candidates should, at their own initiative, investigate other preparatory readings such as recently published books, class published works in the field, or government reports and popular writing on policy areas.

A Note on Faculty Expectations

In line with the expectations detailed above, candidates should note that comprehensive exams are designed to test your knowledge of your fields in a broad manner and thus are not restricted to covering course material. The faculty expects you to know the broad contours of the fields and to develop answers that reflect both course material and material read outside of seminars. Moreover, you should anticipate using the entire time allotted to develop and write your answers. While some time should be spent developing ideas, lists of authors to be covered, and outlines for answers, the faculty expects you to spend the vast majority of the time writing. As a result, candidates are strongly encouraged to develop well-organized reading notes, annotated bibliographies, references guides, and outlines.

Testing and Evaluation Procedures

1. Candidates are given an 8 hour period to complete the exam. Exams are distributed via email at 9AM (normally a Thursday) and must be returned by 5PM on the day of the exam.
2. Committee members will serve as examination readers. They will grade and return their written evaluation of their portion of a candidate's examination to the Director of Graduate Studies within fourteen calendar days after the completion of the examination. After considering the examination readers' evaluation and grades of high pass, pass, low pass, or fail on each question, the candidate's committee will assign a grade of high pass, pass, low pass, or fail for each field or subfield of the examination.
3. If all members of an exam committee agree that an exam is close to the threshold between receiving a grade of "fail" and a grade of "low pass," the committee may request an oral defense of the student's mastery of the material on the exam. The decision to offer an oral defense must be agreed to by all members of the exam committee, and may not be appealed. Oral defenses must occur within one week of the student being notified of the opportunity to defend their exam orally. Students offered an oral defense may decline the offer and accept a grade of "fail." Successful oral defenses will result in exam grades of "low pass," and unsuccessful defenses will result in exam grades of "fail." Students will be notified in writing of whether oral defenses are successful or unsuccessful within 48 hours of their defense.
4. Candidates who fail an examination can be required by their committee to complete a plan of study before taking a second examination on the field. If a candidate fails a written field a second time, their participation in the Ph.D. program will be terminated subject to written appeal to the entire graduate faculty.
5. Written examinations and written evaluations of the examination become a permanent part of the candidate's departmental file.
6. If a student wishes to appeal a decision to remove them from the program based on failure of comprehensive exams, the student must appeal to the graduate admissions committee. The student may submit materials on his or her behalf, including a letter of support from his/her advisor. The graduate admissions committee will determine whether the appeal is granted.

MA Candidacy

Normally doctoral candidates who pass a PhD comprehensive and have not been awarded the MA degree in Political Science from West Virginia University will be nominated for this degree upon the completion of their first examination and fulfillment of MA course requirements.

4.7 PhD Dissertation and Prospectus

All doctoral students must complete a dissertation designed in accordance with the candidate's career objectives. The initial dissertation topic and research design must be approved by the faculty committee, chaired by the candidate's dissertation advisor. Members of the committee will be selected in consultation with the candidate and the Director of Graduate Studies. Although work on the dissertation does not begin formally until after the successful completion of comprehensive examinations, it is desirable for doctoral students to begin early planning for the dissertation. Early planning and consultation, both as to topic and research design, and committee membership, enhances the probability of completion without major problems.

The prospectus must be completed and formally defended before a dissertation committee within **nine months** following the successful completion of the final comprehensive exam. When a student does not defend his/her prospectus within nine months after passing his/her comprehensive exams, s/he is "off normal progress." At this point, the student will have another **six** months to defend his/her prospectus. If students still have not defended a prospectus 1 year and 3 months after passage of their second comprehensive field exam, students must write a memo to the Graduate Admissions committee if they wish to remain in the program. In this memo, they must explain why they have not yet completed a prospectus, what measures they plan to pursue to complete one, and lay out a time frame for completion. The admissions committee will then decide if students remains in the program.

The prospectus is a research design that acts as an informal contract between the student and the dissertation committee to clarify the dissertation's nature and scope. It should contain at least the following nine parts:

- a **cover page**
- a 100 to 200 word **abstract** summarizing the dissertation's topic, methodologies employed and expected contribution to the literature
- a proposed **table of contents** for the dissertation
- a brief **introduction** stating in clear, precise and concise language, the dissertation's objectives, research hypotheses, and methodology
- a **literature review** that (1) demonstrates command of the existing literature and (2) indicates how the dissertation will enhance the existing literature
- a discussion of the **theoretical argument** that demonstrates how the dissertation will meet the University's requirement that all dissertations must "embody a definite contribution to knowledge"
- an explanation of the **methodologies** used, including the operationalization of all variables and justification for the use of any selected models and tests of statistical significance
- a brief **conclusion** indicating the expected results and their significance, and
- a comprehensive **bibliography**.

The prospectus should be between 20 to 25 pages in length. When composing your prospectus, you should follow the guidelines located at:

<http://politicalscience.wvu.edu/graduate/resources-for-current-students-and-faculty/dissertation-prospectus-requirements>

A final oral defense of the dissertation occurs after submission of a penultimate copy of the dissertation. The final, approved copy must be submitted in accordance with all university requirements.

4.8 Graduate Colloquium

An essential professional activity within the department is the Graduate Colloquium. The colloquium consists of an on-going series of speakers, seminars, research presentations, and workshops designed to encourage professional development and the lively exchange of ideas among graduate students and faculty. The intent of the colloquium requirement is to provide the opportunity to socialize all graduate students into the profession of political science and to promote a sense of collegiality among graduate students and between graduate students and faculty. Colloquium credit will be three hours per semester. *All full-time graduate students must register and attend a minimum of three department colloquia per semester. Part-time students should make an effort to attend as many colloquia as possible.*

All PhD students must present a colloquium sometime before graduation. Advisors will work with doctoral candidates to schedule an appropriate time for completion of this requirement. The presentation can be used for practice job interviews, practice conference presentations, or simply discussion of completed work or research in progress.

Since the colloquium is a required activity, all full-time students must enroll in POLS 799 Colloquium each semester in residence. Grading is on a Satisfactory ("S"), Unsatisfactory ("U") basis, as determined by attendance and/or other requirements.

5. GRADUATE ASSISTANT RESPONSIBILITIES5.

5.1 GA Work Assignment and Hours

Students receiving graduate assistantships are obligated to be available for assignment for the entire academic year (normally mid-August through mid-May) in which the assistantship is received. Although the teaching and/or research assignment may vary from one assistantship to another, the total hours per week for which an assistant is obligated is 20. Specific teaching and research assistantship assignments are made by the Director of Graduate Studies at the beginning of each semester. Each assignment is based on two principal factors: (1) the overall professional development of the student; and (2) the needs of the department and faculty. Insofar as possible, graduate assistants will be rotated in assignment in order to maximize the students' professional experience. Typical assignments include independent teaching, leading recitation sections of large lectures, proctoring, grading, research assistance, computer laboratory assistance, computer data entry and analysis, literature searches, and selected administrative duties.

All department GAs (RAs and GTAs) and students receiving more than two waiver hours during a given semester are required to sign up for proctoring and course evaluation assignments. A list of courses requiring proctors is normally posted in the 2nd week of the semester.

Since graduate assistants are employees of the University, they are expected to adhere to all the rules of the university, including those dealing with sexual harassment, building and office security (including keys), university property, and the confidentiality of student records. All GTAs are required to attend the University's orientation for GTAs prior to the start of classes in the Fall term.

5.2 Research Assistantships

Graduate assistants assigned research functions in which they are to assist one or more faculty members are expected to report to their faculty supervisor(s) at the earliest possible time during the first week of the semester for instruction on their specific responsibilities. It should not be the case that the faculty member(s) have to track down the assistant. Likewise, it is not the responsibility of the faculty member(s) to have to initiate contacts with the RA throughout the semester; this is a responsibility of the graduate assistant. Projects and assignments given to RAs are to be performed on a timely basis and any assignment involving proctoring of classes or other activities requiring service on a specific date should be adhered to strictly.

5.3 Teaching Assistants

Graduate students assigned as teaching assistants to large lecture classes should make arrangements to meet with the instructor of the course prior to the beginning of the semester. Responsibilities vary by assignment and course, but usually include completing the course's readings and attending lectures, answering student questions regarding both, preparation for examinations, and administration of quizzes. TAs also proctor and grade examinations, and are expected to attend lectures. TAs should make themselves available to students through formal office hours at least three hours per week. A schedule of office hours should be available to the department secretaries. It is desirable for students to serve as a TA prior to assuming independent teaching responsibilities.

5.4 Independent Teaching Responsibilities

Advanced graduate students may be assigned independent teaching responsibilities. In this instance, graduate teaching assistants are given the responsibility for planning and implementing one or more courses in consultation with appropriate faculty mentors. Typically, graduate assistants are assigned to teach introductory courses in their field of specialty. Those courses most often assigned to one or more graduate assistants in any given semester are:

POLS 102	Introduction to American Government
POLS 103	Global Political Issues
POLS 210	Law and the Legal System
POLS 220	State and Local Government
POLS 230	Introduction to Policy Analysis
POLS 240	Introduction to Public Administration
POLS 250	Introduction to Comparative Politics
POLS 260	Introduction to International Relations
POLS 300	Empirical Political Analysis

Students assigned independent teaching responsibilities are expected to work closely with the Director of Undergraduate Studies or the Director of Graduate Studies as well as the specific faculty member(s) associated with the particular course to which student is assigned. The Director of Undergraduate Studies or the Director of Graduate Studies and the faculty member will review the course syllabus and other teaching materials, serve as a resource person, and review the course teaching evaluations.

Every teaching assistant who is independently responsible for a course will have an office area to meet with students. Instructors should make themselves available to students through formal office hours at least three hours per week. A schedule of office hours should be available to the department secretaries. In addition, any tests that require reproduction should be given to the secretaries in sufficient time to assure their readiness on the date required. This may be a matter of several days if the test is lengthy, such as is often the case with a multiple-choice type examination. Finally, if problems of discipline, academic honesty, or inter-personal problems arise, they should be brought to the attention of the Chair of the department at the earliest possible moment.

Independent teaching is an important step in enhancing the marketability of a student who wishes to obtain an academic placement. Successful performance, as indicated by course evaluations, are a valuable addenda to the student's placement credentials. In addition, teaching is a rewarding experience in and of itself.

5.5 Teaching Practicum

Prior to assignment as an independent teaching assistant, students should register for POLS 790 **Teaching Practicum**. The student will work with his or her advisor and the Director of Graduate Studies to select an undergraduate course for the purpose of providing training in classroom instruction. The student will be responsible for assisting the professor in all phases of the course, including the presentation of one or more lectures, and will attend class to provide a basis for the student's own entry into the classroom. The instructor will convey to the Director of Graduate Studies the appropriate grade for the course (S or U). In addition, the student is encouraged to attend classes taught by other faculty in the department. The student should produce a "syllabus" for the semester which parallels the course that is being used as well as identifies other classes in which the student has observed. The student will coordinate this with all participating faculty.

5.6 Teaching Evaluations

Graduate teaching assistants who have responsibility for their own courses are required to have their courses evaluated each semester. Teaching evaluations are administered by the department using the official university form during the final week of instruction. The evaluation takes about 20 minutes to administer. Teaching evaluations are returned to the instructor in about six weeks. These evaluations serve as a basis of the Department evaluation of student teaching. Graduate instruction is evaluated as excellent, good, satisfactory, and unsatisfactory. In evaluating student instruction emphasis is placed on a combination of factors, including course syllabus, GPA, student evaluations and feedback.

5.7 Annual Evaluation of Graduate Assistants

In addition to the annual evaluation of all graduate students in regard to academic progress, the department also conducts an evaluation of performance in regard to assistantships. The criteria for this evaluation are work performance, diligence, punctuality, initiative, and general responsibility. These criteria, together with academic performance, constitute the basis for continuation of assistantships.

5.8 Sexual Harassment Policy

The department stresses the need to guard against sexual harassment in the workplace, and requires that all GTA/RAs acquaint themselves with college and university guidelines. A copy of the WVU sexual harassment policy will be provided to all students, and its policies must be strictly adhered to.

6. University Graduation Requirements

6.1 University Policy on Enrollment in Final Semester

All graduate students must enroll for at least 1 credit hour during the semester (or summer) of graduation.

6.2 Dissertation Defense and Submission of Approved Copy

Doctoral candidates must submit a dissertation pursued under the direction of a single political science graduate faculty member in consultation with at least three other graduate faculty, one of whom must be from outside of the department. Members of the dissertation committee are selected in consultation with the Director of Graduate Studies and the faculty advisor.

After the candidate's dissertation has been determined to be at a draft stage meriting an oral defense, the oral examination is scheduled. The student's committee chairperson must indicate in advance the time, place, and examining committee members and receive clearance from the Graduate Office of the Eberly College of Arts and Sciences before the examination can be given. Such notification of doctoral examinations must be received at least three weeks before the examination date.

After acceptance by the examining committee, the dissertation must be signed by no less than three of the four committee members. Rules regarding final preparation of the dissertation is specified in the Degree Regulations section of the University's Graduate Catalog. The student is required to submit the dissertation electronically through <https://etd.lib.wvu.edu/>.

6.3 Summary of Doctoral Requirements (University)

1. Shortly after admission to the program (usually within the first semester of course work), the student consults with the Director of Graduate Studies regarding the plan of study.
2. Student completes requisite course work and other program requirements, satisfying also the stipulated residency requirement.
3. Student takes written and/or oral comprehensive (qualifying) examination for admission to candidacy. The results are communicated to the appropriate office by the student's graduate program adviser.
4. Student undertakes a doctoral dissertation under the guidance of a dissertation committee. The dissertation phase begins with approval of a dissertation prospectus by the dissertation committee, the department chairperson, and the school or college dean.
5. A copy of the preliminary draft of the dissertation is given to each committee member at least one month prior to the final oral examination.
6. The dissertation adviser (committee chairperson) requests a clearance for the final examination from the school or college dean's office **no later than three weeks** before the scheduled date. Student pays fee and completes graduation forms.
7. The time and place of the examination is announced.
8. The student defends the dissertation in an oral defense.

6.4 Summary of Master's Requirements (University)

1. Shortly after admission to the program (usually within the first semester of course work), the student consults with the Director of Graduate Studies regarding the plan of study.
2. Student completes requisite course work and other program requirements.
3. Student completes an *Application for Graduation and Diploma*. This should be done no later than two weeks after registration of the final semester.

6.5 Time Limits

Doctoral students are allowed up to five years after passage of comprehensive examinations to complete the degree. If more than five years has transpired, the student must re-take the comprehensive examinations and meet whatever other requirements the department deems appropriate to remain current in the discipline and to qualify for the degree.

Master's students have a total of eight years to complete their degrees. Both MA and PhD students must have any course work extending beyond the eight year limit recertified if they are to use such courses as counting toward degree requirements.

6.6 Graduation Ceremony

Master's and PhD degree recipients are urged to attend University and department-sponsored graduation ceremonies in celebration of the achievements which these degrees represent. The University holds ceremonies in May and December; the department only in May. Students who intend to graduate in the summer, in December, or in May, should attend the department's May ceremony, at which time all graduates are honored. Graduates and their families will receive notice of the department's graduation ceremony and accompanying activities.

7. PLACEMENT

7.1 The Job Market

Students in the political science graduate programs typically target two main avenues of employment. The first, for PhD students, is the academic job market in the nation's colleges and universities, both in the U.S. and abroad. The PhD is a requisite for these positions, as is a necessity for demonstrating outstanding research skills. PhD graduates of this department have become increasingly competitive nationwide in the search for positions in higher education. Their success is testimony to the rigor of the doctoral program and the reputation the program has achieved in recent years.

The MA program is linked to the academic job market in that students in the MA program use this degree as the first step in leading toward the PhD. Many successful master's degree holders in the political science program ultimately continue on to complete their PhD at West Virginia University. The transition from MA or MPA to PhD can be accomplished with ease and is a natural choice for many students. Other master's students decide to continue their work toward the PhD at other universities, and the graduates of this MA program do very well at other universities, largely because of the quality and rigor of the WVU program.

The second targeted area of employment is government and the private sector. Both MA and PhD students, but particularly master's degree holders, most often seek positions as policy analysts in government or with private organizations. There are many positions in government, at all levels, and in both executive and legislative branches, that are available to well-trained political science students and policy analysts. These include government agencies such as the U.S. General Accounting Office, the U.S. Department of Education, the U.S. Department of Health and Human Services, the U.S.

Department of Commerce, and so forth. State agencies such as the Commission on Aging and international organizations, such as the International Monetary Fund, also provide positions for policy analysts. Likewise, Congressional and state legislative committee and research organizations hire persons especially trained in policy analysis. In all, there are some 15 million jobs in government, many appropriate for persons with advanced degrees in political science or policy analysis.

In the same way that government provides opportunities for political scientists and policy analysts, so too does the private sector, particularly special interest groups. There are, today, some 150,000 organized interests in the U.S., many of them with programs that focus on governmental affairs. These organized groups frequently hire political scientists and policy analysts to assist them in making their case before Congress, state legislatures, and executive agencies. Strong lobbying and public affairs divisions are present in almost every major interest group, including those representing the environment, health, energy, labor, business, education, agriculture, social welfare, and the like. Both the MA and PhD programs at WVU target these positions.

7.2 Building the Placement Vitae

Students are urged to begin early to build a job placement curriculum vitae (CV) or resume that will highlight their skills and experience. Contained in the CV should be specific skills gained from courses, such as statistics, knowledge of policy evaluation techniques, understanding of the policy process as it relates to applied policy analysis, and training in economics and other associated fields. The CV should also highlight work experience as a policy analyst, research reports for which you are the author, co-author, or member of a project team, publications in professional or applied journals, paper presentations, and other reports, papers, and activities demonstrating research competence.

7.3 Compiling Placement Credentials

The department will assist students in compiling their credentials and mailing them to potential employers. These credentials should be flawlessly prepared and carry with them the endorsement of the department as revealed in a cover letter and supporting documents. The credentials packet should include:

1. Cover Letter from Department Chairperson
2. Letter from Candidate Expressing Interest
3. Curriculum Vitae
4. Letters of Reference
5. Transcript
6. Writing Sample (as requested)
7. Teaching Evaluations (as requested)
8. Other

The American Political Science Association maintains a placement service. Doctoral students completing their degrees should investigate the service and plan to attend one or more association meetings (e.g., APSA, MWPSA) to meet with representatives of colleges and universities advertising positions. In addition, the APSA publishes job openings online through its eJobs service. Students on the academic job market who are not yet members of APSA should become members in order to access this service.

7.4 Online Employment Resources for Political Scientists

An extensive list of online resources, including the links listed here, is available at the Association's website: <http://www.apsanet.org/eJobs>

<p>Federal Government Office of Personnel Management: https://www.usajobs.gov/</p>	<p>Business/Management/Non-Profit The Johns Hopkins University SAIS: Career Services Management consulting, investment banking, non-profits, multilaterals, government research: http://www.sais-jhu.edu/career-services#my-job-search-saisworks-career-resources</p>
<p>State Government Multi-state Associates Inc. list of state legislative web sites: https://www.multistate.com/content/state-legislature-websites</p>	<p>Independent Sector Links to hundreds of non-profit organizations: https://www.independentsector.org/</p>
<p>Public Administration Careers in Public Service: http://publicservicecareers.org/</p>	<p>Fundraising Philanthropy Journal Online - Links to organizations, educational programs, and job listings: http://www.philanthropyjournal.org/</p>
<p>Political Research American Association for Public Opinion Research: http://jobs.aapor.org/</p>	<p>Foundations An extensive list of foundations, with brief descriptions and links: http://www.foundationlist.org/</p>
<p>Think Tanks An extensive list of think tanks: http://www.citizensource.com/Opinion&Policy/ThinkTanks.htm</p>	<p>Journalism http://www.journalismjobs.com/index.php</p>
<p>NGOs NGO Locator: http://www.ngopulse.org/vacancies</p>	<p>JournalismNext.com Emphasis on employment for minorities and women: http://www.journalismnext.com/</p>
<p>Lobbying LobbyingJobs.com: http://www.lobbyingjobs.com/</p>	<p>Law Enforcement Law Enforcement Links: https://www.montclair.edu/chss/justice-studies/resources/law-enforcement-career-links/</p>

APPENDICES

MA in Political Science
Preliminary Plan of Study

Course	Number	Hours	Term
METHODS (9 hours):			
Introduction to Political Research	POLS 600*	3	_____
Quantitative Methods	POLS 601*	3	_____
Advanced Quantitative Methods	POLS 602*	3	_____

*or alternative methods course approved by the Director of Graduate Studies.

POLITICAL SCIENCE ELECTIVES* (27 hours):

(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____
(5)	_____	_____	_____	_____
(6)	_____	_____	_____	_____
(7)	_____	_____	_____	_____
(8)	_____	_____	_____	_____
(9)	_____	_____	_____	_____

* 500-level or higher POLS courses, not including POLS 790, 797, or 799. Up to 12 hours total may be earned in 400-level POLS courses in consultation with the Director of Graduate Studies. Non-POLS course selections must be approved by the Director of Graduate Studies.

GRADUATE COLLOQUIUM: Students must register for 3 hours of POLS 799 each semester in residence.

PhD in Political Science
Preliminary Plan of Study

Course	Number	Hours	Term
METHODS (12 hours):			
Introduction to Political Research	POLS 600*	3	_____
Quantitative Methods	POLS 601*	3	_____
Advanced Quantitative Methods	POLS 602*	3	_____
Advanced Quantitative Analysis	POLS 603*	3	_____

*or alternative methods course chosen in consultation with your advisor and approved by the Director of Graduate Studies.

FIELD 1 (12 hours):

(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____

Comprehensive Exam 1: _____

FIELD 2 (12 hours):

(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____

Comprehensive Exam 2: _____

POLITICAL SCIENCE ELECTIVES* (6 hours):

(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____

* 500-level or higher POLS courses, not including POLS 790, 797, or 799. Up to 12 hours total may be earned in 400-level POLS courses in consultation with the Director of Graduate Studies. Non-POLS course selections must be approved by the director of graduate studies.

DISSERTATION RESEARCH HOURS (24 hours minimum total, typically post-course work):

Research	POLS 797	1-15 per semester
----------	----------	-------------------

GRADUATE COLLOQUIUM: Students must register for 3 hours of POLS 799 each semester in residence.