This handbook provides an overview of the PhD program in Political Science at the University of Nevada, Reno. We, as a department, hope this handbook helps you take advantage of the faculty, staff and student resources available to you. Please feel free to visit us any time in our offices or at our website www.unr.edu/cla/polisci for additional information or advice.

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# PHD PROGRAM HANDBOOK

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THE UNIVERSITY AND THE RENO AREA

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 University of Nevada, Reno was founded in 1874 as the State University of Nevada in Elko, Nev., about 300 miles northeast of its present-day campus in Reno. The site for the university preparatory school in eastern Nevada (where no state institutions had previously been located) proved to be impractical, as nearly half of the state's residents lived in the Reno-Carson City area. In 1885, the legislature approved the move of the University from Elko to Reno.

By 1958, with 2,000 students attending classes, the institution was on the verge of dramatic change. New colleges of education and business were in their first years. The student body, which had not had a student center building for the first 70 years of the University's tenure in Reno, finally had a headquarters with the opening of the Jot Travis Student Union. The university replaced the Jot Travis Student Union with the Joe Crowley Student Union, one of the most transformational buildings ever built on campus. This 167,000-square-foot, "green" environmentally friendly facility signals a shift in campus expansion, offering the campus and community a new centrally located "front door" to the University from Virginia Street. In 2008, one of the nation's most technologically advanced libraries, the Mathewson-IGT Knowledge Center, opened next to the Crowley Student Union, further signaling the campus' move north. In the last 35 years, the University has met the challenges of leadership in what is now the fastest-growing state in the country, with its enrollment rising to more than 17,000 students in fall 2010.

The faculty of the University is exceptionally well-qualified, with 94 percent of tenured faculty and 79 percent of the full-time faculty holding the highest degrees attainable in their respective fields. More than 50 percent of the faculty has been hired during the past 10 years, reflecting the retirement of the “baby boomer” generation of faculty and general growth of the University. Faculty-initiated research grants and contracts have increased 600 percent during the past 15 years, a result of attracting world-class faculty members. At present, 37 percent of the University’s 999 full-time academic faculty members are female, with 15 percent made up of men and women of color. The University’s 663 administrative faculty, or professional staff, includes 53 percent women and 16 percent people of color.

Nestled at the base of the Sierra Nevada, the city of Reno is closer to cities such as Sacramento and San Francisco than Las Vegas. In contrast to Las Vegas, Reno offers its residents an invigorating taste of all four seasons. Channelling the crystal waters of Lake Tahoe, the Truckee River runs leisurely through downtown Reno. Numerous mountain ranges rise ruggedly from the desert basin, providing stunning views and unmatched sunsets. When you breathe the crisp mountain air and smell the hint of sagebrush on the breeze, you'll know you're in Reno. Reno, the “The Biggest Little City in the World,” and sister city, Sparks, combine for a population of close to 400,000. Reno offers a favorable quality of life that has been recognized by numerous national sources, including Forbes magazine. Reno’s population enjoys an array of cultural activities, including museums, numerous theatre companies, a symphony, ballet and opera. There are several major venues for concerts, sporting events and other live performances, including the Lawlor Events Center on campus and the Reno Events Center, located less than a 10-minute walk from campus.
The PhD degree is offered as part of the curricular program of the Political Science Department. The Department is an academic unit within the College of Liberal Arts. The activities of the Department focus upon undergraduate and graduate education, research, and public service. In addition to the PhD, the Department offers the Bachelor’s (B.A.) in Political and in International Affairs, a Master’s (M.A.) in Political Science, and a Master’s of Public Administration (MPA).

In the past several years, the department has undergone dramatic transformation in student enrollment, faculty, and degree programs. The Political Science undergraduate major has one of the largest enrollments on campus. With the addition of six new faculty members in as many years, the department has expanded and solidified its research and teaching in areas that include environmental policy, American government and elections, public administration and public policy, political violence, international and human security, and comparative politics. As a smaller PhD program, our PhD students are able to work more closely with faculty members to tailor a program that will help them to achieve their research and professional goals. Our graduate students routinely present research at major conferences and publish on their own or with faculty members.
THE PHD FOCUS

The university confers the PhD degree 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 Political Science PhD program include:

- to develop research skills through the advanced study of research design and methodology, political processes and problems, and policy issues
- to prepare individuals for careers in research and teaching institutions of higher education, public administration, and public policy
- to support university-based research involving issues of politics and public policy.

The strength of this PhD program lies in its small size and the diversity of its faculty. Students accepted into the PhD program are expected to have a major and minor field in the areas the department offers as specializations:

- American Politics
- Comparative Politics
- International Relations
- Public Administration
- Public Policy

ADMISSION REQUIREMENTS

Admission to the PhD program is competitive; a limited number of applicants are accepted into the program each year. For the Graduate Committee to consider any application, the applications and supporting documentation 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 found online at www.unr.edu/grad.
APPLICATION DEADLINES:

The Graduate Committee reviews admission applications in three cycles:

- **Priority Fall Admission with application for assistantships**: February 15; this deadline is for students seeking admission for the following Fall semester with an application for a departmental research and teaching assistantship

- **Regular Fall Admission**: April 15; this deadline is for students seeking admission for the following fall semester without a departmental assistantship application

- **Regular Spring Admission**: November 1; this deadline is for those seeking admission for the Spring semester. Assistantship offers are generally not made for the spring admission cycle.

MINIMUM SCHOLASTIC REQUIREMENTS:

- Undergraduate Degree (B.A./B.S.)

- Minimum overall GPA of 3.25 or higher (on a four-point scale) for all prior coursework (graduate and undergraduate)

- GRE Tests: Verbal and Quantitative scores should be a minimum or 160 or in the 70th percentile range or higher, though some exceptions are made for students based on upon their skill set and other qualifications

- 18 credit hours (6 courses) in Political Science or Social Science classes.

  Please note that these are minimum requirements; meeting minimum requirements does not guarantee admission to the program. Students are admitted on a 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.

REQUIRED APPLICATION MATERIALS:

- Undergraduate and Graduate School transcripts (if applicable)

- Test Scores:
  - GRE/GMAT/LSAT scores are required of all students and cannot be waived. The test scores should have been taken within the past five years
For international students studying under a student visa, the Test of English as a Foreign Language test (TOEFL) is required and you 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. Students must also meet all other requirements for International Students, as established by the Graduate School and the Office of International Students and Scholars/0074, University of Nevada, Reno, Nevada 89557-0074. If admitted, International Students should get in touch with the Office of International Students and Scholars immediately (www.unr.edu/oiss) to make sure that all needed paperwork is processed as quickly as possible. Some paperwork needed, such as application for Social Security cards, can take weeks to complete, so students are encouraged to start this process once they are informed of their accepted application.

The Political Science Department reserves the right to request that the English skills of incoming International Students be evaluated by the Intensive English Language Center 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.

- Three letters of recommendation of which a minimum of two are from professors with whom you have taken and completed coursework.
- Personal Statement or Statement of Purpose: the 500 word statement should explain to the Graduate Committee why you have chosen the department for your graduate program, your career and educational goals, your potential research agenda and interests, how your research fits with the department’s research focus and any faculty members with whom you have an interest in working.

All statements should be printed with a standard 12pt font and have your name at the top of each page.

- Students applying for departmental assistantships must complete the department specific application for an assistantship, which can be found here: http://www.unr.edu/cla/polisci/forms/index.html
- All applications must begin with an electronic application account. You can begin this process with the Graduate School of the University of Nevada, Reno at this web address: http://www.unr.edu/grad/admissions/apply-online
- All additional application materials must be mailed to the Graduate School by the appropriate application date

   University of Nevada, Reno
   1664 N. Virginia St.
   Graduate School/0326
   Reno, NV 89557-0326

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Please do not mail application material to the department without consulting with the department’s Director of Graduate Studies. The Graduate School evaluates all applications for completion and then electronically forwards them to the department’s Graduate Committee for evaluation and admission decision. Materials sent to the department cannot be guaranteed to be included in a student’s application file.

REGULAR ADMISSION

Completed applicant files are reviewed by the department’s Graduate Committee and forwarded to the Graduate School for final approval. The Graduate Committee reserves the right to specify additional application material if necessary. It is possible that the Graduate Committee may recommend admission for a student contingent upon the student taking additional coursework to make up for deficiencies in the student’s record. Such make-up coursework can generally be completed while the student is pursuing an approved program of graduate study.

Admitted students will receive an email welcoming them to the department, but the official letter of admission will come directly from the Dean of the Graduate School. The Graduate Dean’s letter is the official offer of admission. To accept the offer of admission, students must contact the Director of Graduate Studies by email to acknowledge that they are accepting the admission offer. This communication will allow the department to establish department records and to add the new student to the department’s list serves. If the student does not respond to the department’s offer of admission by the established deadline, they will forfeit their seat for the incoming class.

GRADUATE SPECIAL ADMISSION STATUS

For students who are not sure about Graduate School and want to try a few classes before submitting a full application, the Graduate School allows students to apply for Graduate Special status. This status allows students to take up to 9 credits without being formally admitted to the program. This program can be useful for students who want to try a few classes before making formal application to any graduate program. It can also slowly introduce students back into the classroom environment before for those that may have had a long absence from the classroom. The 9 credits can be applied to a degree program once a department admits the student.

Application for Graduate Special Status must be made directly to the Graduate School, not through departments. Students can receive additional information and an application status from the Graduate School’s website: http://www.unr.edu/grad/admissions/special-requirement-categories.

Students admitted as a Graduate Special should get in touch with the Director of Graduate Studies immediately to discuss which courses the student should take, given the student’s background and objectives.
The Political Science Department offers a limited number of graduate research and teaching assistantships. Departmental assistantships are generally awarded during the priority application cycle 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, [http://www.unr.edu/cla/polisci/forms/index.html](http://www.unr.edu/cla/polisci/forms/index.html).

Rules established by the Board of Regents of the University of Nevada, Reno limit student to five years of state funding for students entering the PhD program without an MA degree and four years for students entering the PhD program for students with an MA degree. All funding is renewable on a yearly basis and contingent upon students making appropriate progress toward their degree, grades and job performances.

The University provides a range of financial assistance options for graduate students. Interested applicants should contact Financial Aid, [http://www.unr.edu/financial-aid](http://www.unr.edu/financial-aid). Students should also explore other sources of scholarships from private foundations and government agencies where available. Discussion of these opportunities can be had with your advisor or the Director of Graduate Studies.

**PHD DEGREE COURSEWORK**

The PhD degree requires 75 credits beyond the B.A. degree. Of these credits, 30 must be at the 700-level. Of the 30 credits of 700-level course work, 3 credits are required for comprehensive examination.

As a significant portion of students in the PhD 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.

Whether a student pursues the PhD part-time or full-time, students must complete all requirements for the degree within the Graduate School’s 8-year limit. The course requirements that follow are the minimum standards established by the Department. Students may take courses beyond the minimum in preparation for comprehensive exams and their dissertation research.

The PhD program requires all students to fulfill the following minimum course requirements:

- **Scope and Methods:** 12 credits
  - PSC 780 Research in Political Science *(Must be taken in the first semester)*
  - PSC 781 Political Science as a Discipline
  - PSC 782 Advanced Research Methods in Political Science *(Must be taken in the second semester)*
  - PSC 784 Qualitative Research Methods in Political Science
    At the discretion of the Director of Graduate Director, students with prior graduate level training that covers the material in these courses may have some of these courses waived.

- **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:** 3 credits (two credits for the major field, one for the minor field)
  Students must pass a comprehensive exam in each of his/her fields of concentration (major and minor). Students must register for two comprehensive exam credits when they schedule their major field examination and one comprehensive examination credit when they schedule their minor field examination.

  *About Comprehensive Examinations:* Three times a year (January, May and August), the Director of Graduate Studies will put out a general call for students to notify the department and their committee chairs that they would like to take comprehensive exams. Students notify the Director and their committee of their intent to take the examination. The Director of Graduate Studies will form comprehensive examination committees that will have the responsibility to construct and to grade the examinations. The examinations are in three parts where students choose one question from each part to answer. The form of the exam is an open-book, take-home exam that the student has three days to complete (generally Friday to Monday). Students should take the exams as soon as possible after completion of the required coursework for each exam. Dissertation or thesis work cannot begin unless the student has passed their comprehensive examinations. 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 COMMITTEE.

- Completion of a Dissertation Prospectus: Students are required to write and defend a dissertation prospectus (a research plan for the dissertation) to their dissertation committee, which may accept or reject the prospectus or require revisions to the prospectus. The prospectus will be defended after the completion of comprehensive examinations. Students should arrange a prospectus defense in consultation with their committee chairs. This document is crucial for students because it is the plan of research that the committee believes will produce a successful and defensible dissertation.

- **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.
Credits at the 700-level: 30 credits
All students must take 30 credits of 700-level courses.

Graduate Grades and Grade Point Average Standing: Students must maintain a 3.00 grade point average (GPA) to maintain standing graduate standing with the Graduate School. If a student’s GPA falls below a 3.00 GPA, the Graduate School will give the student one semester to increase their GPA to a 3.00 level. If the student fails to do so, the Graduate School will dismiss them from graduate studies at the university; this decision is not made by the Department of Political Science. In graduate studies, generally grades below a “B” are considered failing by the faculty and are frowned upon. These grades can seriously affect your progress and will certainly affect a student’s ability to maintain departmental level funding. While the Graduate School uses 3.00 as their minimum threshold, 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.

TRANSFER/SUBSTITUTION OF CREDITS

A maximum of 24 semester hours of graduate credit MAY be transferred for credit towards the PhD 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 (described above). The Director of Graduate Studies, the student’s committee chair and the Graduate School (where those courses are transferred in from another institution) must approve credit transfers. 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 PhD, unless those courses were part of a student’s previously completed Master’s or J.D. program.

ADVISING, COMMITTEES, AND THE PROGRAM OF STUDY

Upon admission to the program, the Graduate Committee will assign students to an advisor that works in the area of the student’s research interests. Students should be in contact with that professor to discuss their first semester of classes and other coursework advice.

At the end of the student’s second semester, students must complete a Program of Study (http://www.unr.edu/Documents/colleges/grad/forms/Program_of_study.pdf). The Program of Study (POS) is crucial as it represents the plan of study and degree completion. 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. You will also establish a committee through the POS, keeping in mind that this committee is not permanent and can change based on the student’s needs and advice of your committee chair. It is likely that the POS will change over the course of your studies, so you need
to keep this form updated as necessary to reflect changes in your program. All committee members must sign your POS and the Graduate School has to accept it for compliance with degree requirements.

The chair of your committee directs class advisement, exam study, and dissertation advising. Your other committee members serve in an advisory capacity—they are not your primary advisors, but they are there to offer specific advice about topics related to your coursework, exams, and dissertation. 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. All committee members on faculty at the university must be designated graduate faculty (professors approved by the Graduate School as qualified to work with graduate students). PhD Committees consist of five members. The chair and two members must be drawn from our department; two must be from other departments (including one who is designated at the Graduate School Representative).

**THE PHD DISSERTATION**

All PhD students are required to complete a dissertation. The student selects the topic of the dissertation in consultation with the dissertation chair and committee. The dissertation must represent original and independent investigation that is a contribution to knowledge. The dissertation must demonstrate the student’s ability to select and delimit a topic for analysis, to assemble pertinent empirical 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 before the student’s dissertation committee 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. (Advancement to Candidacy Form: [http://www.unr.edu/Documents/colleges/grad/forms/17Doctoral-Degree-Admission-to-Candidacy.pdf](http://www.unr.edu/Documents/colleges/grad/forms/17Doctoral-Degree-Admission-to-Candidacy.pdf).

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

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 phase is the oral defense. The oral defense is open to the public and anyone with an interest may attend the defense. Other graduate students are highly encouraged to attend defenses so they may see how this process works. The committee will collectively decide whether the student has passed their oral defense; passage of the defense may be contingent upon revisions to the dissertation. Successful completion of the defense and any revisions will allow the student to file a degree completion form with the Graduate School (http://www.unr.edu/Documents/colleges/grad/forms/Notice-of-Completion-Doctoral-Degree.pdf). The form will require all members of the committee to concur with the satisfactory completion of the dissertation and

**TIMEFRAME**

Students have eight years to complete all PhD 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 PhD may be older than 8 years, at the time of graduation from the program.
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 PhD 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 research and teaching 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


Stacy Fisher. PhD, University of California, Davis. Associate Professor. Areas of interest: Research Methods, Legislative Politics, American Government, Comparative Politics.


Derek Kauneckis. PhD, Indiana University, Bloomington. Associate Professor. Areas of interest: Public Policy, Environmental Policy, Property Rights Theory, Institutional Analysis, Research Methods, and Comparative Politics.

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

N. Susanne Martin. PhD, University of Texas, Austin. Assistant Professor. Areas of interest: Comparative Politics and International Relations; Political Parties, Terrorism and Violence.

Robert Ostergard. PhD State University of New York, Binghamton. Associate 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. PhD, University of California, Berkeley. Professor. Areas of interest: Political Philosophy, Feminist Theory, Multicultural Politics.

Jessica Terman. Ph.D., Florida State University. Assistant Professor. Areas of interest: Public Management, Contracting-out and Procurement, State and local government, Development of administrative rules and other formal public institutions.


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

**Carina Black.** PhD, University of Nevada, Reno. Adjunct Professor. Areas of interest: Comparative Politics, Public Policy and International Affairs.

**Robert Dickens.** PhD, 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.** PhD, University of Nevada, Reno. Adjunct Professor. Areas of interest: Energy Policy, Foreign Policy, International Conflict Studies, and Terrorism.

GENERAL INFORMATION:

Political Science Department website: [www.unr.edu/cla/polisci](http://www.unr.edu/cla/polisci)

Where to write:

- Director of Graduate Studies
- Political Science Department
- University of Nevada, Reno
- Reno, Nevada 89557-0302

E-mail: pscdgs@unr.edu