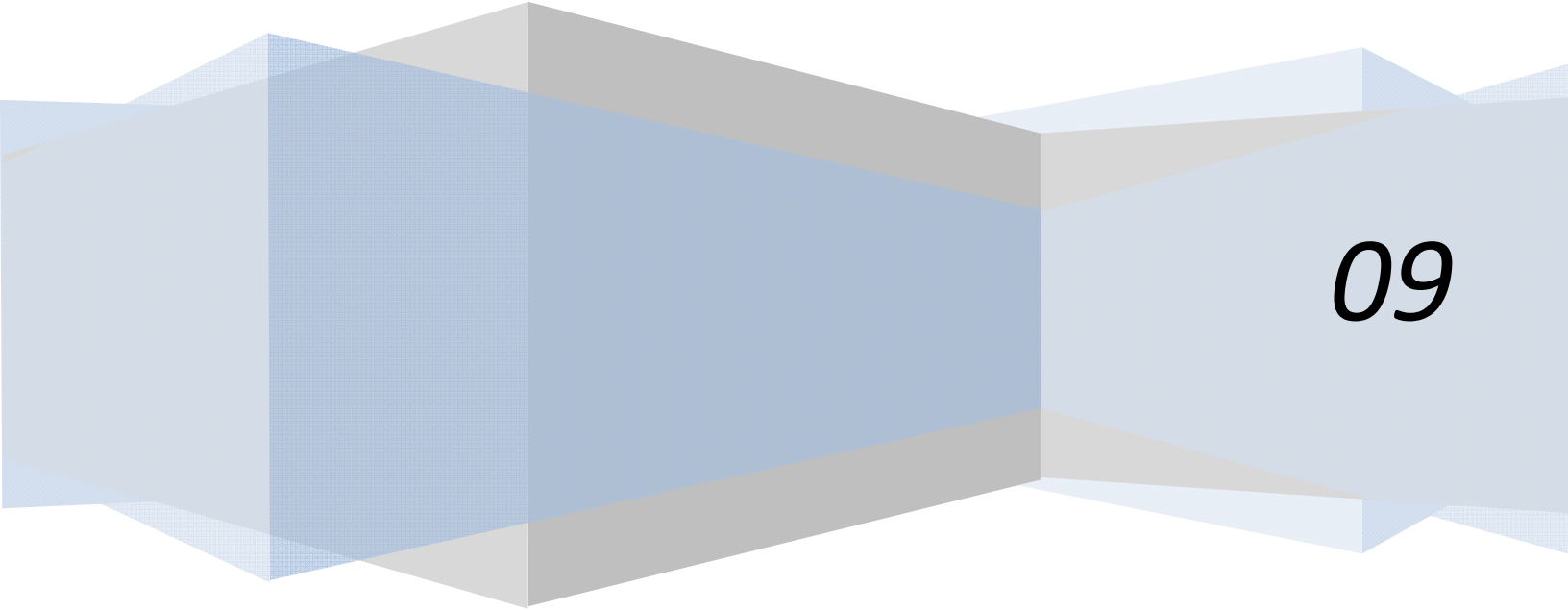


University of Nevada Reno

*Curriculum and Program
Requirements*

Department of Political Science

Ph.D. Program



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THE UNIVERSITY

As Nevada's flagship land-grant institution, the University has been instrumental in the history of the nation's fastest-growing state. One of the top 150 research universities in the country, the University of Nevada, Reno is fully accredited by the Northwest Association of Schools and Colleges, the official accrediting agency of most western states.

THE DEPARTMENT OF POLITICAL SCIENCE

The Ph.D. degree is offered as part of the curricular program of the Department of Political Science. The Department is an academic unit within the College of Liberal Arts. The activities of the Department focus upon both undergraduate and graduate education, research, and public service. In addition to the Ph.D., the Department offers the Bachelor's (BA) and Master's (MA) in Political Science, a Master's of Public Administration (MPA), and a BA in International Affairs.

THE Ph.D. FOCUS

The Ph.D. degree is conferred only for work of distinction in which the student displays decided contributions of original scholarship, and only in recognition of marked ability and achievement. The specific goals of the Ph.D. program include:

- the development of the research analysis capabilities of students through the advanced study of political processes and problems, and through an increased understanding of policy issues and research skills;
- the preparation of individuals for careers in teaching and research at institutions of higher education--or careers in public administration or public policy; and
- the support of university-based research involving issues of politics and public policy.

The strength of this Ph.D. program lies in the diversity of its faculty. Students accepted into the Ph.D. program are expected to have one field of Political Science as a major focus, and a second field of Political Science as a minor focus. The fields are:

- American Politics
- Comparative Politics
- International Relations
- Political Theory
- Public Administration
- Public Policy.

Comprehensive exams (major and minor) are required in both of the fields selected by a student. Ph.D. students should consult with their assigned advisor/committee chair in selecting major and minor fields. All field combinations must be approved by the students' assigned advisor/committee chair.

ADMISSIONS REQUIREMENTS

Admission to the Ph.D. program is competitive; a limited number of applicants are accepted each year. To be considered, all applications must be complete. Please note that the Graduate School, which has to approve all applicants, has its own deadlines and regulations. Students are expected to know these and meet and follow them. The Graduate School can be reached online at unr.edu/grad. Application deadlines:

Fall Admission: The application **deadline is March 31** for admission in the following fall semester. Admission decisions are made by a departmental selection committee, usually by the end of April.

Spring Admission: The application **deadline is October 31** for admission the following spring semester. Admission decisions are made by a departmental selection committee, usually by the end of November.

Minimum Scholastic Requirements:

- *Undergraduate Degree (BA/BS) (JD accepted as well)*
- Minimum overall GPA of 3.25 or higher (on a four-point scale) for all prior coursework (graduate and undergraduate).

- 1000 minimum combined verbal and quantitative GRE (or GMAT, LSAT equivalent)
- 450 Verbal GRE (or GMAT, LSAT equivalent)
- 18 credit hours (6 courses) in Political Science (PSC)/Social Science

PLEASE NOTE THAT THESE ARE MINIMUM REQUIREMENTS; MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ADMISSION TO THE PROGRAM. STUDENTS ARE ADMITTED ON AN INCREASINGLY COMPETITIVE BASIS. WE TAKE INTO CONSIDERATION A STUDENT'S OVERALL RECORD, AS WELL AS FIT WITH DEPARTMENTAL FACULTY AREAS OF EXPERTISE AND RESEARCH/TEACHING INTERESTS.

Application materials that need to be mailed to the Graduate School—postmarked no later than October 31 (for Spring admission) or March 31 (for Fall admission):

- Application
- Undergraduate transcripts
- GRE/GMAT/LSAT scores
- 3 Letters of recommendation of which a minimum of 2 are from professors with whom you have taken and completed coursework.

NOTE: You may apply for Graduate Special status and register for classes. Only up to nine graduate credit hours taken as a Graduate Special can apply toward the MPA degree.

Application materials need to be mailed to the Political Science Department—postmarked no later than October 31 (for Spring admission) or March 31 (for Fall admission):

- You must submit a Statement of Purpose. This statement should be 500 words, double spaced, and printed in a standard font (Courier, Times New Roman). This Statement should discuss your career and educational goals. Please make sure that the Statement has your name at the top of the each page.

Mail the Statement of Purpose directly to: Director of Graduate Studies; Department of Political Science, Mail Stop/302; University of Nevada, Reno; Reno, NV 89557-0302.

Completed applicant files are reviewed by the Department and forwarded to the Graduate School for final approval. Applicant files cannot be processed without GRE or equivalent scores. Incomplete applicant files are retained for one year. If the file is not completed by the end of the period, the file is deactivated.

REGULAR ADMISSION

International Students (studying under a student visa) must have a minimum TOEFL score of 500 on the paper-based exam; 61 on the internet-based exam; OR 173 for the computer-based exam. They must also meet all other requirements for International Students, as established by the Graduate School and the Office of International Students and Scholars [Student Services Building 0(074), University of Nevada, Reno, Nevada 89557-0074 (unr.edu/oiss)]. The Department of Political Science reserves the right to request that the English skills of incoming International Students be evaluated by the Intensive English Language Center here on campus. The results of that evaluation will be used to determine if the student needs to take additional English or other classes to facilitate their success in the program.

FINANCIAL AID AND GRADUATE ASSISTANTSHIPS

The Department of Political Science offers a limited number of graduate research assistantships. Departmental assistantships are generally awarded towards the end of the Spring semester for the following academic year. Assistantships are competitive and available only for full-time students. Application forms and information can be obtained from the Political Science website (unr.edu/cla/polisci).

The university provides a range of financial assistance options for graduate students. Interested applicants should contact Student Financial Services located in the New Student Services Building.

GENERAL OVERVIEW OF COURSEWORK FOR THE Ph.D. DEGREE

The Ph.D. program **requires** all students to fulfill the following minimum course requirements:

Scope and Methods: 9 credits

Psc 780, Psc 781, and Psc 782

Major Field: 15 credits

To be selected in consultation with your advisor/committee chair.

Minor Field: 9 credits

To be selected in consultation with your advisor/committee chair.

Field Seminars and/or Electives: 9 credits

To be selected in consultation with your advisor/committee chair.

Comprehensive Exam: 6 credits (three for each exam)

In addition to completing the specified minimum number of course credits, students must pass a comprehensive exam in each of his/her fields of concentration (major and minor). Students must register for three comprehensive exam credits during each of the semesters s/he takes the comprehensive exam. Exams are constructed and graded by the student's committee chair and members, in consultation with the Director of Graduate Studies.

The form of the exam is an open-book, take-home exam which the student has one week to complete. Exams are given in twice a year, at the beginning of the fall semester and the end of the spring semester. Students should take the exams as soon as possible after completion of the required coursework for each exam. Four possible grades may be awarded: Pass with Distinction; Pass; Provisional Pass (requiring additional work on the part of the student, as determined by the Exam Committee and the Graduate Director); or Fail. Students receiving a failing grade on one or both comprehensive exams MAY be granted the opportunity to retake the exam(s) once. **PERMISSION TO RETAKE A FAILED EXAM IS GRANTED AT THE SOLE DISCRETION OF THE GRADUATE STUDIES COMMITTEE.**

Dissertation: 24 credits

Each student must complete 24 hours of dissertation credits. Students may not register for dissertation credits until s/he has passed both comprehensive exams and been Advanced to Candidacy, unless approval to do so is obtained from the Director of Graduate Studies.

Credits at the 700-level: 30 credits

All students must take 30 credits of 700-level courses.

COURSE SCHEDULING

As a significant portion of students in the Ph.D. program are working professionals, a large number of seminars, particularly in the areas of public administration, policy and methodology, are offered in the evenings or on weekends. Students may pursue the degree part-time within the prescribed time limit and registration requirements set by the University. The above course requirements are the minimum standards established by the Department. Students will likely take courses beyond the minimum in preparation for comprehensive exams and their dissertation research.

TRANSFER/SUBSTITUTION OF CREDITS

A maximum of 24 semester hours of graduate credit **MAY** be transferred for credit towards the Ph.D. degree. These credits may be from another university or from a previous degree program at UNR. Up to nine of the 24 transfer credits may be taken as "graduate special" courses at UNR. Transfer credits must be approved by the Graduate Director and the student's Program of Study Chair, as well as the Graduate School (where those courses are transferred in from another institution). Only those courses that relate to a student's particular program focus will be approved for transfer and/or substitution.

Courses older than eight years, whether transferred in or taken in-residence, cannot count toward the 72 credit requirement for the Ph.D., UNLESS those courses were part of a student's previously completed Master's (or JD) program. All courses transferred into the Ph.D. program must be approved by the Graduate Director and the Graduate School.

ADVISING

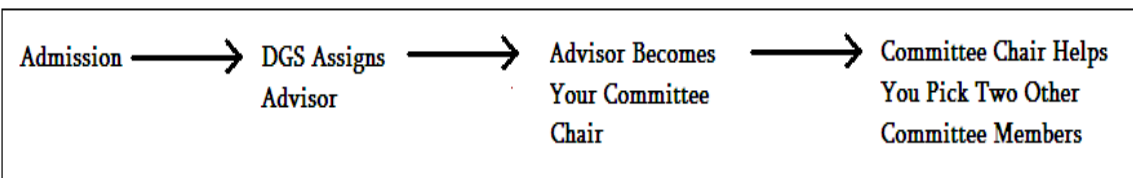
Initially, the Director of Graduate Studies (DGS) serves in advising role for new students. The DGS will advise you on courses to take and will answer any degree-related questions that arise.

The DGS assigns all accepted graduate students to an advisor. The department strongly recommends that you maintain the assigned initial advisor as your permanent graduate advisor

and make him/her your committee chair. Please consult the DGS if you feel that another advisor is better suited to your needs.

Beyond your first semester, your advisor should ensure that you enroll in graduate courses for each semester. Your advisor will also serve as your committee chair. As your committee chair, your advisor will help you choose your other committee members of which you need two.

Advisor-to-Committee Chair: A Chart



COMMITTEES

Each graduate student should fairly quickly decide which professors will be most helpful to them in completing their degree program. The chair of your committee (very likely, your assigned initial advisor) is your most regular contact for class advisement, exam study, and for professional paper completion. Your other committee members (2)—i.e., secondary committee members—serve in advisory capacities—they are not your primary advisor, but they are there to offer specific advice about topics related to your professional paper. All committee members must be designated graduate faculty (professors viewed as qualified to work with graduate students). One of the two secondary committee members must be a graduate faculty member from a department other than political science. It is possible that your elective course will be with a professor from another department—in which case, it would be good to ask them if they are willing to serve on your committee.

PROGRAM OF STUDY (POS)

Nearly every time you interact with the DGS, you will likely hear the following question, “Have you filled out your POS yet? Has it been signed and submitted to the Graduate School?”

Essentially, your POS is a form of contract with both the department and university—you list out all courses required to complete your degree. This would include accepted transfer credits and Graduate Special credits. It is strongly recommended that you begin the POS submission process within one semester of entering the program—definitely within the first year of entering the program.

In order to complete the POS, you will have to consult with your advisor regarding course availability in the upcoming semesters—usually, the department has scheduled out the future courses 6-12 months in advance of any current semester.

You will also have to have received confirmation from other potential committee members in terms of their willingness to sign the POS and become recognized members of your committee. Finally, you will need the DGS to sign the POS.

Following the process of obtaining all necessary signatures, you will need to take the signed original POS document to the Graduate School (in Room 225 of the Student Services Building on the south end of the Whalen Parking Garage). The Graduate School will be the ultimate arbiter in the process and will either approve or reject the POS.

If your POS is rejected, then it is likely there will be some explanation and you will need to consult with either your assigned advisor/committee chair to determine the deficiency. The DGS might also need to be consulted.

GRADUATE SPECIAL STUDENTS

Students may enroll in graduate courses as a Graduate Special student with the intent of pursuing regular admission. In terms of advising, a Graduate Special student will consult with the DGS until that time when they are admitted as regular graduate students—at that point, the student will be assigned an advisor.

THE DISSERTATION

All Ph.D. students are required to complete a dissertation. The topic of the dissertation is selected by the student in consultation with his or her dissertation committee. The dissertation must represent original and independent investigation which is a contribution to knowledge. The

dissertation must demonstrate the student's ability to select and delimit a topic for analysis, to assemble pertinent data, to ground the analysis in a relevant body of theory and literature, to execute a research design, and to express the findings effectively both in written form and in an oral defense.

There are three distinct phases of the dissertation process. First, the student must submit a **written dissertation prospectus** for review by their committee. **A prospectus may be submitted only after passage of both major and minor field comprehensive exams. An oral defense of the prospectus is required.** The proposal defense also serves as an oral exam, whereby faculty may ask questions germane to the student's areas of concentration and dissertation topic. Passage of the oral prospectus defense formally advances the student to doctoral candidacy. **At this time, the student should complete a graduate school form that advances her/him to candidacy. This must occur at least eight months before graduation occurs.**

The second phase of the process is the actual writing of the dissertation. Students should take care to meet all Department and University requirements as to the form and substance of the dissertation throughout its writing. The third phase is a final oral defense of the dissertation. The dissertation must be complete (subject to minor revision) prior to the oral defense and made available for review by any interested faculty in the Department. The final oral defense is open to all interested faculty. Passage of the oral requires the signature of each member the student's Dissertation Committee.

DISSERTATION COMMITTEE

The primary guidance students receive in the Ph.D. program comes from their Dissertation Committee. (This Committee is assembled at the same time a student determines his/her Program of Study. The same form is used to document the existence of a formal Program of Study and identify members of the Dissertation Committee.) Attaining a graduate degree, and especially the Ph.D., involves more than the completion of a prescribed set of courses and credits. The student's committee assists in structuring the Program of Study so that the student will be adequately prepared to pass comprehensive exams and complete the dissertation. In addition, committee members will review and assist the student's dissertation research and otherwise guide professional development.

The Program of Study/Dissertation Committee must consist of at least five (5) members. The Chair and two members must be drawn from faculty within the Department of Political Science. The final two members of the committee must be drawn from departments outside Political Science. **All members of the committee must have Graduate Faculty status.**

Great care should be taken in assembling the committee, as so much of the student's professional development will follow from it. Members of the committee should be individuals with whom the student can work, who have some interest in the student's research, and who can materially aid the student's development. However, because of the role the committee plays in professional development, students are encouraged to form a committee by the end of the second semester of coursework. This is done by completing the Program of Study/Dissertation Committee form, available from the Graduate School or the Director of Graduate Studies in the Department.

ADMISSION TO CANDIDACY FOR GRADUATION

Advancement to candidacy implies that students have successfully completed all departmental coursework, the comprehensive exams, and University residency requirements. Application for admission to candidacy must be filed not later than **eight months** before awarding of the degree. **Before a student can be admitted to candidacy, moreover, that student must have completed two consecutive semesters (excluding summer sessions) of full-time study (9 credits) in residence at UNR.** Forms and deadlines for application are available from the Graduate School. Admission to candidacy requires approval of the student's Committee Chair, Department Chairman, and the Dean of the Graduate School.

In order to be admitted to candidacy, the student must have a "B" average in all coursework taken prior to admission to candidacy.

The Department may--at its discretion--terminate a student's program if he or she received six or more credits of B- or lower grades. The Department may--at its discretion--terminate a student's program if s/he received three or more credits of below C grades.

TIMEFRAME

For students entering the program with a Master's degree in hand, who transfer 24 (or less) credits into their Ph.D. program, the age of the transferred-in Master's credits is irrelevant. **(All such transfers must be approved by the Graduate Director and the chair of the student's dissertation committee, however.)** Students have eight years to complete all Ph.D. requirements, a timeframe that begins the date of your acceptance into the program. No courses taken in residence (including credits taken as a Graduate Special) in pursuit of the Ph.D. may be older than 8 years, at the time of graduation from the program.


SOME KEY TERMS AND REGULATIONS OF THE GRADUATE SCHOOL

All students should be familiar with the general requirements of the Graduate School. Students should obtain a copy of the University's catalog detailing these regulations and important calendar dates governing the academic year. The following are several important items often considered by prospective graduate students.

- Graduate Courses: Courses numbered 600 and above are for graduate credit. No course is acceptable for graduate credit for which the student received undergraduate credit.
- Residence: A minimum of six semesters of graduate study beyond the bachelor's degree is required. At least two successive semesters, excluding summer sessions, must be spent in full-time study (9 credits) in residence at UNR. Residence credit is defined as earned by students physically present on the Reno campus for the duration of the scheduled instruction or training period. Exceptions include such field courses or off-campus sites as approved by the university and department.
- **All students must register for at least three credits each semester in order to remain in active status in the program.** (No coursework is required in the summer sessions.)
- Grades and Credits: Each graduate course must be completed with a grade of "C" or above for the credit to be acceptable toward an advanced degree. Each candidate must have a "B" average or above on all graduate course work taken, including transfer credit*. *In addition, a "B" average or above must be obtained throughout a student's Program of Study.*

- S/U Grading: A maximum of 9 graduate credits for a Ph.D. of S/U grading, including transfer credits, may be acceptable (pending approval of the Dissertation Committee and the Graduate Director). (Comprehensive Exam credits are exempt from this policy.)
- Correspondence Study: Graduate credit is not allowed for correspondence study courses.
- Extension Courses: Graduate credit earned through extension courses is not accepted for transfer credit.
- Full-time Study: Registration in 9 graduate credits or more in a semester is considered full-time. For half-time graduate assistants, or other assigned equivalent duties, a minimum of 6 graduate credits constitutes full-time study. All Teaching Assistants must complete 9 credits each semester.
- Limitations on Student Credit Loads: a full-time graduate student may not register for more than 16 graduate credits in any semester or for more than 6 graduate credits in any five-week summer session. Registration for graduate assistants is limited to 12 graduate credits per semester. Undergraduate credits, taken as part of a student's required course of study, are calculated on a 3-2 conversion scale.

***Note: these are graduate school rules--the political science department may terminate a student's program if s/he receives six or more credits of B- or lower grades, or three credits of C or below grades.**



POLITICAL SCIENCE FACULTY

William L. Eubank. Ph.D., University of Oregon, Associate Professor. Areas of interest: Research Methods, Judicial Process and Constitutional Law, Voting Behavior and Parties, Public Choice.

Stacy Fisher. Ph.D., University of California, Davis, Associate Professor and Undergraduate Advisor. Areas of interest: Research Methods, Legislative Politics, American Government, Comparative Politics.

Carlos Guevara Mann. Ph.D., University of Notre Dame, Assistant Professor. Areas of Interest: Comparative and International Politics, Politics of Democracy, Politics of Latin America.

Eric B. Herzik. Ph.D., University of North Carolina, Professor and Chair of the Department. Areas of interest: State and Local Government, Policy Analysis and Evaluation, Executive Politics.

Derek Kauneckis. Ph.D., Indiana University, Bloomington, Assistant Professor. Areas of Interest: Public Policy, Environmental Policy, Property Rights Theory, Institutional Analysis, Research Methods, and Comparative Politics.

John Marini. Ph.D., Claremont Graduate School, Associate Professor. Areas of interest: Political Philosophy, Organizational Theory, Bureaucratic Politics.

Robert Ostergard. Ph.D. University of New York, Binghamton, Assistant Professor. Areas of Interest: International Relations and Security policy, Comparative Politics (regional focus on Africa), International Political Economy, Civil-Military Relations, and Civil Conflict.

Jennifer Ring. Ph.D., University of California, Berkeley, Professor, and Director of Women's Studies. Areas of interest: Political Philosophy, Feminist Theory, Multicultural Politics.

Christopher Simon. Ph.D., Washington State University, Professor. Areas of interest: Public Administration, Public Policy, Research Methods, Education Policy, American Politics, Policy Analysis and Evaluation, State and Local Politics.

Leonard Weinberg, Ph.D., Syracuse University, Professor. Areas of interest: Comparative Politics, Terrorism, Western Europe, Extremist Movements.

Leah Wilds. Ph.D., Colorado State University, Associate Professor. Areas of interest: Public Policy, Environmental Politics (global and domestic), Western Land and Water Resources

Jiangnan Zhu, Ph.D. Northwestern University, Assistant Professor. Areas of Interest: Chinese Politics, Comparative Politics, Political Economy, and Methodology.

ADJUNCT FACULTY

Carina Black. Ph.D., University of Nevada, Reno, Adjunct Professor. Areas of Interest: Comparative Politics, Public Policy and International Affairs.

Robert Dickens. Ph.D., University of Arizona, Director, Governmental Relations, University of Nevada, Reno. Areas of interest: Public Policy, Bureaucratic Politics, Intergovernmental Relations, Public Choice.

Richard Harris. J.D. Stanford University, Adjunct Professor. Areas of Interest: Natural Resource and Environmental Law.

John Scire. Ph.D., University of Nevada, Reno, Adjunct Professor. Areas of Interest: Energy Policy, Foreign Policy, International Conflict Studies, and Terrorism.

Sue Wagner. M.A. University of Arizona, Adjunct Professor. Areas of Interest: Legislative Process, Economic Development and Nevada Gaming.

Sally Zanjani. Ph.D., New York University, Adjunct Professor. Areas of Interest: American West and Nevada History.

GENERAL INFORMATION:

Where to Email:

Departmental Web Site: <http://www.unr.edu/cla/polisci>

Where to Write:

Christopher Simon, Graduate Director

Political Science Department

University of Nevada, Reno

Reno, Nevada 89557-0302

Email: casimon@unr.nevada.edu