

Wright State University
Master of Arts Program in International and Comparative Politics
(ICP)
Student Handbook
2009-2010



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Table of Contents:

Graduate Research: Inquiry and Scholarship2

Academic Courses3

 Program of Study (POS)3

 Transfer Credit.....4

 Adequate Progress4

 Incomplete Grades4

 Courses Requiring Permission.....5

 Maintaining Active Status with School of Graduate Studies7

 Re-Application to the ICP Program.....8

 University Resources for Academic Success.....8

 Interdisciplinary Opportunities.....9

Financial Assistance10

Academic Conduct11

 Relationships with Faculty, Classmates and Staff11

 University Procedures on Academic Misconduct12

Graduation Policies and Procedures12

Completing the Master’s Thesis or Master’s Project13

 Human Subjects Review13

 Thesis14

 Project17

Life after the M.A. degree.....19

 Letters of recommendation20

Appendices:

Registration Permission Form21

Templates:

Template: Program of Study22

 Template: Signature Page for Prospectus24

 Template: Signature Page for Thesis Defense25

 Template: Cover Page for Completed Thesis26

 Template: Abstract Page for Theses and Projects.....27

 Template: Signature Page for Project Proposal28

 Template: Signature Page for Project Presentation29

 Template: Cover Page for Completed Project30

Welcome to the Master of Arts Program in International and Comparative Politics (ICP)!

This degree is designed to enhance students' awareness of issues that impact citizens, governments, and institutions around the world. We are glad that you are a part of our program and we look forward to working with you.

Graduate school is an intellectually challenging and stimulating experience during which time students will be able to explore some of the most important questions in their field of choice and develop a working relationship with academic mentors in order to complete an original final product.

Faculty members in the Department of Political Science have prepared this handbook to help guide graduate students in the International and Comparative Politics program through this process. Please work closely with the program faculty in order to make the most of the educational opportunities available to you.

In addition to these guidelines, students should familiarize themselves with the requirements of the WSU School of Graduate Studies, available online:

<http://www.wright.edu/sogs/thesis/index.html> (Thesis/dissertation handbook)

<http://www.wright.edu/sogs/policies/index.html> (Policies/procedures manual)

Graduate Research: Inquiry and Scholarship

As a student enrolled in a graduate program, you are working within a larger community of academic inquiry and scholarly research. The vibrancy of this enterprise is maintained by the quest for deeper insight that is fueled by scientific inquiry. During the course of your enrollment in the Master of Arts Program in International and Comparative Politics, we hope to equip you with the skills, tools and perspectives to facilitate your participation more directly in the development of scholarship. This will build upon the skills already developed in other educational pursuits and work experiences and will require new ways of thinking, writing and analyzing. Every profession has its conventions for accomplishing desired goals, including academic subfields. Even those students who have already completed graduate-level work in other fields may find the way of conducting research and analyzing scholarship in International Relations and Comparative Politics to be a bit different.

In comparing graduate and undergraduate education, the differences are manifold. While bachelor's degrees are mostly focused around acquiring knowledge and skills for critical thinking,

master's level education pushes the student to grasp fields of research (known as literatures), think conceptually, and attempt to contribute independently to a closely defined field of research. Please be patient, both with yourself and with those trying to guide you. Know that the feedback and attention afforded you is provided in the spirit of academic inquiry and professional development.

Academic Courses

At the beginning of graduate study, students naturally want to gain a sense of how long they will be enrolled in the program. Although each student's time constraints, research availability and commitment level may vary, students generally need approximately two years of full time work to successfully complete the entire program.

Students are permitted to enroll in the ICP program on either a full-time (eight to fourteen credit hours per quarter) or on a part-time basis. The only exceptions to this are students receiving some levels of financial support from Wright State University, as outlined below. The School of Graduate Studies requires students wanting to register for more than 16 credit hours in any given quarter during the academic year (nine credit hours per summer term) to request permission from the Dean of the Graduate School. The ICP program strongly recommends against taking on such a heavy load of courses and will only support such petitions in rare circumstances.

Timely registration is necessary for accurate planning, accounting and forecasting. Please be sure to register during your scheduled time frame. Each quarter, the program director will post a list of relevant courses for ICP grad students. Students may select courses beyond this list, but they should do so in consultation with either their thesis chair or the program director.

Program of Study (POS)

The Program of Study (POS) is an official listing of courses in which each student plans to enroll in order to complete the master's program. The Wright State University School of Graduate Studies recommends that each student complete an initial POS before the end of the second quarter of full time study. Templates for the POS within the ICP program are provided in the appendix to this handbook and also available on the ICP Grad Students page in WINGS.

The POS includes four sections: Core courses (PLS 703 – Research Design; PLS 730 – Theories; PLS 731 – Seminar); methodology (either Modern Language or Quantitative Analysis); Electives (at least 24 credit hours); and Graduate Thesis or Project (at least ten credits). Within the

electives, students designate one track or concentration, choosing among: peace and security studies; international organizations; or area studies. The track helps a student focus their elective coursework and assignments to develop an area of expertise in preparation for the final thesis or project.

Students should complete an initial POS in consultation with the Program Director, preparing revisions of this document, when necessary, with either their thesis or project director. Each revision of the POS should be presented to the Program Director for approval. It will then be forwarded to the School of Graduate Studies on the student's behalf. Before applying for graduation, students should confirm that their POS on record accurately reflects all completed coursework. Discrepancies will delay the processing of your graduation application and could even require a postponement of your matriculation.

Transfer Credit

Most students in the ICP program will complete all of their coursework for the degree at Wright State University. Students who have completed coursework at other programs or universities may petition to have some of their courses transferred as credit toward the ICP degree, only in the elective section of the POS. Approval of these requests is on a case-by-case basis, and is completed only after a student has completed at least one quarter of work in the program. This is done to ensure that the student is pursuing elective credits in topics related to his or her planned research for the degree. The WSU School of Graduate Studies caps graduate transfer credit at twelve hours, with exceptions for military personnel or families or military personnel.

Adequate Progress

In order to maintain adequate progress in the ICP program, students must earn an "average" (C) grade or better in each of their courses. Students earning below a C in a particular course will be placed on probationary status until their GPA improves. Please note that no more than nine credit hours of C grades can be included in your final program of study.

Incomplete grades

Every now and then, a student may need time beyond the quarter to complete required coursework for a particular class. In these cases, students should approach the instructor to request an incomplete grade. If the faculty member is in agreement, the student and the instructor will sign a

contract for an incomplete grade, stating the agreed deadline to complete the required work. Students should approach the faculty member no later than two weeks prior to the end of the course to request consideration, unless there is an emergency situation that warrants otherwise.

It is the student's responsibility to keep track of this deadline and to request an extension if necessary (incompletes will revert to "F" grades if they are not completed by the agreed upon deadline). Before the student applies for graduation, all incomplete grades must be cleared from the academic record.

Courses requiring permission

Students registering for the courses listed below require Program permission before they may enroll (the form for requesting permission is provided in the appendix of this handbook as well as being posted in the ICP Grads WINGS page). In order to register for any of these classes, students must first fully complete the course registration permission form (be sure to include the Course Registration Number, or CRN), gathering both the signature of the faculty member supervising the course as well as that of the Program Director. The student then needs to take the completed form to the secretaries in the Department of Political Science, so that one of them may enter permission to register into the system. The student then needs to register through WINGS Express in order to complete the registration process. Please note: there is usually a 24-36 hour window for registration after permission is granted for each particular course.

PLS 690: Independent Readings

The majority of students' coursework will take place in graduate seminars and upper level electives. If a student desires supervised coursework in an area not offered within the existing curriculum, they may approach a faculty member and propose the development of an independent readings course. The College of Liberal Arts has strict guidelines with regards to independent studies. Only students with a cumulative grade point average of 3.0 or above may apply for independent study. **Independent readings courses may not be used as substitutes for courses that are already catalogued in the department.** A formal contract, including the material to be reviewed, forms of evaluation and deadlines, must be approved by the Program Director and filed with the College of Liberal Arts no later than one week prior to the beginning of the academic term in which the student plans to enroll. Within the formally approved program of study, students are limited to four total credit

hours (one course) of independent study coursework. Each faculty member is limited in the number of independent readings courses that she or he can supervise, and their ability is often constrained by a number of factors, including research abroad, previous teaching, scholarship and service commitments, and number of independent studies already completed. So you should plan to approach the faculty member who works on your area of interest as soon as possible to discuss potential times when she or he could supervise such a course.

PLS 779: Practicum

This course is included in the inventory available to graduate students to encourage the incorporation of “real world” opportunities with an academic course of study. Opportunities may include unpaid internships at local non-governmental organizations involved in global affairs, involvement in a locally-based activity related to a global topic, or a unique field experience designed in consultation with a faculty panel. Generally, students will combine a practicum experience with work on a graduate project. Students seeking to enroll in PLS 779 need to draft a course proposal to present to their supervising faculty member, which should include a detailed description of the experiential activity and means for evaluation. This proposal will then be forwarded to the Program Director for approval.

During the term, the student should write approximately two pages each week analyzing his or her internship experience and potential connections to the proposed course of study. This should be presented to the supervising faculty member and will serve as the basis for discussion between the advisor and student in their weekly sessions. Additionally, the student should present a 5-10 page paper at the conclusion of the internship that analyzes the reading list completed during the quarter. This paper should be more academic than the weekly journal entries, and should at least begin to point to connections the student can make between the internship and research opportunities in the graduate program.

Any writing that the student completes as required by the organization providing the opportunity may be submitted as a part of this portfolio, in addition to the above requirements.

PLS 798: Graduate Project

Students actively engaged in work on a graduate project should enroll for PLS 798 credit with the faculty member who will supervise this work. Students may not enroll for more than four credits of

PLS 798 before a formal project proposal is approved and on file. Please note: during the quarters that the student is actively working on the graduate project, an “M” grade will be issued by the supervising faculty member (“M” signifies “making progress”). An “M” grade will only be granted with contact and the demonstration of reasonable progress in the judgment of the supervising faculty member. This is a temporary grade that will be changed to a “P” (pass) once the final project has been approved by the project and program director.

PLS 799: Graduate Thesis

Students actively engaged in work on a graduate thesis should enroll for PLS 799 with the faculty member who will serve as the chair of their committee. Students may not enroll in more than four credits of PLS 799 before a formal thesis prospectus is approved and on file. Please note: during the quarters that the student is actively working on the graduate thesis, an “M” grade will be issued by the supervising faculty member (“M” signifies “making progress”). An “M” grade will only be granted with contact and the demonstration of reasonable progress in the judgment of the supervising faculty member. This is a temporary grade that will be changed to a “P” (pass) once the final thesis has been approved by the thesis committee and program director.

Maintaining Active Status with the School of Graduate Studies

Students should remain registered for each quarter of their work in the program. In any quarter that a student is not registered for courses, the student should work with the thesis chair or project director to help arrange an exception for library and computer privileges. The chair or director will need to contact Ms. Susan Wehmeyer, the Head of Information Delivery Services at Dunbar Library, in order to request a registration waiver to allow the student to have library access (susan.wehmeyer@wright.edu; 775-2530). These exceptions are approved on a case by case basis and are at the discretion of the administration in the University Libraries.

Students are not permitted to go more than three quarters in a row without registering for coursework (this includes Summer quarters). If a graduate student fails to complete at least one course in four consecutive quarters, they will have to reapply for admission to the School of Graduate Studies. Students who have completed the maximum number of credit hours for the project or thesis who need to register to maintain this active status may enroll in one credit of PLS 789, “Continuing Registration.” International Students needing to register for a credit hour in order to maintain their F-1 status may

register for ITL 789. They should work with the SEVIS coordinator at the University Center for International Education (UCIE) in order to coordinate this registration.

Please be aware of the seven year time limit established by the School of Graduate Studies to complete all required work for the M.A. degree. This time frame begins with the date of the earliest graduate-level course taken by the student at Wright State University.

Re-application to the Program

Any student hoping to re-join the ICP program after an extended absence (see “active status” section above) needs to re-apply to the WSU School of Graduate Studies. All re-applicants need to submit a new statement of purpose that details their work since leaving the graduate program as well as their research plans upon returning to the program. Students must also submit a new 500-word essay, using academic sources, that discusses a topic related to the work they plan to complete in order to graduate from the program. All re-applicant students will also need to arrange for an interview with the program director as part of the re-application process. Unlike new applicants to the program, re-applicants can submit their application and be admitted during any term of the academic year.

University Resources for Academic Success

Students are strongly encouraged to make efficient use of the multiple centers and systems afforded all students at Wright State University. This includes specially trained research personnel at the University Libraries (Karen Kimber is the dedicated Social Science Librarian with expertise in International and Comparative Politics), the multiple computer labs across campus (which include printing services and 24-hour labs), and the University Writing Center, located in 031 Dunbar Library Annex. Information about the Writing Center and on-line resources about editing, academic integrity, evaluating sources and even on-line feedback, is available at:

<http://www.wright.edu/academics/writingctr/resources/academicwriting.html>

As citizens interested in international affairs, ICP students are generally quite active in events coordinated by the University Center for International Education (UCIE), located in E 190 Student Union. This office coordinates many programs of interest to ICP students, including a wealth of study abroad opportunities, informal brown bag seminars devoted to a wide range of topics on the international stage, international coffee hours, and the annual International Friendship Affair, a major

event which showcases international life at Wright State. UCIE is also a major point of contact for all international students enrolled in the ICP program. For more information, please see:

<http://www.wright.edu/ucie/>

Additionally, all Wright State University students are afforded individual e-mail accounts. Faculty initiated e-mail communication to students will be conducted using these accounts, so please be sure to check your Wright State account regularly or have your Wright State e-mail forwarded to the address you check more frequently.

A number of courses in the ICP program will utilize WINGS, the University portal. Be sure to work out any problems accessing this portal (firewalls, etc.) as soon as possible, as reading material, resources, and communication necessary for your coursework may be delivered using the “Course Studio” available on this platform. Additionally, all current students are enrolled as members of the “ICP Grad Students” group under WINGS. In this group studio, important internet resources and files are posted. To access this group studio, from the main portal page, find the “groups” icon on the upper right hand side of the screen. From the catalog of available groups, select “ICP Grad Students” in the listing of subgroups.

For any questions about computer connectivity, navigating firewalls, passwords, etc., please contact CATS (Computing and Technology Services) at 775-4827.

Interdisciplinary Opportunities

Disciplinary boundaries are drawn to meet the bureaucratic needs of academic institutions. Real world political issues closely intersect with realms of activity beyond the limits of the courses and specialties of political scientists. The ICP program encourages students to look beyond a single department to develop their expertise in a chosen topic, by including up to two formal courses outside of Political Science in the formal program of study.

Students are also encouraged to investigate interdisciplinary opportunities in the forms of dual degrees, second master’s, and certificate programs. The ICP program offers a formal dual degree program with the Master of Public Administration (MPA) degree, housed in the Center for Urban and Public Affairs. Students complete two separate programs of study, with a minimum of 45 credit hours in their designated primary degree, and 33 credit hours in the designated second degree. For more information on this possibility, talk to Dr. Laura Luehrmann, ICP Program Director

(laura.luehrmann@wright.edu; 775-3197, or Dr. Jerri Killian, MPA Program Director (jerri.killian@wright.edu; 775-3867).

It is also possible for students to complete the ICP degree at the same time they are participating in another one of Wright State's master's level degrees, completing. For information about available programs and their requirements, please see the School of Graduate Studies' listing at:

http://www.wright.edu/sogs/prog_college.html

The School of Graduate Studies requires a minimum of 33 credit hours for the second degree, although individual programs may require more. For both the dual degree and the second degree option, students must complete a separate admission application for the additional master's program.

Students have also combined the ICP degree with the Graduate Certificate in Nonprofit Administration, which promotes core competencies useful in non-governmental and nonprofit work. For more information on this program, please contact Dr. Jennifer Subban, Humanics Program Director (jennifer.subban@wright.edu; 775-3650). Another popular certificate program with ICP graduate students is the Certificate in Women's Studies. For more information on this option, please contact Dr. Kelli Zaytoun, Director of the Women's Studies Program (kelli.zaytoun@wright.edu).

Financial Assistance

The International and Comparative Politics program has a limited amount of financial assistance it can award to top students. Students are encouraged to apply for financial assistance, in the form of graduate assistantships or graduate tuition scholarships, with their formal application to the Program. Applications for aid are kept on file for twelve months after their submission, and students will be reviewed as new funds become available. The majority of awards, though, will be from September to June, and are announced in early Spring.

Students who receive Graduate Assistantships (GAs) are required to register for eight hours of graduate level courses each quarter and to complete 20 hours of work for the program or department. This work may include general departmental services, research assistance for faculty members, or a combination of both. Graduate Assistantships are awarded on an annual basis for a nine-month period. Students who have received an assistantship for three consecutive quarters during the academic year may receive a tuition waiver if they choose to take summer classes, although the monthly stipend is not

continued during the summer months. Second year students may apply for assistantships, but in general, incoming students receive priority consideration.

Students who receive Graduate Tuition Scholarships (GTS) are required to register for at least eight hours of graduate level courses each quarter and should work closely with the program director throughout the scheduling process. Please note that courses numbered lower than the 500-level will not count toward this total. As long as the scholarship recipient remains in good standing with the School of Graduate Studies and is making progress toward the degree as determined by the official Program of Study, he or she may receive this scholarship for up to two academic years. Timely (indeed early) registration each quarter greatly facilitates the continuation of these scholarships.

Academic Conduct

Relationships with Faculty, Classmates and Staff

Graduate school is a professional experience – in every interaction with faculty members, classmates and staff, the expectation is that all sides will behave in a professional and courteous manner. Respect for multiple points of view and opinions toward the complex and often contentious issues discussed in seminars and research projects is absolutely necessary in order to maintain an atmosphere of intellectual rigor. A major component of graduate education requires that students remain open to faculty criticism of their work and that they willingly incorporate faculty suggestions for restructuring and revision of research. This is especially true as students embark on the process of completing either a graduate project or thesis, which requires multiple rounds of revision in consultation with a faculty panel.

Students showing disrespect toward their fellow classmates, faculty members or staff will be asked to excuse themselves from the classroom. Under no circumstances will belligerent behavior in any forum, including within classrooms, office hours or e-mail communications, be tolerated. Students whose behavior is viewed as consistently disruptive may be dismissed from the ICP program.

Students will be well advised to remember that many of the program faculty are actively involved in research that requires them to be away from the Dayton area for extended periods of time. This is especially the case during the summer months, when faculty members schedule the bulk of their international travel. Although e-mail communication may sometimes be possible, in some areas of the world downloading lengthy attachments (such as thesis chapters) is difficult if not impossible. Although faculty members will make every effort to accommodate students' schedules, from time to time, these

travel schedules will lengthen the completion of a thesis or project. Clear and open communication between advisors and students should help prevent such cases from becoming problems.

University Procedures on Academic Misconduct

The backbone of intellectual inquiry is academic integrity, which includes the honest differentiation of one's ideas from others'. Students must be careful to provide detailed citation in all written documents they prepare and turn in for coursework, thesis or projects. Plagiarism or cheating in any form will not be tolerated. If you copy text, even a short phrase from a book, article or Internet site, you must put it in quotation marks and provide a reference. As section X of the *Wright State University Code of Conduct* states, "When using the words or ideas of another, even if paraphrased in your own words, cite the source(s)." Helpful guidelines for defining and avoiding plagiarism are available via the University Writing Center at:

<http://www.wright.edu/academics/writingctr/resources/plagiarism.html>

All students are responsible for familiarizing themselves with the Wright State University policy on Academic Integrity and Student Code of Conduct, available at:

<http://www.wright.edu/students/judicial/integrity.html>

Graduation Policies and Procedures

To apply for graduation, the candidate must have a complete Program of Study on file in the ICP office. The student then submits the application form to the School of Graduate Studies, along with the \$35.00 graduation fee. This will begin the certification process. In order for the Program to approve a graduation application, we will seek the approval of the student's thesis or project director. Before the program approves a graduation application, all holds on student records must be removed, all temporary grades (including incompletes) must be rectified, and the program of study must be completed as signed.

WSU has four graduation periods each year (November, March, June and August) with two formal commencement ceremonies (November and June). Students who complete the degree requirements in August and November may participate in the November ceremony; those completing in March and June may participate in the June ceremony. Applications should be submitted according to the following schedule set by the School of Graduate Studies (applications may be submitted in advance of the date indicated for the anticipated completion date):

<u>Period for Filing</u>	<u>Completion Date</u>
June 15 – September 15	November
September 15 – December 15	March
December 15 – March 15	June
March 15 – June 15	August

Students should be patient and careful when registering for graduation –multiple applications to graduate expend unnecessary energy, paperwork and frustration. **Students completing a thesis will need to be registered for one credit hour during the quarter they matriculate**, and the graduate school will not refund this money if the student is unsuccessful at defending the thesis during that particular quarter (although they will waive the application fee when the student has to re-apply for graduation during a subsequent quarter). **All of these steps should be taken only with the consideration of and approval by the thesis chair or project director.**

After the program director has received the graduation certification from the School of Graduate Studies, the director will contact the student to arrange an exit interview. This meeting with the program director is required in order for the graduation paperwork to be completed with the School of Graduate Studies. Students should plan on an approximately 20-25 minute meeting with the director to complete this interview, which is part of the program’s ongoing assessment efforts.

Completing the Master’s Thesis or Master’s Project

To graduate from the Master’s program, students must complete either a Thesis or a Project. The majority of students will be expected to complete a traditional thesis, although the project option is available for students who demonstrate an acceptable rationale.

The thesis or project serves as the capstone of your Master’s level education. At all levels of this endeavor, students must work closely with their faculty supervisor(s), heeding their suggestions for revision and advice about the direction of the work. Patience and diligence will help students most successfully complete this final stage of the degree program.

Human Subjects Review

Students who are planning to conduct interviews or experiments for their research must complete the human subject review process that is mandated by the US Department of Health and Human Services. Securing this process is the responsibility of each individual student. For information about

requirements, exemptions, and deadlines for completing the “Petition for Approval of Research Involving Human Subjects,” please contact WSU’s Office of Research and Sponsored Programs at 775-2425, or see:

<http://www.wright.edu/rsp/subjects.html>

On this webpage there are many helpful guides, including a document listing common errors and misperceptions regarding the human subjects review process. Please bear in mind that the Institutional Review Board meets on a set schedule each term, so petitions, including those for expedited review, will need to be filed accordingly.

Thesis

A master’s thesis is a detailed, at least partially original, examination of an important research question within the field. The thesis is expected to be approximately 100 pages, including the bibliography. Some may be shorter in length, especially if detailed quantitative analysis is reported.

In a thesis, the student is testing a hypothesis (or series of hypotheses) related to an important question within social science. Students must go beyond simple explanation of phenomena or reporting of what others have said to present original analyses, examples or data of issues related to international or comparative politics. A thesis is not a normative, persuasive document. Thesis research poses a question and then applies commonly accepted methodologies to explore its solution and implications. Many theses in International Relations and Comparative Politics are organized around puzzles or anomalies observed in the political arena. A master’s thesis is a significant undertaking that is unlike other research you have conducted at the university level. It requires individual initiative and openness to feedback from a panel of faculty advisors.

The steps of this process are as follows:

1. Choose Topic (in consultation with potential committee members)

Students should contact faculty members as they are contemplating topics for their thesis, seeking guidance in locating key sources, debates and issues related to the topic. A good practice for framing appropriate questions and understanding expectations of the faculty would be to read two completed theses (available in Dunbar Library and electronically via OhioLink). Students should be careful to frame a clearly worded question around a significant research topic. Once a clear topic and research question has been selected by the student, the process of selecting a committee and registering for Graduate Thesis credits (PLS 799) will begin.

2. Recruit Chair and Committee

Students should select committee members from within the Department of Political Science with regard to their areas of expertise. The committee should include at least three faculty members. The Director of this committee must be a faculty member of the Department of Political Science, at the level of either Associate or Full Professor, with Full Graduate Status. In cases where the topic or approach warrants, a student may select a committee member from another academic department at Wright State University.

3. Prepare Prospectus (revise in consultation with chair)

The prospectus should be approximately 10-15 pages, and includes a detailed presentation of the research question and plan to conduct the research. This is an extremely important document that requires careful consideration of questions and approach. *It is reasonable to expect multiple drafts in order to fine tune it.* Students are only permitted to register for up to four hours of PLS 799 before the prospectus is formally approved by their committee. (Students may register for PLS 789, “continuing registration,” if they need to include more hours for a given quarter.)

The prospectus needs to include the following sections:

Statement of the Problem/Significance of Research Question

Literature Review

Methodology and Research Design (including methodological limitations)

Proposed Chapter Outline

Tentative Timeline for Completion

Working Bibliography

Students need to base the bulk of their thesis work on primary sources of data (using official government reports, data, through their own survey instruments, etc.) rather than relying on the secondary data reported by scholars. The writing style and citation system of both the prospectus and the thesis should conform to a single convention deemed appropriate by the committee chairperson.

4. Schedule prospectus defense

The prospectus defense is an important formal step for the student, in which he or she receives necessary feedback from the committee. It is the responsibility of the committee chairperson to arrange a room for the defense. The director and committee members will coordinate the process for reviewing chapters and should communicate the process to the student at this meeting. Generally, students will draft individual chapters and seek the approval of their chair first before forwarding draft chapters to the

other members of the committee. A copy of the prospectus approval form (included as an appendix of this handbook), signed by each committee member, will be filed in the Program office.

Students are recommended to take very detailed notes of the discussion at this defense – it is advisable to ask a classmate to attend the meeting to assist with this.

5. Draft chapters (revise in consultation with chair and committee)

Students should register for ongoing credits of PLS 799 during the writing process. As long as the student is making adequate progress, M (“progress”) grades will be posted to their record. (Following the thesis defense, these grades will be changed to P (“pass”) grades.) Students should not exceed a total of ten registered PLS 799 credits (customarily saving one for the quarter of graduation).

A thesis is not like a typical “research paper” which the student researches and turns in for a grade – completing a thesis is an interactive process, requiring consultation, edits, and revisions. Students should bear in mind that the reading and revising of thesis chapters is a labor intensive process on all sides, and should present faculty members their best possible work. **Students should not rely on their chairperson for editing their work** – the Writing Center is a very helpful (and free) service available to all students. Faculty members will make every attempt to read and comment on their work in a timely fashion, but at least one week should be allotted in this regard. During peak times of the quarter and summer months, more time may be necessary. *Students should bear in mind that it is perfectly reasonable to complete three-four drafts of each chapter in consultation with their director and other committee members.* Revision and reformulation are to be expected.

Chapters should be presented to the committee members as paper copies – only in rare cases will exceptions be made for students to e-mail chapter drafts to their committee members.

6. Schedule thesis defense

While each student is different, in general a typical thesis takes between 10-12 months to complete. Of course, this time frame will vary according to the students’ work habits, method of data collection, and other time commitments. At the discretion of the thesis director, and only after each committee member has agreed that the thesis is worthy of defense, it is the student’s responsibility to distribute a **complete, printed copy of the thesis to each committee member one week prior** to the defense. The committee chairperson will reserve a meeting room for the defense.

A defense cannot be scheduled until all of the committee members have read and had a chance to require revisions on at least one complete draft of the thesis. Students will be well advised to avoid attempts to pressure the committee to schedule a rushed defense – the faculty panel, not the student –

will decide when the project is worthy of the public defense. The defense must also be scheduled prior to the actual date of the graduation period that the student is seeking – the School of Graduate Studies allows a 30-day period beyond graduation to complete revisions, but this grace period should not be used for scheduling the actual defense itself.

It is the student’s responsibility to remain abreast of deadlines and requirements from the graduate school, and to acquire all of the necessary signatures for the final documents. The graduate school requires that students register for at least one credit hour of graduate credit in the quarter that they plan to graduate. Students should prepare the final approved copy of the thesis in close consultation with the Thesis and Dissertation Handbook available at:

<http://www.wright.edu/sogs/thesis/index.html>

For the final copy, students should prepare all necessary documentation to support the text in the thesis, including an abstract, lists of acronyms, non-English terms, lists of tables, figures, or graphs, etc. It is also customary for students to prepare an acknowledgements section for the final version of the thesis as well.

Wright State University archives all Master’s theses electronically via OhioLINK (Ohio Library and Information Network). After the final post-defense revisions are complete, students need to convert the document to a PDF file and submit it directly to OhioLINK at:

<http://www.ohiolink.edu/etd/>

Students may seek assistance with PDF conversion at the Student Technology Assistance Center (STAC), in 240 Dunbar Library. Following submission of the final copy, the student should deliver the completed signature page from the thesis defense to the School of Graduate Studies in E344 Student Union. (The approval sheet transmitted with the thesis to OhioLINK (i.e., the second page of the thesis) should have the faculty names typed in, but not their signatures.)

Upon completion, a final deposit copy (loose bound) should be filed with the ICP Program Office.

7. Matriculation

(Please see “Graduation Policies and Procedures” above)

Project

Although the majority of ICP students will complete a master’s thesis, students may propose a master’s level project in lieu of a thesis. A project is the presentation of research and analysis conducted

by a student who desires to closely connect work or field experience to their course of study. The type of work undertaken for a project will vary according to the student's experience, but there must be an explicit link between a conceptual or theoretical issue of study. Projects tend to focus more on empirical observation and exploration rather than formal hypothesis testing and conceptual development, and tend to be linked to the practicum experience (PLS 779) that the student designed. Completed projects should be approximately 75-100 pages, including the bibliography.

The steps of this process are as follows:

1. Choose Topic (in consultation with potential directors and supervisors from work, when appropriate)

A good practice is to read three articles published on your topic, exploring why this topic is important and what research has already been conducted on the issue.

2. Recruit Director

Students should select their director with regard to their areas of expertise. The Director must be a faculty member of the Department of Political Science, at the level of either Associate or Full Professor.

3. Prepare Project Outline (revise in consultation with Director)

The prospectus should be approximately ten pages, and needs to include the following sections:

Significance of the issue under investigation

Review of related literature and background material

Presentation outline (Question, Experiential Component, Data, Findings)

Tentative timeline for completion

Working Bibliography

For master's projects, it is especially important to provide a detailed explanation of the conceptual or theoretical linkage between whatever experience (work, field study, focus groups) the student has arranged and the body of scholarship to which this will contribute. This should be detailed in the first section of the project outline. A copy of the project approval form, signed by the student's director, will be filed in the Departmental office.

4. Draft Project (revise in consultation with Director)

Students should register for ongoing credits of PLS 798 during the writing process. Grades are posted as "in progress" until the final project is approved. Completing the project is an interactive process, requiring consultation, edits, and revisions. Students should bear in mind that that the reading

and revising of chapters is a labor intensive process on all sides. **Students should not rely on their director for editing their work** – the Writing Center is a very helpful (and free) service available to all students. Faculty members will make every attempt to read and comment on their work in a timely fashion, but at least one week should be allotted in this regard. During peak times of the quarter and summer months, more time may be necessary. Students should expect to complete multiple written drafts of the project in consultation with their director. Chapters of the project should be presented to the committee members as paper copies – only in rare cases will exceptions be made for students to e-mail chapter drafts to their Project Director.

5. Present completed project to Director

While each student is different, in general a typical project takes at least six-nine months to complete. Of course this time frame will vary according to the students' work habits, method of data collection, and other time commitments. In consultation with the Project Director, the student should plan for an appropriate presentation forum to deliver the completed project. This can be as part of a course or seminar, at a research conference, a work-related meeting, or other forum deemed acceptable by the Director.

For the final copy, students should prepare all necessary documentation to support the text in the thesis, including an abstract, lists of acronyms, non-English terms, lists of tables, figures, or graphs, etc. It is also customary for students to prepare an acknowledgements section for the final version of the project as well.

It is the student's responsibility to keep abreast of deadlines and requirements from the graduate school. Upon completion, a final deposit copy (loose bound) should be filed with the ICP Program Office.

6. Matriculation

(Please see "Graduation Policies and Procedures" above)

Life After the M.A. Degree

The Master of Arts Degree in International and Comparative Politics is designed to assist students reach a variety of individually designed goals ranging from personal enrichment, career advancement, further graduate study and more. The faculty members of the Department of Political

Science are committed to helping foster the individual success of each student and we take pride in helping each student reach his or her desired goals.

Letters of Recommendation

Faculty members in the Department of Political Science are eager to assist students in their long-range plans by providing letters of recommendation to potential employers and Ph.D. committees. It is best to secure letters from those faculty members with whom you have worked most closely, especially those who served on your thesis or project committees. As a general courtesy, students should allow as much time as possible for the faculty member to complete the letter, two weeks at a minimum. Students will need to provide information about the employer or graduate program to which the student is applying, and are expected to provide stamped envelopes as well. In order to receive full consideration by the committee reviewing the letter, students are strongly recommended to waive their rights to view the recommendation. The ICP program has a long-standing policy of providing Ph.D. recommendation letters only for those students who are in the process of completing an M.A. thesis, rather than a project.

Keep in touch

After you complete the degree, please keep in touch with the ICP program so that we can more readily assist you when necessary. Please make sure that we have your most recent contact information, especially your e-mail address, so that we may continue to send you updates, newsletters, and other information. Customarily, we invite alums to speak in seminars and address graduate workshops, and we'd love to invite you back to Millett Hall!

Revised August 2009

permission to register for the course. Please note that you will then need to register for the course in WINGS. If you should have any questions concerning your registration, please call (937) 775-2942.

**Proposed Program of Study
Master of Arts Degree
International and Comparative Politics**

Submitted by: _____

Mailing Address: _____

UID: _____

Core Requirements (12 credits)

Course	Credit Hours	Quarter	Grade
PLS 730 Theories of International Relations and Comparative Politics			
PLS 731 Graduate Seminar in International Relations and Comparative Politics			
PLS 703 Research Design			

Methodology: Foreign Language Proficiency or Quantitative Analysis (0-8 credits)

Students choosing the modern language option must show proficiency through two courses at the 300-level. (Note: only courses at the 500-level and above may be counted in the total credit hour count at the bottom of this form.) Students pursuing Quantitative Analysis should enroll in PLS 701 and PLS 702.

Course	Credit Hours	Quarter	Grade

Electives (at least 24 credits)

Students should concentrate their research around one specified track: Peace and Security Studies; International Organizations; or Area Studies.

Track: _____

Course	Credit Hours	Quarter	Grade

Thesis or Project (at least 10 credits) (Please indicate faculty advisor supervising these credits)

Thesis/Project Faculty Advisor: _____

Students should register for either PLS 799 for thesis research or PLS 798 for the project. PLS 779 is for formally approved practicum credit only. PLS 789 should be used for “continuing registration” to remain in good standing with the graduate school.

Course	Credit Hours	Quarter	Grade

Total Credit Hours: _____

Student’s Signature

Director’s Signature

Date

Date

Please note:

1. The total credit hours will vary with each student’s program, but must total at least 46 credit hours.
2. Students enrolled in the ABS Track of International Relations and Comparative Politics (who began the program prior to Fall 2006) are not permitted to exceed eight credit hours of 500-level PLS credit. Students enrolled in the M.A. Program in International-Comparative Politics (as of Fall 2006) are not permitted to include 500-level PLS courses in their program of study. All students are limited to four total hours of PLS 690, “Independent Readings.”
3. Students are not permitted to go more than three quarters in a row without registering for coursework (this includes Summer Quarters). If a graduate student fails to complete at least one course in four consecutive quarters, they will have to reapply for admission to the School of Graduate Studies.

TEMPLATE: SIGNATURE PAGE FOR PROSPECTUS

A Proposal for a
Master of Arts Thesis at Wright State University
International and Comparative Politics Program

Full Title of Thesis

Submitted by

Name of Student
Previously Awarded Degree, College, Year

Approved by Thesis Committee

Typed Name, Ph.D. Thesis Director _____
Date

Typed Name, Ph.D. Member _____
Date

Typed Name, Ph.D. Member _____
Date

Approved by Director, Master of Arts Program in International and Comparative Politics

TEMPLATE: SIGNATURE PAGE FOR THESIS DEFENSE

WRIGHT STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES

Typed date of defense

I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY SUPERVISION BY **Student's Name** ENTITLED **Full Title of Thesis** BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF **Master of Arts**.

[Typed Name, Ph.D.]

Thesis Director

Laura M. Luehrmann, Ph.D.

Director, Master of Arts Program in
International and Comparative
Politics

Committee on Final Examination:

[Typed Name of Thesis Director, Ph.D.]

Department of Political Science

[Typed Name of Committee Member, Ph.D.]

Academic Department

[Typed Name of Committee Member, Ph.D.]

Academic Department

Joseph F. Thomas, Jr., Ph.D.

Dean, School of Graduate Studies

TEMPLATE: COVER PAGE FOR COMPLETED THESIS

[COMPLETE TITLE OF MASTER'S THESIS IN ALL CAPS]

A thesis submitted in partial fulfillment
of the requirements for the degree of
Master of Arts

By

[STUDENT NAME IN ALL CAPS]
Previously Awarded Degree, College, Year

Year in which M.A. Degree is being awarded
Wright State University

TEMPLATE: ABSTRACT PAGE FOR THESES AND PROJECTS

ABSTRACT

Family Name, Given Name(s). M.A., Department of Political Science, Wright State University, **Year.**
Title of as it appears on the title page [upper and lower case, single-spaced].

[The abstract “narrative” begins three spaces below the heading and it must be **double-spaced**. The abstract narrative cannot exceed 150 words.}]

(Note: visible page numbering begins with abstract page)

TEMPLATE: SIGNATURE PAGE FOR PROJECT PROPOSAL

A Proposal for a
Master of Arts Project

Full Title of Project

Submitted by

Name of Student
Previously Awarded Degree, College, Year

Approved by Project Director

_____ Project Director
Typed Name, Ph.D.

Date

Approved by Director, Master of Arts Program in International and Comparative Politics

Laura M. Luehrmann, Ph.D.

Date

TEMPLATE: SIGNATURE PAGE FOR PROJECT PRESENTATION

WRIGHT STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES

Typed date of presentation

I HEREBY RECOMMEND THAT THE PROJECT PREPARED UNDER MY SUPERVISION BY **Student's Name** ENTITLED **Full Title of Project** BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF **Master of Arts**.

Typed Name, Ph.D.
Project Director

Laura M. Luehrmann, Ph.D.
Director, Master of Arts Program in
International and
Comparative Politics

TEMPLATE: COVER PAGE FOR COMPLETED PROJECT

COMPLETE TITLE OF MASTER'S PROJECT IN ALL CAPS

A project submitted in partial fulfillment
of the requirements for the degree of
Master of Arts

By

STUDENT NAME IN ALL CAPS
Previously Awarded Degree, College, Year

Year in which M.A. Degree is being awarded
Wright State University