

Graduate Student Handbook 2004-2005

The *Department of Political Science/Criminal Justice Program Graduate Handbook* was developed to use in conjunction with *Graduate School Policies and Procedures*. Students are governed by the rules and regulations in the academic year they begin graduate work. Students are responsible for familiarizing themselves and following the guidelines in both sources. The Department of Political Science/Criminal Justice Program will aid students in understanding the rules and regulations in both documents but ultimately, responsibility for compliance rests with each student. The Department provides all students with the *Department of Political Science/Criminal Justice Program Graduate Handbook* the semester they arrive and the Graduate School sends *Graduate School Policies and Procedures* with the student admissions certificate.

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I. INTRODUCTION AND PROGRAM OVERVIEW

This handbook provides students with the information necessary to navigate through their graduate degree program at WSU. The policies and procedures in this handbook have been officially approved by our faculty and are consistent with Graduate School regulations. The following introduction provides an overview of our graduate program.

The M.A. degree in Political Science was first awarded in 1932 by the History and Political Science Department at the State College of Washington (renamed Washington State University in 1959). In 1982, the Criminal Justice Department was reorganized into the Criminal Justice Program and was housed within the Political Science Department. Henceforth, this department has been referred to as the Department of Political Science/Criminal Justice Program. The Criminal Justice Program at WSU is the second oldest program west of Mississippi. This university has granted approximately 210 M.A.s in Political Science; 240 M.A.s in Criminal Justice (prior to 1974, 93 degrees were given as the Police Science Department), and nearly 90 Ph.D.s in Political Science. The department has graduate programs on three different campuses: Pullman, Vancouver, and Spokane. The Pullman campus awards a M.A. and Ph.D. in Political Science and a M.A. in Criminal Justice and Ph.D. in Criminal Justice. The Vancouver campus grants a M.A. in Public Affairs, independently from Pullman, and Spokane offers a M.A. in Criminal Justice. The M.A. in Criminal Justice in Spokane is an integral part of the WSU graduate program and, hence, is operated under the same policies as the M.A. in Criminal Justice on the Pullman campus. In an average year, there are approximately 75 students on the Pullman campus, 20 in Spokane, and 60 in Vancouver.

In recent years, our graduate program has gone through a great deal of exciting changes and growth. Responding to the growing number of applicants and the goal of a smaller, higher quality program, we have become increasingly selective. An energetic and active faculty maintain these performance standards in the classroom. With the competitive student body and academically active faculty we are enhancing an already strong national departmental reputation.

The major aim of all of our graduate degree programs is to provide students with a broad and thorough training in the theories and methods of political science and/or criminal justice so that they can be successful professionals in a variety of applied, educational, and scholarly settings. Our graduate programs are explicitly designed to respond to the realities of a highly competitive job market. From 1989 to 2000, we placed nearly all Ph.D. graduates who have been on the market. In addition, M.A. students who complete our program are highly sought after in applied settings.

Our faculty have been selected through a highly competitive process and come from some of the top doctoral programs in the country. A general overview of the faculty and their interests can be found in Appendix 1. Students should also browse through current faculty curricula vitae in the front office or on the department website. In addition to being highly active in their fields, our faculty work closely with graduate students in teaching, advising, research and publication. Indeed, over three fourths of our faculty have co authored publications with graduate students. This level of collaboration is quite unusual in graduate degree programs of this stature.

All of our degree programs are implemented through a committee-driven system. Students need to select as soon as feasibly possible three graduate faculty to serve on their committee. This committee will help students design their program, administer their written and oral exams, and, otherwise aid in their professional development. The current Ph.D. curriculum in Political Science began in 1993. Our Ph.D. is designed to give students the greatest flexibility in mapping out their program of study. Currently, the department offers a Ph.D. in Political Science and, since 2004, a Ph.D. in Criminal Justice. The Ph.D. programs offer students the possibility of examining in a variety of fields that reflect the expertise and strengths of our graduate faculty. We strive to maintain an atmosphere of collegiality, diversity of ideas, respect, and tolerance, and to prepare our students for the rigorous demands of a career in academia or another chosen profession.

II. GRADUATE PROGRAMS

General Program Requirements

Introduction--The Department of Political Science/Criminal Justice Program at Washington State University offers five different graduate degree options across three campuses: the M.A. in Political Science (Pullman), the M.A. in Criminal Justice (Pullman and Spokane), the Masters in Public Affairs (MPA in Vancouver), the Ph.D. in Political Science (Pullman), and the Ph.D. in Criminal Justice (Pullman). The following descriptions in this section outline the department's requirements, options, and general expectations for normal progress toward your degree. (Specific requirements for Ph.D. course fields will be discussed on pages 6-14 and for preliminary exam field requirements on pages 8-11). [check pages after adding crm js section, as by changed table of contents) Please be advised that while faculty advisors, committees, and graduate staff members play consultative and/or oversight roles, students are responsible for following the policies and procedures that govern the completion of their degrees. Additional rules and policies applying to graduate students are contained in the annually published *Graduate School Policies and Procedures*. All graduate students should secure a copy of this from the Graduate School and read it with care. Further information may be found at: <http://gradweb.gradsch.wsu.edu>.

Program Planning: Committee Formation, Program Statements and Departmental Checklists--Students are responsible for planning their own graduate programs, with the advice of their committees, and for following departmental and Graduate School requirements. As soon as possible, and **no later than the end of the second semester in residence**, students should form a committee, composed of three *graduate* faculty, one of whom will serve as the chair (for M.A. student committees, three members must have taught in our graduate program). The committee chair will be the major advisor throughout the degree work at WSU. Students should meet with their entire committee to plan their program prior to filing the program statement with the graduate school (see below). In a student's first semester, the Graduate Advisors -- Dr. Andrew Appleton (Director of Graduate Studies) for Political Science students, and Dr. Faith Lutze (Director of Criminal Justice) for Criminal Justice students -- will help students with course selection for that semester.

All graduate students must submit a Program Statement to the Graduate School, preferably by **the beginning of their second semester in residence and no later than the semester before planned graduation**. Students should obtain these forms from our Graduate Secretary, Diane Berger, who will help students fill them out correctly. All members of the student's committee must sign this program statement before it is submitted to the Graduate School. Once all committee signatures have been obtained, students should submit their statements to Diane Berger. The Director of Graduate Studies (Political Science) or Director of Criminal Justice (Criminal Justice) must also approve the program before it is sent to the Graduate School.

Students must also fill out a Departmental Program Checklist, in consultation with their committee, for the Graduate Secretary, ideally in the second semester of the first year of graduate study. The checklist will be placed in the permanent file as part of the advising process. These program checklist forms are available from Diane Berger and in the Computer Room on the 7th floor of Johnson Tower. Be sure to fill out the appropriate form for your degree and option. Whereas the Graduate School Program forms must only meet general Graduate School requirements, the departmental checklists should reflect your entire curriculum for each different degree program.

Please note that some courses are not always offered on a regular basis. This is more of an issue for Ph.D. students than M.A. students. Thus it is vital to check with members of the program committee and, if necessary, the Director of Graduate Studies (Political Science) or the Director of Criminal Justice (Criminal Justice) to anticipate when courses will be offered. Course Field and Preliminary Exam Field requirements for Ph.D. students may be altered, within reason, to fit student needs as long as the entire committee agrees to the program changes. These types of changes are unacceptable if all members of the committee have failed to sign-off on them. Students need to file a change of program form for any changes after their initial program is approved by the Graduate School (this is a Graduate School, not a Departmental requirement). These forms are also available in the front office on the 8th floor, or on the

department website at: <http://libarts.wsu.edu/polisci>. Additional guidelines for program planning and committee formation for Ph.D. students can be found on pages 6- 7 check.

Professionalization Practicum--All new Pullman students are required to enroll for a 1 credit professionalization practicum -- Pol S 539/Crm J 539. This course will be graded on a pass/fail basis and will meet five times, every other week for two hours at a time to be announced. All new students will learn about major issues in the profession including, graduate program issues, conference participation, publication, grantsmanship, and professional development in both academic and applied settings.

Transfer Credits--In some cases the Graduate School allows students to transfer in credits from other accredited graduate programs. Professional degrees, such as JDs or MBAs, are not normally eligible for credit transfer. Transferred credits may not exceed half of the graded coursework reported on the program statement (or up to 17 credits). The department strongly advises students to minimize the number of transfer credits from other universities. Only in a few cases are M.A. students permitted to transfer in credits. The Graduate School must evaluate all transfer credits to determine whether they meet minimum standards. This approval process only occurs after the Program Statement is submitted to the Graduate School and often takes several months. The department must also approve all transfer credits, through the Director of Graduate Studies and the Director of Criminal Justice, and through the student's Committee. Students should note that *transfer courses may not normally serve as replacements for core courses in the general program (PS 501, 502, 503, 504 or CRMJ 530, 540)*.

Independent Readings Criteria—Students may arrange to conduct independent reading with individual faculty members (Pol S/Crm J 600) for 1 to 3 ungraded graduate credit(s) — pass or fail. While the final grade for the course will only show-up as a pass/fail, students may opt, after consultation with the instructor, to do the coursework for a grade. This final grade will be shown individually on departmental transcripts, but not in the overall GPA.

Students may use independent readings to fulfill the following three purposes:

- 1) Pursuing Special Topics of Interest
- 2) Preparing for Ph.D. Preliminary Exams
- 3) Substitutes for Existing Course. This option does not apply for Pol S 501, 502 or 503 or CRMJ 530 and 540. Reading courses may only be substituted for regularly offered seminars under extenuating circumstances, e.g. scheduling conflicts. Such reading courses must be for 3 credits and should be approved by all members of the student's committee.

Students need to fill out the Independent readings forms, available in the front office, with the instructor, and select the type of evaluation as well as purpose of the course. It should be noted that such courses place an additional, non-renumerated, burden on faculty and so should be considered only as an option of last resort by students.

Requirements for Masters Degree in Political Science

The M.A. degree in Political Science is designed for those students who seek a terminal graduate degree or those whose career goals may include pursuing a Ph.D. degree either at WSU or at another academic institution. *Individuals who are interested in applying to the Ph.D. program at WSU are required to do a preliminary dissertation prospectus to fulfill the M.A. essay requirement. (See pages 12-13 for the recommended specifications for the dissertation prospectus.) M.A. students must go through the regular application procedures to be considered for admission to our Ph.D. program. They also must successfully defend a preliminary dissertation prospectus.*

Hours: 32 hours are required for the Master of Arts degree.

Of those 32 hours:

- 27 hours shall be graded graduate credit course work;
- 24 hours shall be graded Political Science course work, no more than **six hours** of which shall be 300 or 400 level courses which provide graduate credit in their program statement to the graduate school;
- Political Science 501 and 503;
- a minimum of four hours shall be in Political Science 702;
- Pol S 539 1 credit Pass/Fail Professionalization Practicum.

Note that students who plan on applying to the Ph.D. program should design, as much as possible, their coursework to fulfill requirements for the Ph.D. The M.A. candidate must be enrolled and in residence for a minimum of one academic year.

Statistics Course: Students who have not previously taken a course in statistics will be required to complete at least three semester hours in that field. Recommended courses include Soc 321, Soc 421, Psych 311, or their equivalent. Students should not normally use Pol S/Crim J 504 to fulfill this requirement, unless they have a strong background in statistics and it is approved by the course instructor.

Master's Essay: Students are required to write a Master's Essay which will be developed in cooperation with the student's program committee. The work for this essay should be roughly equivalent to the work for a three credit graduate seminar. See pages 5-6 for the suggested guidelines for the M.A. essay.

Oral Exam: At least 15 working days prior to the examination date, the Master's candidate shall provide each member of the examining committee with a final draft of the Master's Essay. The oral examination will feature a defense of the Master's Essay and can also cover the entirety of the candidate's program.

Requirements for Masters Degree in Criminal Justice

The M.A. degree in Criminal Justice is designed for those students who seek a terminal graduate degree or those who's career goals may include pursuing a Ph.D. degree either at WSU or at another academic institution. ***M.A. students must go through the regular application procedures to be considered for admission to the Ph.D. program.***

Hours: 32 hours are required for the Master of Arts degree.

Crm J 539-	Professionalization Seminar (pass/fail 1 credit)
Crm J/PS 503-	Research Design (3 credits)
Crm J 530-	Criminal Justice: Processes and Institutions (3 credits)
Crm J 540-	Seminar in Criminal Justice Research and Evaluation (3 credits)

Quantitative Methods (such as Soc 321; Soc 421; PS 504 or equivalent) (3 credits)

Select Two Courses in One of the Following Three Areas (6 credits):

- Policing (such as Crm J 570)
- Corrections (such as Crm J 541)
- Courts (such as Crm J/PS 516)

Select One Political Science Course (3 credits)

Select One 500 level course in Deviance or Criminological Theory (3 credits)

Select any 500 Criminal Justice elective (3 credits)

Criminal Justice 702 (4 credits)

The M.A. candidate must be enrolled and in residence for a minimum of one academic year.

Master's Essay: Completion of a Master's Essay which will be developed in cooperation the student's committee. The work for this essay should be roughly equivalent to the work for a three credit graduate seminar. See pages 5-6 for the suggested guidelines for the M.A. essay.

Oral Exam: At least 15 working days prior to the examination date, the Master's candidate shall provide each member of the examining committee with a final draft of the Master's Essay. The oral examination will feature a defense of the Master's Essay and may also cover the entirety of the candidate's program.

Guidelines for the M.A. Essay (in both Political Science and Criminal Justice)

The Master's Essay has four goals and will be judged by how well they are achieved:

1. It shows an in-depth, detailed and nuanced understanding of a specific issue, topic or question in the field;
2. It shows an awareness of the theoretical issues and arguments raised and discussed in the literature on the subject;
3. The ideas, concepts and arguments advanced in the paper are expressed with precision and rigor;
4. The paper enlarges our understanding of the issue and topic.

The Master's Essay should strive to be equivalent in content, sophistication and technical expertise to a publishable paper in a respected scholarly journal. It can be on any subject in Political Science or Criminal Justice and there are no limitations or preferences for a particular theoretical or methodological approach. The Master's Essay should be approximately 40-50 pages in length. Feel free to ask faculty for sample essays.

To achieve the goals, at the minimum, the Master's Essay needs to have a(n):

1. **Introduction and Statement of the Problem:** The Master's Essay needs to have a clearly and precisely stated question, thesis and argument. The first few pages should make it clear what the paper is about and how the subject will be approached and analyzed.

2. **Literature Review:** The Master's Essay needs to have an extensive literature review of the subject. The literature review shows that you have immersed yourself in the subject, have read extensively about it, and have drawn your ideas and concepts and arguments from a variety of sources.

The length of the literature review will vary by subject. If you do a theoretical Master's Essay or one based on secondary sources, then the review will have to be quite extensive since your argument refashions existing thoughts and theorizing. If you are doing an empirical project, the literature review needs to incorporate the important relevant thinking and studies which influence the design of your research, your hypothesizing and theory development, and the likely analysis of your data. The main purposes of the literature review is to show the reader that you know the subject and that you can place your thinking into ongoing theorizing and research in the subject area.

3. **Discussion:** This section states and justifies the body of your description, analysis, and argument in a precise, readable and rigorous manner.

4. Conclusion: The conclusion summarizes your argument and shows how your work enhances our theoretical understanding of the subject.

One way to judge how well you are doing is to think ahead to the oral defense of your Master's Essay. Ask yourself, suppose someone were to challenge this statement of mine, or objected to my argument, how would and how could I respond? One of the jobs of the committee is to point out strengths and weaknesses of the Master's Essay before you get to the oral defense stage, so that you are prepared.

Process

Work on the M.A. essay should be roughly equivalent to the work for a 3 credit graduate seminar. Normally, the student works with the chair of her/his committee to produce a final draft. Only after the chair has approved the working draft may the student submit the essay to the other members of the committee, remembering that the other members must have the essay at least 15 work days prior to the defense date. All committee members must sign-off on the defense date. If these guidelines are not respected by the student, the other members of the committee are under no obligation to attend the defense date.

Also, students should check on the university established deadlines on when to file the degree application, schedule the final (oral) exam, and hold the final exam.

Requirements for Ph.D. in Political Science and Criminal Justice

Overview--A student aspiring to the Ph.D. should expect to spend three to four years, depending on the individual, in study and research beyond the M.A. degree, of which at least two years must be enrolled at Washington State University, and at least two consecutive semesters must be spent in residence as a graduate student in Political Science. This degree program is designed for the student entering the graduate program with a M.A. Students currently enrolled in the M.A. program here must submit a regular application to the Ph.D. program. As of Fall 2004, the Department offers separate Ph.D.s in Political Science and Criminal Justice; however, students are able to take courses in both disciplines as part of their approved programs and there is no prohibition upon faculty from one discipline serving on Ph.D. committees of students in the other.

PROGRAM DEVELOPMENT AND COMMITTEE PROCESS

Primary responsibility for developing a doctoral program rests with the student and the doctoral committee. The primary criterion in the selection of the chair of a student's committee will normally be the student's expressed interest in a particular field of Political Science/Criminal Justice as the probable area of major concentration. It will then be the program committee chair's responsibility, by or before mid-term of the student's third semester of residence at Washington State University, to suggest other members of the program committee.

No later than the student's third semester in residence, the student and his/her committee should develop a specific program in Political Science/Criminal Justice. It is the joint responsibility of the student and the program committee chairperson to see that these things are done and to have the results placed on record with the Graduate School. Students who by the end of the third semester equivalent of full time enrollment in residence have failed to form a committee and file a program (in the case of the Ph.D.) shall normally be denied continuance in any assistantship or other kind of departmental employment, such as work with the Division of Governmental Studies and Services, Extended Degree Program courses, grant projects or related activities.

All changes in an approved Ph.D. program must be made on forms supplied by the Graduate School or from the Graduate Secretary in the department office. Such changes require the approval of the program committee chairperson (at later stages, of the thesis committee chairperson), and the other members of the program or thesis committee. Final approval also requires the signature of the chairperson of the Department of Political Science/Criminal Justice Program (or the Director of Graduate Studies or Criminal Justice Director) acting on the Chair's behalf) and the dean of the Graduate School.

A common oversight is failure by students and their advisors to file a dissertation title as a "change of program" where the program originally indicated only the intended general area of the dissertation. Such changes should be officially recorded as soon as the title has become specific and has the approval of the thesis committee. ***Please provide the Graduate Secretary with a copy of all documents submitted or for any changes requested.*** Any later alterations in a formally approved and recorded title must also be treated as a program change and made part of the official record by processing the usual forms.

During her/his second semester of residence, the student shall form a preliminary examination committee. (Note that this committee may be different from the M.A. committee if the student is coming from this program.) At the end of her/his fourth semester, the student should take preliminary examinations (see page 12). After successful passage of the preliminary examination the student is admitted to candidacy (ABD status). In the semester following preliminary exams, Ph.D. students who have received their M.A. from a different institution are required to defend a dissertation prospectus (see pages 12-13). Normally, the last year of graduate study is devoted entirely to the preparation and defense of the dissertation.

Hour Requirements

- 72 hours minimum total credits
- 34 hours minimum from graded courses
- 20 hours minimum 800-level research credits
- 9 hours maximum of non-graduate courses
- courses for audit may not be used for the program of study

It should be noted that the fairly limited number of hours required by the graduate school does not take into account the courses that are required as part of the Ph.D. programs in Political Science and Criminal Justice; thus students typically take rather more than the minimum 34 hours that the graduate school imposes as the minimum graded graduate credit.

A. PH.D. IN POLITICAL SCIENCE COURSE REQUIREMENTS

There are three different types of course requirements for the Ph.D. program: Research Tools; Core Courses; and Preliminary Examination Fields. ***Students should thoroughly familiarize themselves with the overall structure of the program as well as the specific course requirements of each area before discussing their course plans with the graduate advisor their first semester.*** The Research Tool courses are intended to provide the student with a well grounded background in the scope and methods of the social sciences. There are five Core Course areas: American Politics and Institutions; Comparative Politics; Criminal Justice; International Relations; and, Public Administration and Policy. The purpose of the core seminars is to provide a broad background in the general areas of Political Science and Criminal Justice. Preliminary Examination Field courses are designed to allow students to specialize in areas of particular interest and to prepare students for preliminary examination.

RESEARCH TOOLS

All Ph.D. candidates must take these classes. Students are not allowed to transfer-in courses or do independent reading classes as a substitute. Any exceptions to these rules must be approved **in writing** by the Director of Graduate Studies and the student's Committee, if it is formed.

Pol S 539 - Professionalization Practicum 1 credit Pass/Fail (Continuing students from the M.A. program who have already satisfied this requirement are exempted.)

Pol S 501 - The Scope of Political Science Basic issues in social science epistemology, elements of social science theory-building, theoretic frameworks in social science. Normally offered every Fall.

Pol S 503 - Introduction to Political Science Research Methods Introduction to general topics in the area of social science research design including: Measurement, Sampling, Data Sources, Experimental and Quasi-Experimental Designs, Field and Historical Designs and Content Analytic Designs. Normally offered every Fall.

CrM J/Pol S 504 - Quantitative Methods in Political Science and Criminal Justice 3 Prereq introductory statistics course. Applied statistical skills, enabling understanding of substantive political and social questions. Normally offered every Spring.

Normative Political Theory Requirement: Students are required to complete a basic training in normative political theory. It is strongly recommended that students take one of the graduate seminars in normative theory offered by the department, **Pol S 502** and **511** (please note: these courses may not be offered every year, so you should check future schedules with Diane Berger). Two courses in theory and/or epistemology at the undergraduate level may be used to fulfill this requirement; other equivalents may be used upon approval of both the Ph.D. committee and the graduate director. Please note: it is the responsibility of the student to make sure that any courses to be used in fulfillment of this requirement have the necessary approbation.

CORE COURSES

All Ph.D. students must normally take **three** (out of five) of the following core seminars:

Pol S 510 - Introduction to American Institutions and Processes

Pol S 530 - Theoretical Approaches to International Relations

Pol S 534 - Seminar in Comparative Politics

CrM J 530- Criminal Justice: Processes and Institutions

Pol S 514 or Pol S 540 - Seminar in Public Policy or Seminar in Public Administration

PRELIMINARY EXAM FIELDS

Students will be expected to master the materials covered in three different preliminary exam fields for their preliminary exams. Usually, one committee member assumes a leadership role in each of the three fields. The required core courses in each field serve as a foundation for preliminary exams. Students will work with the particular faculty member in each area to develop an expanded bibliography on which the student will be tested.

FIELD RECOMMENDED COURSES FOR EXAM PREPARATION

American Institutions	Pol S 510- Introduction to American Institutions and Processes Pol S 511- Seminar in American Political Thought Pol S 512- Seminar in American Institutions Pol S 513- Seminar in American Political Behavior Pol S 402- Civil Liberties Pol S 404- The Judicial Process Pol S 417- The Electorate Pol S 420- Political Parties and Pressure Groups Pol S 427- United States Foreign Policy Pol S 428- Introduction to Political Psychology Pol S 434- American Political Thought Pol S 443- Administrative Jurisprudence Pol S 448- Urban Politics and Policy Pol S 449- Intergovernmental Administration Pol S 450- The Legislative Process Pol S 455- The Presidency
Public Law	Pol S 511- Seminar in American Political Thought Pol S 512- Seminar in American Institutions Pol S 516- Seminar in Law, Courts and Judicial Politics Pol S 402- Civil Liberties Pol S 404- Judicial Process Pol S 443- Administrative Jurisprudence
Political Theory	Pol S 502- Seminar in Normative Theory Pol S 511- Seminar in American Political Thought Pol S 530- Theoretical Approaches to International Relations Pol S 534- Seminar in Comparative Politics Pol S 535- Advanced Issues in Comparative and International Politics
International Politics	Pol S 530- Theoretical Approaches to International Relations Pol S 531- International Security Pol S 533a- Seminar in Political Psychology Pol S 533b- The Psychology of Political Leadership Pol S 535- Advanced Issues in Comparative Politics Pol S 424- U.S National Security Policy Pol S 426- American Diplomatic History in the 20th Century Pol S 427- United States Foreign Relations Pol S 428- Introduction to Political Psychology Pol S 429- Topics
Comparative Politics	Pol S 510- Introduction to American Institutions and Processes Pol S 534- Seminar in Comparative Politics Pol S 535- Advanced Issues in Comparative Politics Pol S 536- Special Topics in Comparative Politics Pol S 537- Concepts and Method in Comparative Politics PS/Crm J 505-Comparative Criminal Justice PS/Crm J 572 -Comparative Policing Pol S 412 - Government and Politics of Eastern Europe and Russia Pol S 413 - Latin American Governments

Pol S 428 - Introduction to Political Psychology
Pol S 432 - Comparative Public Policy
Pol S 447 - Comparative Public Administration
Pol S 460 - Politics of the Third World
Pol S 472 - Politics of the Industrialized States
Pol S 474 - African Politics
Pol S 476 - Revolutionary China: 1800 to the Present

Public Policy Studies

Pol S 512 - Seminar in American Institutions
Pol S 513 - Seminar in American Political Behavior
Pol S 514 - Seminar in Public Policy
Pol S 530 - Environmental Policy
Pol S 533 - Psychology of Political Leadership
Pol S 536 - Special Topics in Comparative Politics
Pol S 537 - Concepts and Methods in Comparative Politics
Pol S 542 - Topics in Administration, Justice and Applied Policy Studies
Pol S 543 - Topics in Public Administration and Policy
Pol S 544 - The Politics of the Policy Process
Pol S 404 - The Judicial Process
Pol S 416 - Policy Analysis
Pol S 417 - The Electorate
Pol S 424 - U.S. National Security Policy
Pol S 428 - Introduction to Political Psychology
Pol S 430 - The Politics and Policies of Natural Resources and the Environment
Pol S 432 - Comparative Public Policy
Pol S 450 - The Legislative Process

Public Administration

Pol S 533 - The Psychology of Political Leadership
Pol S 540 - Proseminar in Public Administration
Pol S 541 - Seminar in Research Evaluation (Crm J 540)
Pol S 542 - Proseminar in Administration, Justice and Applied Policy Studies
Pol S 543 - Topics in Public Administration & Policy
Pol S 544 - The Politics of the Policy Process
Pol S 547 - Intergovernmental Relations
Crm J 505- Comparative Criminal Justice
Crm J 591- Seminar in Administration of Criminal Justice
Pol S 432 - Comparative Public Policy
Pol S 443 - Administrative Jurisprudence
Pol S 445 - Public Personnel Administration
Pol S 446 - Public Budgeting
Pol S 447 - Comparative Public Administration

Criminal Justice

Crm J 505- Comparative Criminal Justice Systems
Crm J 530- Criminal Justice: Process and Institutions
Crm J 540- Seminar in Research Evaluation
Crm J 541- Corrections
Crm J 550- Planned Change in Criminal Justice
Crm J 570- The Police and Society
Crm J 580- Women and Criminal Justice
Crm J 572- Comparative Policing
Crm J 591- Seminar in the Administration of Criminal Justice
Crm J 592- Topics in Criminal Justice

Pol S 542- Pro seminar in Administration, Justice and Applied Policy Studies
Soc 560- Problems of Deviance Theory
Soc 567- Seminar in Crimes and Delinquency
Soc 568- Adolescent Deviance
Crm J 420- Law of Evidence and Criminal Procedure

A variety of Graduate Seminars in Psychology. Consult with committee or Director of Criminal Justice.

Political Psychology

Pol S 533a- Seminar in Political Psychology (repeatable)
Pol S 533b- Political Leadership
Psych 550- Attitudes and Social Cognition
Psych 551- Group and Interpersonal Processes
Pol S 428 - Introduction to Political Psychology

Gender, Justice, and Politics

Pol S 537- Concepts and Methods in Comparative Politics (Gender and Politics)
W St 481- Theoretical Issues in Women's Studies
Crm J 403-Violence Against Women
Crm J 580-Women and the Criminal Justice System
Soc 555 - Sex Roles in Society
Soc 590 - Race, Class, and Gender
Hist 521 - The Frontier and American West
Pol S 435 - Politics of Developing Nations
Pol S 460 - Politics of the Third World
Anth 402 - Gender and Kinship
Or a course approved by all members of the committee.

Independent Exam Field

Courses determined by student and committee. Independent exam fields must be approved by the Committee, the Graduate Coordinator, and the Chair. Other faculty may be consulted.

B. CRIMINAL JUSTICE PH.D. COURSE REQUIREMENTS

Criminal justice required core courses (22 credits):

Crm J 530 - Criminal Justice: Process and Institutions
Crm J 540/PS 541 - Seminar in Research Evaluation
Pol S 503 - Seminar in Research Methods
Pol S 504 - Quantitative Methods in Political Science and Criminal Justice
XXXX - Seminar in Advanced Statistics (variety of courses already offered throughout the university)
Pol S 514 or Pol S 540 - Seminar in Public Policy or Public Administration
Sociology seminar in Deviance, Criminology or Delinquency Theory
Crm J 539 - Professionalization Seminar (1 credit)

Plus 3 courses from the following electives to constitute your sub-field in CJ (9 credits):

Crm J 505 - Comparative Criminal Justice Systems

Crm J 541 - Seminar in Corrections
Crm J 570 - The Police and Society
Crm J 572 - Seminar in Comparative Policing
Crm J 580 - Women and Criminal Justice
Crm J 591 - Seminar in the Administration of Criminal Justice
Crm J 592 - Pro-seminar in Administration, Justice, and Applied Policy
Studies
Pol S 516 - Seminar in Law and Courts

Plus the core courses from one exam field other than criminal justice. The courses for each of the following exam fields already exist and are based on long standing arrangements with the other departments listed (18 credits):

Comparative Politics (courses available within Pol S)
Criminological Theory (courses available within Crm J and Soc)
Gender, Justice and Politics (courses available within Crm J, Pol S, and WmSt)
Political Psychology (courses available within Pol S and Psych)
Public Law (courses available in Pol S)
Public Policy Studies (courses available in Pol S)
Public Administration (courses available in Pol S)
Statistics and Methods (courses available within Crm J, Pol S, Soc and Psych)
Independent Exam Field designed by committee

Preliminary exam fields:

Students are required to take three comprehensive exams:

- one which covers the Criminal Justice field as a whole;
- one in an institutional or theoretical subfield of Criminal Justice (Police, Courts, Corrections, Juvenile Justice, or Deviance/Criminology/Delinquency);
- and one in another exam field outside criminal justice; this will normally be one of the preliminary exam fields listed under the Ph.D. in Political Science section in this handbook) as determined by student interests, with committee approval.

C. PRELIMINARY EXAMINATION REQUIREMENTS (POLITICAL SCIENCE AND CRIMINAL JUSTICE)

The Ph.D. aspirant becomes eligible to attempt qualifying ("preliminary") examinations when he or she is in the process of completing the final courses included in his or her Ph.D. program. Only after a student has successfully passed "prelims" does he or she become formally a "candidate for the Ph.D." (or ABD, "All But Dissertation"). Preliminary exam schedules are established by the committee and the student and must be formally filed with the graduate school after all members of the committee sign-off.

Each student will have up to eight hours to complete each of the three examinations. At least one of the examinations will be in the student's Course Field. The order of these examinations is up to the student and her/his committee. For the examination, the student will be assigned a private office. If the student wishes to complete the examination using word processing software, the appropriate hardware will be provided. The student will not be allowed to bring any other software in to the examination room. If the student's committee agrees, the student will be allowed to take the prelim as an open-note exam.

Graders of the examination are required to submit an evaluation to the chair of the student's committee. At the committee's option, faculty may give oral or written feedback to the student before the oral exam. The oral exam is normally held within two weeks of completion of the writings. The exam lasts two hours and the examiners include the student's examination committee as well as a representative

from the Graduate School. Questions normally focus on the student's written examination but can cover any topic within the student's areas of concentration.

The object of the qualifying examination, which is comprehensive and broad in nature, and both written and oral, is to test the student's mastery of and sophistication concerning his/her fields of specialization in Political Science or Criminal Justice. It is not designed to reward mere memorization of facts. The student should bear in mind that when a student "sits" for prelims he or she is seeking to be recognized as a peer of the examiners.

There is no "set" or "magic" way to prepare for prelims. A solid course background is, of course, an indispensable asset. The successful student will also have read substantially beyond course requirements in his or her preliminary exam fields, will have consulted faculty teaching in these fields regarding appropriate reading lists and preparation strategies, and will be thoroughly informed regarding relevant methodology.

The maximum period of time in which to complete both written and oral examinations is 30 days (Graduate School regulation). Under existing University policy, students cannot take any such examinations (prelim or final) unless they are registered for credit and have paid the fees entailed by such registration for the school term in which the examination is scheduled.

At the option of the committee, a student who fails their preliminary exams may be allowed to re-take the exams once, after a three month waiting period.

D. DISSERTATION PROSPECTUS DEFENSE

The next requirement for the Ph.D. candidate beyond the prelims is preparation, under the guidance of a thesis committee, of a dissertation presenting the results of a thorough and systematic investigation of a significant problem related to one of the exam fields of the candidate. The thesis committee will normally be composed of the chairperson and two other members of the Graduate Faculty. The Ph.D. dissertation committee is normally, but not always, composed of the same members as the preliminary examination committee. The subject matter of the dissertation will, of course, have an important bearing on the committee's composition.

Students must present, and orally defend, a dissertation prospectus, usually in the semester following successful passage of the preliminary exams. This defense does not need to be scheduled with the Graduate School. The objectives of the proposal are to identify the research topic, and to demonstrate that a feasible and appropriate research strategy has been developed.

For students doing a M.A. in Political Science or Criminal Justice at WSU and who are planning on applying to the Ph.D. program, the M.A. essay will be a *preliminary* version of this prospectus. These students will schedule a regular defense with the Graduate School. It is not expected that M.A. students will have a completely developed dissertation prospectus for this defense. At the same time, producing a preliminary version of the dissertation prospectus shows that the student has the skills to design a complex research project and give the student a head-start on the dissertation. Students who have successfully defended their M.A. essay/Preliminary Dissertation Prospectus will not be required to formally defend the final dissertation prospectus after their prelims. Individual committees may ask the student to defend an updated version.

Normally, the student works with the chair of her/his committee to produce a final draft. Only after the chair has approved the working draft may the student submit the essay to the other members of the committee, remembering that the other members must have the essay *at least 15 work days* prior to the defense date. All committee members must sign-off on the defense date. If these guidelines are not respected by the student, the other members of the committee are not obliged to attend the defense.

A dissertation prospectus should be a clear statement and presentation of the research problem to be examined after prelims. The prospectus presents the student's preliminary work on the problem, not just a statement of that problem, as well as a discussion of the feasibility and significance of the project. The prospectus should be approximately 50 pages and should include (not necessarily in this precise format or order):

- 1) Project Title.

- 2) Statement of the Topic or Problem: Identify the specific focus in researchable terms and place the topic or problem in the literature.
- 3) Extensive Literature Review: Describe and critique major approaches to the problem, the relevant findings, theoretical and methodological debates in the literature, and a discussion of how the dissertation will fit in and add to the literature.
- 4) Tentative Theoretical Framework: Describe the theoretical framework with which the problem or topic will be analyzed. This may require an additional literature review if the approach has not been used to examine the problem or topic.
- 5) Tentative Hypotheses.
- 6) Approach, Methods and Materials: Discuss in depth the analytical school or approach or methodology that will be employed.
- 7) Tentative Chapter by Chapter Outline.

The prospectus must be submitted to the student's committee, revised in accordance with committee criticisms, and acceptable to the committee before the final oral exam is scheduled. Further revisions may be required after the successful completion of the oral exam.

E. FINAL ORAL EXAMINATION OF DISSERTATION

The last requirement is the final oral examination, which under existing Graduate School policies cannot be scheduled until the dissertation is ready for presentation to the Graduate School and for deposit in the University library. The final oral usually centers on the dissertation, but, as Graduate School regulations indicate, the student must be prepared to meet questions relating to any of the work he or she has done for the degree.

Under existing University policy, students cannot take any such examinations (preliminary or final) unless they are registered for credit and have paid the fees entailed by such registration for the school term in which the examination is scheduled. Normally such examinations can be scheduled only for times when the University is in session. "A minimum of four months must elapse between the successful completion of a preliminary examination and the scheduling of a final examination (Graduate School Policies and Procedures Manual, at gradweb.gradsch.wsu.edu/Publications.html)."

Current Graduate School regulations stipulate that "In all cases, the requirements for the degree should be completed within three years of the date of the satisfactory completion of the preliminary examination." Upon completion of the dissertation, a final bound copy must be submitted to the Graduate School and the Department of Political Science conforming to Graduate School requirements as follows:

Following a passed oral examination, the 100% rag bond manuscript and one copy of the thesis or dissertation must be signed in black ink by all committee members and the manuscript returned to the Graduate School within 5 working days for final acceptance. Specific steps for final acceptance are given to graduate students at the time they receive the Thesis Acceptance/Final Examination scheduling form. (Graduate School Policies and Procedures Manual, at gradweb.gradsch.wsu.edu/Publications.html.)

Students need to be in regular contact with their committee chair with regards their completion schedule for the dissertation. Students cannot expect committees to suddenly schedule a defense if they produce the entire manuscript unexpectedly. The student should have an agreed completion schedule with the Chair and should be submitting chapters regularly. The other committee members must be given *ample* time (at least 15 working days) to read over the final version, only *after* the chair has approved the dissertation. Please remember, that this process takes time. Be aware that all committee members must sign-off on a defense date.

F. TEACHING AND/OR RESEARCH REQUIREMENT

In addition to the course requirements, each student in the Ph.D. program is required to have formal teaching and/or research experience in an institution of higher learning before receiving the Ph.D. degree. Serving as a Teaching Assistant in the Political Science Department/Criminal Justice Program satisfies this teaching requirement. Collecting original data also fulfills this requirement.

III. ADMINISTRATION OF GRADUATE STUDIES

The Graduate Studies Committee (GSC) is a committee of faculty and graduate students responsible to the Department for oversight of the graduate program. The GSC also acts on student requests and petitions and proposes changes in the graduate program. Generally, proposals for policy changes in the graduate curriculum must be approved by a vote of the faculty. Anyone may submit an agenda item for GSC consideration. Please submit them in writing to the Graduate Coordinator. The committee consists of the Graduate Coordinator (Chair), the Director of the Criminal Justice Program, three faculty representatives, three graduate student representatives, the Chair of the Department (ex officio) and the Director of the Division of Governmental Studies & Services (DGSS) (ex officio), and the Graduate Secretary (non-voting).

The Director of Graduate Studies (Dr. Andrew Appleton) interprets University and Departmental rules and regulations; advises Political Science students until they have advanced to form a program committee; acts as a counsel and an advocate for graduate students when individuals come forward with issues; organizes the first-year student orientation; organizes the orientation for Teaching Assistants and Graduate Instructors; updates the graduate handbook each year; coordinates the admissions process; coordinates the allocation of teaching assistantships; facilitates the distribution of soft-funding to graduate students; coordinates the assignment of T.A.s to classes; coordinates faculty supervision of graduate students teaching independent sections; and evaluates, with committee chair approval, and informs students who are academically deficient.

The Director of Criminal Justice (Dr. Faith Lutze) fulfills the same functions as the Director of Graduate Studies, for all Criminal Justice M.A. students and is in charge of the undergraduate Criminal Justice program.

The Placement Coordinator assists the Graduate Studies Coordinator, Ph.D. committees and departmental support staff, in preparing graduate student application files for professional placement. This includes developing a cover letter for job applicants, reviewing their letters of application, ensuring that the candidate has adequate letters of recommendation on file, and distributing information to faculty regarding candidate applicants whenever possible.

The Graduate Secretary (Diane Berger) is responsible for the administrative details of the graduate program, maintaining graduate files and providing students with information concerning the program, fields, forms, examinations on file, placement information, access to handbooks and generating official letters to graduate students.

The Administrative Manager (Cynthia Avery) is the direct assistant to the department Chair; processes all payroll documents (academic and temporary appointments); maintains personnel files; handles all confidential materials; supervises staff; is responsible for all departmental and grant budgets; is responsible for all planning, coordinating, organizing and controlling of administrative services to the department and college; provides assistance to the Chair for all organizational and managerial services in relation to branch campus activities, DGSS activities, the Criminal Justice Program and Director; assists with all scholarship awards; assists with departmental honorary activities; and, perhaps most importantly, maintains and directs professional representation of the Department to all walk-ins and callers on and off campus.

The Department Chair (Dr. Steven Stehr) is assigned the administrative responsibility for the department and serves as the direct supervisor of departmental faculty and staff. The Chair acts as the liaison between the department and other parts of the University, most particularly the Dean.

IV. FUNDING OPPORTUNITIES

Types of Funding

The department has three types of funding for graduate students: hard funding, soft funding and adjunct instructor salaries.

Hard-funding—Hard funding consists of permanent teaching assistantships which pay a monthly salary for the academic year and normally have tuition waivers. Assistantships are awarded competitively on the basis of merit. All students who are eligible and who wish to compete for an assistantship are asked to complete an application by February 1st for the following academic year. T.A. appointments are made on a yearly basis. Students may receive an assistantship for up to four years if pursuing both the M.A. and Ph.D. degrees; students pursuing only the Ph.D. degree may receive hard-funded assistance for up to three years.

Soft-funding—The second type of departmental funding comes largely from grants obtained by faculty and usually consists of research positions. Last year, approximately two thirds of our graduate students who were not on T.A. appointment were employed by WSU, often working on research for faculty. For the most part, these jobs pay an hourly salary and do not include a tuition waiver. Under some circumstances, students who are employed for at least 20 hours a week, may be eligible for an out-of-state tuition waiver. For many of these positions, students must be “work study eligible”. This program enables the department to fund more graduate students because for every dollar we put in we get three work study dollars to support employment. (See Cynthia Avery regarding the procedures for applying for work study.) Often, these job opportunities extend into the summer. You need to file federal and state forms with the financial aid office to be work study eligible and should do so as soon as possible if you do not have hard-funding. The deadline for these forms is usually March 1st. Unfortunately, non American citizens are not eligible for work study.

Research Assistant Positions from Faculty Grants Within the Department

Work study eligible students will often be employed before those who are not; however, the **final hiring decision is made by the individual faculty member on whose project you will be working.** Last year, over half of our faculty had research assistants. If you are interested in these, you need to submit a research profile to the Graduate Coordinator, providing information in the following four areas: 1) Work study eligibility; 2) Research Experience -- areas of interest and/or expertise and knowledge of and experience in research methods, e.g., quantitative -- statistics, SPSS, surveys, etc. and/or qualitative-- content analysis, literature reviews, language capabilities; 3) Computer skills -- please be as specific as possible; and 4) if employed, how many hours, for how long, and how many more additional hours per week could you take on. These profiles will be used in final hiring decisions.

Research Positions in the Division of Governmental Studies and Services (DGSS)

Our department has an applied research unit, directed by Professor Nicholas P. Lovrich and associate director Michael Gaffney. This unit pursues and administers contracts to conduct a variety of research projects in Washington State. Each year, DGSS employs a number of graduate students to work on research. This work is paid on an hourly basis. Students who work in DGSS are normally work study eligible. If you are interested, you need to apply for work study eligibility with the financial aid office and then submit a curriculum vitae to Ms. Jennifer Albright or Ruth Self in DGSS (Johnson Tower 701).

Employment opportunities outside of the Department:

Social and Economic Sciences Research Center--This research unit often employs graduate students.

The Foley Institute for Public Policy and Public Service--The Institute sometimes employs graduate students.

Graduate Professional Student Association--Employs graduate students regularly.

Campus Student and Hourly Employment Office--Ads are posted on a board in French Administration 126.

Writing Center--Our students have worked as writing tutors. Interested Criminal Justice students should see the Director of Criminal Justice. Interested Political Science students should see the Graduate Coordinator.

Extended Degree Programs--Graders and instructors are needed. Interested Criminal Justice students should see the Director of Criminal Justice. Interested Political Science students should see the Graduate Coordinator.

Research Assistant Contracts—1) Students receiving departmental soft-funding will fill out an R.A. contract with the faculty member for whom they are working; 2) These contracts will be distributed to the faculty member in charge in the beginning of the semester.

Adjunct Instructor Positions—The third type of funding, adjunct teaching, is limited and irregular. It is most common to have adjunct teaching opportunities for graduate students in the summer; however, faculty are the first to be assigned summer classes to teach. Students who have had a significant record in teaching, who have at least an M.A., if not an ABD, and who are not already on a teaching assistantship should inform the Chair of their expertise in teaching. The Chair of the Department makes all decisions on adjunct teaching in consultation with the Graduate Coordinator, the Director of Criminal Justice and/or pertinent faculty. Adjunct faculty are generally paid at the rate of \$3000 per 3 hour course. No tuition waivers are involved.

Disqualification from Eligibility for Departmental Funding —Graduate students shall not be given departmental aid in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Also, students who by the end of the third semester equivalent of full time enrollment in residence have failed to form a committee and file a program (in the case of the Ph.D.) shall normally be denied continuance in any assistantship or other kind of departmental employment, such as work with the Division of Governmental Studies and Services.

V. TEACHING ASSISTANTSHIP AWARDS, ASSIGNMENT, AND DUTIES

Criteria for Teaching Assistant Awards

The awarding of teaching assistantships is a very competitive process. There are two types of T.A.s: support and independent section T.A.s. Support T.A. positions assist a faculty member teaching a large course, usually over 40. Independent section T.A.s teach their own class. These T.A.s must have at least an M.A. and significant professional experience. See the next section for more on the specific expectations for both types of T.A.s. The following criteria (not necessarily in order of rank) are used in awarding T.A.s:

1. Grades - This typically includes overall GPA, but may also focus on grades in more recent years (especially for students whose education covers more years than usual or for students whose grades show substantial change over time) and on grades in the degree area (political science and/or criminal justice).
2. GRE Scores.

3. Letters of Recommendation for Students Applying to our Program - New students who are interested in receiving a T.A. should encourage their referees to speak to their potential class room strengths.
4. Faculty Evaluations of Current Students - Each Ph.D. student will be evaluated in writing by the Chair of her/his committee in terms of their performance in the program. Faculty evaluations of T.A.s will also be used.
5. Relevant Course Background - Students who have had a substantial amount of course work in the field of their graduate degree (criminal justice or political science) are more likely to receive funding, other things being equal, than are students with little or no relevant course work.
6. Field Distribution Concerns - We try to maintain some degree of balance in the overall distribution of T.A. slots to the distribution of T.A. support needs for courses and to provide some spread of support across Ph.D. fields. We need grading help in a number of fields and if we are particularly shorthanded in a field, a graduate student with some background in that field will have an advantage in competing for funding relative to a student with little or no background in that field.
7. Work Performance - Current T.A.s who have performed well on the job are more likely to be continued than are T.A.s who do not perform well.
8. Special Concerns - Some of the T.A. slots include instructional duties, including teaching independent sections and leading sections of large Pol S 101, 102 or 103 and Crm J 101 and 150 classes. For these slots, previous T.A. or teaching experience is important (particularly for independent sections). In addition, a record of excellent performance in relevant courses is also important, especially for the independent sections. Some effort is also made to assess potential for effective performance in the classroom.

Procedures for Application

The deadline for application for departmental teaching assistantships is February 1st each year for the following academic year. Current students need to submit an application to the Graduate Secretary to indicate their interest. This application should include: a narrative of progress, a description of academic achievement in courses at WSU (with grades), a summary of research (conference papers, collaborative work with faculty, research grants, etc.), and a concise statement of goals for the next year in the program. Applicants should also include an updated c.v. During March, the Funding Committee (composed of the full-time Faculty members of the Graduate Studies Committee) will examine each student's record and will rank all of the students according to the above criteria. The Criminal Justice Faculty will do the same for Criminal Justice M.A.'s. These rankings will be used as a guide to award teaching assistantships and to a certain degree other departmental aid. It is important to note, that these rankings are fluid and changing and are only an instrument for better decision making. Because of this, these rankings are confidential.

Assignment of T.A.s to Courses

1. The Director of Graduate Studies and the Director of Criminal Justice will be responsible for preparing initial T.A. teaching assignments. The GC and the DCJ will meet with both faculty and students in the semester prior to the work semester. Independent section assignments for the SPRING semester will be discussed in **December**; assignments for the FALL semester will be discussed in **May**. Instructional support T.A. assignments cannot be made until final enrollments come-in, the Friday before the first day of classes for each semester.
2. Teaching assignments for each semester will be made and submitted for faculty approval before the first week of the relevant semester.

3. Appeals of T.A. assignments, should be directed to the Department Chair who shall have final determination of the matter.
4. Both support and independent section T.A.s are expected to work 20 hours per week, 10 hours for a 1/4 time appointment. If students are working more than this, the Graduate Coordinator should be contacted. Under no circumstances should students on a TA appointment accept any other remunerated employment, such as; grading DDP courses, working on research grants, etc. Violation of this rule constitutes a violation of Graduate School, University, and State regulations, and will result in the possible loss of the assistantship and tuition waiver.
5. WSU Political Science/Criminal Justice graduate students should not evaluate other graduate students in this program, under normal circumstances.
6. A one-day orientation will be given each Fall for all T.A.s. Attendance is mandatory.

Evaluation of T.A. Performance

1. All Political Science and Criminal Justice students who are performing T.A. work for the department, either as assistants in classes or having independent responsibilities, will be entitled to systematic feedback from advisory and supervising faculty, both during, and at the end, of any given term. The evaluation of T.A. work will be based on the completion of agreed upon T.A. responsibilities. Evaluation criteria will be specified in an agreement and should include expectations concerning: a) grading; b) attending lectures; c) office hours; and d) guest lecturing. Any changes in T.A. responsibilities will require consultation and agreement between faculty advisor and T.A.
2. Each T.A. will have a faculty supervisor. In the case where the student is assisting in a course, the faculty supervisors will be the course instructor. During the first week of a given term, both the advisor and the assigned T.A. will meet to discuss T.A. responsibilities. At this time, the T.A. and the advisor will agree, in writing, (on the Advisor/T.A. Agreement Form) to these duties. Any changes in T.A. responsibilities will require consultation and agreement between faculty and T.A.
3. For T.A.s teaching independent sections, prior to the first departmental meeting of the semester, the department Chair will nominate individual faculty members for advisory duties for T.A.s teaching independent sections. The faculty supervisor and the graduate instructor will sign a T.A Agreement Form. The graduate student will see to it that all educational materials relating to their teaching responsibilities are made available to the advisor. The advisor and the student will discuss the minimum teaching expectations and the criteria for evaluation of teaching performance.

The advisor will review the student's teaching materials and will arrange times when he/she can observe the student's classroom/discussion group and/or advising performances. When the T.A. is involved primarily in grading, these opportunities are recognized to be limited. In these cases, faculty are encouraged to have their grading T.A. present at least one lecture and/or have primary responsibility for conducting review/study sessions. At the mid-point of the semester, the student and his/her advisor will meet for an informal session where course progress and teacher development skills should be discussed. This meeting is to be viewed as an informal, "mid-course correction" and not one which results in any official report.

Based on whatever form of feedback the advisor has developed for the assessment of the student's performance, the advisor should give the student a good sense of her/his performance of responsibilities. Suggestions for change or alteration of performance should be a feature of this discussion as well. Students are encouraged to ask faculty for additional help in improving their performance.

4. After the semester is over, the advisor will issue a report on the student's performance of her/his duties and a general evaluation of their potential as classroom instructors. This report will be shared with the student, the student will sign the report to acknowledge having read it and it shall be placed in her/his graduate file.
5. The student has the right, and will be given the opportunity, to comment on the semester report if he/she wishes. These rejoinder comments will be shared with the advisor and placed in the student's file as well.
6. It should be remembered that TA appointments qualify the student to be an employee of both the university and the state. Students are expected to uphold the standards of professional conduct that is implied by this status. In particular, students should be familiar with policies regarding inappropriate workplace conduct, amorous relationships, and respect for undergraduate students. Unsatisfactory performance of T.A. responsibilities could result in a discontinuation of funding as determined by Departmental Chair in consultation with the Graduate Coordinator and other relevant faculty.

VI. ANNUAL EVALUATION OF ACADEMIC RECORD

In compliance with Graduate School policies, at the end of each academic year the Director of Graduate Studies will review all Political Science student files for academic deficiencies. The Director of Criminal Justice will evaluate Criminal Justice student files. Once the deficient students are identified, the chair of the committee will be consulted on whether students should receive a letter of notification. If students do not have any academic deficiencies, they will receive a letter that states that they are making satisfactory progress in the program. The first deficient letter a student receives serves as an initial warning and has no impact on the evaluation of student performance, if the deficiency is resolved. More than anything else, this letter serves as a heads-up for student and faculty alike. A second warning letter is much more serious, in that it is a result of the student's failure to resolve the deficiency in her/his record. If the student still has not resolved the deficiency in a reasonable amount of time and after consultation with the Chair of the Committee and the Chair of the Department, he or she may be dropped from the program. All letters will be sent to students and placed in their graduate files.

See Appendix 2 for the evaluation form which is completed each year by the Graduate Coordinator or the Director of Criminal Justice for each student in the graduate program. Please review it carefully. Your progress will be considered unsatisfactory if you fail to file a program statement in a timely manner, accumulate or fail to remove "incompletes" from your transcript, fail to complete your M.A. essay or dissertation in a timely manner, fail preliminary examinations, fail to enroll or complete required coursework, or receive a grade below B-. In addition, any graduate student who fails to maintain a cumulative grade point average of 3.00 or higher for all course work subsequent to admission to the Graduate School will be dropped from the University.

VII. PLACEMENT

At the beginning of each new academic year, qualified Ph.D. candidates who are interested in applying for academic positions may use our departmental services to help them find a job. Students should first consult with their committee to make sure all members feel that they are ready to go on the market. Next, students should make an appointment to see the Placement Coordinator. The department will only help students who have committee approval, who are ABD, ***and have made significant progress on completing the dissertation.*** Completion of these requirements does not make the placement clock start automatically. The student can decide when he/she wishes to begin. These placement services are extended to students for a period not to exceed two years and only apply to the student's first position.

Advertisements for academic jobs in Political Science appear in the APSA Personnel Newsletter (or eJobs); for jobs in Public Administration see P.A. Times; for jobs in Criminal Justice see the ACJS job newsletter, Employment Bulletin; The Criminologist; or ACJS Today. The Department has a subscription to the APSA newsletter and it may be signed-out for student consultation from the front office. Once students have consulted their committee, the personnel service newsletter and have met with the Placement Coordinator, they should compile a list of all schools to which they will send applications. Students should ask that letters of recommendation be sent either directly to the institution to which they apply or to the placement coordinator who will include them in the placement dossier. The student needs to supply copies of all other application items for each application as well as the complete mailing address. The department will add the letters of recommendation and the cover letter and will then send the entire packet; thus covering postage for all student applications. When materials are sent out to prospective employers, WSU faculty are informed of the target employer and the names of that department's faculty in order to assist in placement.

VIII. FACILITIES FOR GRADUATE STUDENTS

Office Space. All students on appointment as T.A.s, and often R.A.s, are entitled to office space. Those students possessing desk space are entitled to building keys.

Seventh Floor Computer/Commons Room. There are several networked personal computers located in Johnson Tower 712. These are available for use by any graduate student enrolled at WSU. Users will need to obtain a login account for access to these machines from Cindy Zimmerman in 801 Johnson Tower. Access to this room is by keyless entry. The number will be given to all students in the beginning of the year. This room is also the commons room for our Graduate Program. Because it has a dual purpose—computer room and commons room—everyone needs to be understanding of the needs of students to talk and their need to work. Students will also find updated program information and Graduate Student Association announcements in this room. On the second floor of Wilson Hall (right next to Johnson Tower), there is the Social Science Terminal Laboratory with 20 terminals and a high speed printer.

Mailboxes. Students on appointment will receive their mail in the slots outside of their offices. Students not on appointment will receive their mail in individual boxes located in 712. Students should make a habit of regularly visiting their mailboxes as it is the only reliable way of getting important information to the student. Phone calls for graduate students are received in the main office where messages will be taken.

Photocopying Machine. Graduate students have at their disposal their own copying machine in the seventh floor computer room. T.A.s will receive a copy number for their instructional copies. Students may not use this photocopy number for their own copies. All graduate students can obtain a copy number from the office staff, and will be charged for all copies made on this machine *in advance*. This machine is shared with DGSS. Because there is a separate copy machine for graduate students, the 8th floor copy machine may not be used by graduate students.

Graduate Bulletin Board. Located outside of 701 Johnson Tower, information on this board relates directly to graduate student interests. Topics include funding opportunities, job opportunities, seminars, etc. The student should get into the habit of regularly consulting this board.

E-Mail Accounts. All students should sign-up for an e-mail account with Information Technology.

See Appendix 3 for additional graduate student information.

IX. DIVISION OF GOVERNMENTAL STUDIES & SERVICES

The Division of Governmental Studies and Services (DGSS) is a subunit of the department which was created in 1964 to serve as the primary contact point between public agencies interested in applied research and departmental faculty and graduate students capable of providing such assistance. WSU is a land grant university, and as such it has an obligation to extend disciplinary knowledge to the practical tasks of governance in our state; the department meets this university mission in major part through the activities of DGSS. Over the course of the past three decades DGSS has conducted applied research for a variety of federal, state, and local government agencies and for several foundations and comparable extramural funding institutions.

Graduate students can become involved in DGSS in several ways. Each academic year several graduate students who are not appointed to teaching assistantships work as researchers on projects funded by contracts with government agencies. Other graduate students seek out the assistance of DGSS to help with data collection for doctoral committee-approved projects requiring the collection of original data. Yet other graduate students make use of the datasets accumulated by DGSS in its applied research work to perform secondary analysis, either for preparing course papers, for M.A. or doctoral theses, or for developing professional publications.

DGSS has a particularly close relationship with local governments through the Program for Local Government Education (PLGE). This program brings into partnership DGSS, WSU Cooperative Extension, the Association of Washington Cities, and the Washington Association of County Officials for the development of applied research pertinent to the needs of local government officials. The department maintains a position funded by Cooperative Extension for a "Local Government Specialist," and this faculty member involves graduate students interested in state and local government in their PLGE work.

APPENDICES

I. DEPARTMENTAL FACULTY TEACHING GRADUATE APPROVED COURSES 2003-2004

ANDREW APPLETON, Associate Professor and Graduate Coordinator (Ph.D., New York University)

Years at WSU: 1989-90, Fall 1994 - present

Areas of Research Interest: Comparative Politics, Political Parties and Participation

DAVID BRODY, Associate Professor (WSU-Spokane), (Ph.D., University of New York, Albany; J.D. University of Arizona)

Years at WSU: Fall 1997 - present

Areas of Research Interest: Criminal Law, Criminal Procedure, Criminal Court Systems

CORNELL CLAYTON, Professor (D.Phil., Oxford University)

Years at WSU: Fall 1992 - present

Areas of Research Interest: Judicial Policy-Making, Legal Bureaucracy

TERRENCE COOK, Professor (Ph.D., Princeton University)

Years at WSU: Summer 1967 - present

Areas of Research Interest: Normative & Empirical Theory, Comparative Politics

MARTHA COTTAM, Professor (Ph.D., University of California, Los Angeles)

Years at WSU: 1981-82, Fall 1991 - present

Areas of Research Interest: International Relations, Comparative Politics, Political Psychology, Political Violence

LAURIE DRAPELA, Assistant Professor (WSU-Vancouver), (Ph.D., University of Texas)

Years at WSU: Fall 2001 - present

Areas of Research Interest: Deviance and Delinquency, Drug Policies

MICHAEL ERP, Instructor and Director of Washington State Institute of Community Oriented Policing (WSU-Spokane), (M.A., Washington State University)

Years at WSU: Adjunct-1993-94 (WSU-Pullman) Instructor/Director-Fall 1994-present (WSU-Spokane)

Areas of Research Interest: Community Development, Strategic Planning, and Community Oriented Policing

NOELLE FEARN, Assistant Professor (Ph.D., University of Missouri, St. Louis)

Years at WSU: Fall 2003 - present

Areas of Research Interest:

LANCE T. LELOUP, (Ph.D., Ohio State University)

Years at WSU: Fall 1996 - present

Areas of Research Interest: Public Policy, Budgetary Politics, American Institutions, Eastern Europe

CAROLYN LONG, Associate Professor and Director, Masters of Public Affairs Program, (WSU-Vancouver), (Ph.D., Rutgers University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: Public Law, American Institutions

NICHOLAS P. LOVRICH, Claudius O. Johnson Distinguished Professor and Director, DGSS (Ph.D., University of California, Los Angeles)

Years at WSU: Fall 1977 - present

Areas of Research Interest: Public Administration, Public Policy

FAITH LUTZE, Associate Professor (Ph.D., Pennsylvania State University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: Criminology, Corrections, Women and Criminal Justice. Drug Courts

OTWIN MARENIN, Professor and Director of Criminal Justice Program (Ph.D., University of California, Los Angeles)

Years at WSU: 1979-1983, Summer 1991- present

Areas of Research Interest: Comparative Criminal Justice, Transnational Policing, Criminal Justice in Native American Communities

KAREN MASON, Assistant Professor (Ph.D., University of Tennessee at Knoxville)

Years at WSU: Fall 1999 - present

Areas of Research Interest: White Collar Crime, Juvenile Justice, Women and Criminal Justice

AMY G. MAZUR, Professor (Ph.D., New York University)

Years at WSU: 1990-91, Fall 1994 - present

Areas of Research Interest: Comparative Public Policy, Women and Politics, Comparative Politics

DAVID NICE, Professor (Ph.D., University of Michigan)

Years at WSU: Fall 1988 - present

Areas of Research Interest: American Institutions, Public Policy, State and Local Government

MITCHELL PICKERILL, Assistant Professor (Ph.D., University of Wisconsin)

Years at WSU: Fall 2000 - present

Areas of Research Interest: Public Law, The Judiciary

TRAVIS PRATT, Assistant Professor (Ph.D., University of Cincinnati)

Years at WSU: Fall 2002 - present

Areas of Research Interest: Criminological Theory, Correctional Policy, Quantitative Methods

THOMAS PRESTON, Associate Professor (Ph.D., Ohio State University)

Years at WSU: Fall 1995 - present

Areas of Research Interest: International Relations, American Foreign Policy, International Security Issues, Political Psychology

TRAVIS RIDOUT, Assistant Professor (Ph.D., University of Wisconsin)

Years at WSU: Fall 2003 - present

Areas of Research Interest: American Politics, Political Behavior, Methodology

STEVEN STEHR, Associate Professor and Chair (Ph.D., University of California, Berkeley)

Years at WSU: Spring 1994 - present

Areas of Research Interest: Public Administration, Public Policy

MARK STEPHAN, Assistant Professor (WSU-Vancouver), (Ph.D., Princeton University)

Years at WSU: Fall 2001 - present

Areas of Research Interest: Environmental Policy, Grass Roots Political Movements, and State/Civil Society Relations

PAUL THIERS, Assistant Professor (WSU-Vancouver), (Ph.D., University of Oregon)

Years at WSU: Fall 1999 - present

Areas of Research Interest: Comparative Politics, Chinese Politics, Political Development

ED WEBER, Associate Professor, Director of the Foley Institute (Ph.D., University of Wisconsin, Madison)

Years at WSU: Fall 1996 - present

Areas of Research Interest: Public Administration, Public Policy, Environmental Politics

Checklist for Student Evaluation Conducted by the Graduate Coordinator or the Director of Criminal Justice

Student's Name _____ Date _____

Committee Chair _____

_____ SATISFACTORY PROGRESS — We are pleased to find that you are making satisfactory progress in your program of study. Congratulations on a successful year.

_____ PROGRAM STATEMENT — You still have not completed a program statement. This is required of all graduate students and must be submitted to and approved by the Graduate School no later than the semester before graduation. The Department expects program statements to be completed by the second semester for M.A. students and by the third semester for Ph.D. students, in graduate school. You also need to submit a departmental checklist to Diane Berger.

_____ INCOMPLETE (1st warning) — Your transcript indicates that you have an incomplete on your record from this academic year. Please remember that the Department's policy holds that incompletes must be removed by the end of the semester following the term when the incomplete was assigned (or summer for incompletes earned in the spring term). Incompletes not removed by this deadline will be turned into an "F" by the instructor of that course. No graduate student shall be given departmental aid starting in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Students receiving one grade below B- in any political science or criminal justice course included in his/her program statement will result in an evaluation of his/her file by the Graduate Studies Director and the Department Chair to determine if the student should be dropped from the program.

_____ INCOMPLETE (2nd warning) — As you know, you have left an incomplete on your record for more than two semesters. The Department's policy holds that incompletes must be removed by the end of the semester following the term when the incomplete was assigned (or summer for incompletes earned in the spring term). Incompletes not removed by this deadline will be turned into an "F" by the instructor of the course. No graduate student shall be given departmental aid starting in the Fall semester if they are carrying a grade of "I" for any course other than 600, 702, or 800 received in a non-contiguous semester. Students receiving one grade below B- in any political science or criminal justice course included in his/her program statement will result in an evaluation of his/her file by the Graduate Studies Director and the Department Chair to determine if the student should be terminated.

_____ M.A. Essay/ Dissertation — The Department encourages a timely completion of the final written project for the M.A. and Ph.D. It is important that you consult with your committee to determine the cause(s) of the delay in your progress. Please note that after three years have elapsed following your Ph.D. preliminary exams, you will need to ask the department for a one year extension. You are allowed two one year extensions, the second extension will be approved by the graduate faculty. After the second extension, the Graduate School may ask you to retake your preliminary exams.

_____ FAILED EXAMS — As you know, you did not pass your Ph.D. preliminary exams/ M.A. essay defense. You should be working with your committee to plan your next step.

_____ NON ENROLLMENT — You still have not completed your coursework for your degree and were not enrolled in any classes this past year. Please be aware that the Graduate School allows students four years of non enrollment before the student is asked to submit a new application for that degree.

_____ ONE GRADE BELOW B- — You have received at least one grade below a B-. Our departmental policy is that students receiving one grade below B- in any political science or criminal justice course included in his/her program statement will result in an evaluation of his/her file by the Graduate Studies Director and the Department Chair to determine if the student should be terminated. Please contact the Graduate Coordinator at your earliest convenience.

III. QUICK INFORMATION PAGE

Please note that this information can be found in the various guides that have been sent to you from the Graduate School, International Programs, and the Department. You should have the following guides from the Graduate School: Guide to Graduate Study, Graduate Study Bulletin, Graduate School Policies and Procedures, and a Guide to Life in Pullman. From the Department you should have received summary descriptions of our degree programs and the departmental handbook when you arrive in August. Obtaining these guides and reading them over carefully will contribute greatly to your success in our program and to your life in Pullman during your graduate work.

Home Page Addresses

Department of Political Science and Criminal Justice: <http://libarts.wsu.edu/polisci/>

Graduate School: <http://www.wsu.edu:8080/~gradsch/>

International Programs: <http://www.ip.wsu.edu/iss.htm/>

Useful Phone Numbers/E-Mail Addresses

Department of Political Science and Criminal Justice Program (509) 335-2544

Faculty Administration:

Chair, Associate Professor Steven Stehr 335-2544/stehr@wsu.edu

Director of Graduate Studies, Associate Professor Andrew Appleton 335-4025/
appleton@wsu.edu

Director of Criminal Justice Program, Professor Faith Lutze 335-8428/lutze@wsu.edu

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Cindy Zimmerman, Secretary Senior 335-2544/zimmermanc@wsu.edu

Diane Berger, Graduate Secretary and Program Support Supervisor 335-2545/
bergerd@wsu.edu

Division of Governmental Studies and Services:

Director, Professor Nicholas P. Lovrich 335-4811/faclovri@wsu.edu

Assistant Director, Michael Gaffney, 335-4611/mjgaffney@wsu.edu

Program Support Supervisor, Ruth Self 335-4811/self@mail.wsu.edu

Office Assistant, Melissa Ratsch, 335-3329/mratsch@wsu.edu

Graduate School 335-3536/gradsch@mail.wsu.edu

Benefits Office 335-4589

Student Health and Wellness Center 335-3575

Graduate and Professional Student Association 335-9545

On-Campus Housing Office 335-4577

Financial Aid Office 335-9711

International Programs Office 335-4508

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