

PROGRAM GUIDE FOR
DOCTORATE IN POLITICAL SCIENCE
MASTER OF ARTS IN POLITICAL SCIENCE
MASTER OF PUBLIC ADMINISTRATION

2009-2010



Northeastern

GRADUATE PROGRAMS IN
THE DEPARTMENT OF POLITICAL SCIENCE
301 Meserve Hall
Northeastern University
360 Huntington Avenue
Boston, MA 02115
(617) 373-4404

TABLE OF CONTENTS

INTRODUCTION.....	3
DOCTORATE IN POLITICAL SCIENCE.....	4
MASTER OF ARTS.....	7
MASTER OF PUBLIC ADMINISTRATION.....	11
2009-2010 COURSE SCHEDULE.....	13
ACADEMIC RESOURCES AND SUPPORT	
Financial Awards and Fellowships.....	15
Advising.....	16
Internships.....	16
Directed Study.....	17
Colloquia and Workshops.....	17
Professional Associations.....	17
Participation in Professional Meetings and Conferences.....	17
NU Identification Cards.....	18
University Accreditation.....	18
PROGRAM RULES AND REGULATIONS	
Changes in Program Rules and Curricula.....	19
Statement on Academic Honesty.....	19
Provisional Student Status.....	19
Satisfactory Progress.....	19
Transfer Credit.....	20
Upper Level Undergraduate Political Science Courses.....	20
Registration.....	20
Withdrawals.....	21
Incompletes.....	21
Time Limitations.....	21
Commencement Clearance.....	21
Petition Process.....	22
Grading Policy.....	23
University Anti-discrimination Policy.....	23
Delivery of Services.....	23
DEPARTMENT FACULTY.....	24

INTRODUCTION

The faculty and staff welcome you to the graduate programs in the Department of Political Science. Your acceptance into graduate study signifies a high level of achievement in your previous academic efforts and demonstrates your commitment to intellectual and professional development. We hope your experience at Northeastern is both productive and rewarding.

Please do not hesitate to call upon any of the faculty or staff for further assistance. You are especially encouraged to consult with your academic advisor on a regular basis.

This publication is a companion piece to the three official University graduate school publications listed below. These publications should be consulted regularly for information on pertinent college-wide rules, regulations, and graduate opportunities. These publications and more are available on-line at <http://www.northeastern.edu/cas/graduate/pubs.html>

- The *Graduate School of Arts and Sciences General Regulations* covers rules and regulations that apply to all graduate programs in the College of Arts and Sciences. The most recent General Regulations can be viewed online at <http://marcom2.neu.edu/cas/graduate/GenReg.pdf>.
- The *Graduate School Course Description Bulletin* lists courses and their descriptions. This bulletin is available online at <http://www.neu.edu/registrar/cdr.html>.
- The *Graduate Student Handbook* is a necessary reference book with three primary functions: to provide information about University procedures, policies, services, and appropriate graduate student conduct; to provide a general overview of and guide to the various graduate programs; and to provide information about Boston. You can view the Handbook online at the following address, <http://www.northeastern.edu/gradhandbook/>

Other useful sources of information

The Office of the Registrar: <http://www.neu.edu/customerservice/>
International Student and Scholar Institute: <http://www.issi.neu.edu/>
Graduate and Professional Student Association: <http://www.gpsa.neu.edu/>

Department Contacts

Coordinator of Graduate Programs
MPA Program Chair
Professor Ronald Hedlund
617-373-5957 or r.hedlund@neu.edu

Department Chair
PhD Program Chair
Professor John Portz
617-373-3391 or j.portz@neu.edu

MA Program Chair
Professor Robert Gilbert
617-373-2799 or r.gilbert@neu.edu

Graduate Administrative Coordinator
Lyle Ring
617.373.4404 or l.ring@neu.edu

DOCTORATE IN POLITICAL SCIENCE

The Doctor of Philosophy in Political Science is grounded in the core fields of the discipline - international relations, comparative politics, and American government and politics - and also includes public policy as a major field. Students identify a primary and secondary field as areas of emphasis. The curriculum introduces students to all four fields and also develops their research skills through a series of methods courses. Students may develop a traditional, academic focus in one of the fields, or they may combine it with public policy to highlight a policy orientation. The program prepares students to be academic scholars and teachers as well as practitioners in research and public service.

Please note, The PhD in Political Science was approved to begin in the fall of 2009 as the successor to the PhD in Public and International Affairs, which began in 1997. For curriculum and other requirements of the Public and International Affairs degree, consult the 2008-2009 Graduate Program Guide.

DEGREE REQUIREMENTS

The PhD degree requires completion of required courses, passing a written and oral comprehensive examination, and the successful defense of the dissertation before a faculty committee.

Students who enter the program with a bachelor's degree complete 48 semester hours (sixteen courses) of academic credit. Students who enter the program with a Masters degree *from another university* are required to complete a minimum of 30 semester hours of credit at Northeastern. The program director will assess the academic record of each applicant entering with a Masters degree and, in some cases, will mandate that the student take more than 30 semester hours in order to prepare the student for comprehensive examinations and the dissertation.

Students who earn a Master of Arts or Master of Public Administration degree *from the Department of Political Science at Northeastern University* must complete at least 12 additional semester hours of credit to satisfy the overall course requirement of the PhD program (dependent on the relevant courses taken and their field of study). Students also must satisfy course distribution requirements outlined below unless specific courses have been waived based on past graduate level coursework.

Satisfactory progress in the PhD program is defined as maintaining a grade point average of 3.500 during the period prior to taking one's comprehensive exams and maintaining sufficient progress toward completion of one's dissertation during candidacy. Students who fall below this average in one semester must consult with their academic advisor. Students who fall below this average in two consecutive semesters are subject to dismissal from the program.

CURRICULUM

Core Requirements

All doctoral students, regardless of their primary field concentration, must complete the following eight required core courses:

- POLS 7200 Perspectives on Social Science Inquiry
- POLS 7201 Methods of Analysis
- POLS 7202 Quantitative Techniques
- POLS 7204 Seminar in Public Policy
- POLS 7205 Seminar in American Government and Politics
- POLS 7206 Seminar in Comparative Politics
- POLS 7207 Seminar in International Relations
- POLS 7215 Advanced Quantitative Techniques or Other Approved Methods Course

Elective and Field Requirements

All doctoral students must also complete eight elective courses. At least four of these courses should be in the student's primary field and at least two courses should be in a secondary field. The only field that has a required course is the Policy field, which stipulates that all students choosing this as a primary field complete POLS 7203, Techniques of Policy Analysis.

Elective courses may also include courses outside the Department, Directed Studies, and Internships. With permission, courses directly relevant to the student's area of study may be taken in other graduate programs within Northeastern University. Under normal circumstances, no more than six semester hours (two courses) may be taken outside the Department. In addition, up to two courses may be taken as "directed study" in particularly specialized areas. Students may also find completing an internship is relevant toward completion of their degree. See page 16 for further information on these opportunities.

Language proficiency: Students must demonstrate language proficiency as necessary for successful completion of the dissertation. Language courses do not count as electives.

DOCTORAL DEGREE CANDIDACY

Doctoral degree *candidacy* is attained after successful completion of all coursework, the written comprehensive examination, and the oral examination.

Comprehensive examinations: Following completion of required course work, doctoral students must pass one written and one oral comprehensive examination. During the semester they take the comprehensive exams, students will register for POLS 8960, Doctoral Exam Preparation. Registration for this one course constitutes full-time status.

Written examinations are based on the literature in the field as well as materials derived from completed coursework. An oral examination is administered after completion of the written examination.

Comprehensive examinations are offered in the fall and spring semesters as agreed on by the candidate, the graduate coordinator, and the comprehensive examination committee. The examination format includes questions covering the primary and secondary fields as well as research methods. Students complete the written examination on a "take-home" basis.

Guidelines and reading-lists are available in the Graduate Program Office.

Yearly progress reports: At the beginning of each fall semester, doctoral candidates must complete a status report that includes current contact information and an update on their progress in the program. This report will be placed in the student's file for reference purposes.

DISSERTATION

A dissertation is required of all students. A student has five years to complete the dissertation once doctoral degree candidacy is attained. Once degree candidacy is attained, registration for both full- and part-time students must be continuous until graduation requirements have been met.

For each of the first two semesters that a doctoral candidate is working on a dissertation the student must register for POLS 9990: Doctoral Dissertation. For each semester beyond the two Dissertation registrations, the student must register for POLS 9996: Doctoral Dissertation Continuation until the dissertation is approved by the Graduate School of Arts and Sciences and is submitted to the University library. Students do not have to register for continuation during the summer unless that is when the defense occurs.

Doctoral dissertation requirements are fulfilled in several stages:

Forming the Dissertation Committee: The dissertation committee is put together by the student based on consultation with and the approval of the Chair of the doctoral program. The committee is typically composed of three members and normally may include up to one faculty member from outside the department or the university, but must be chaired by a full-time, tenured member of the Department of Political Science. The committee approves the dissertation proposal and works with the student throughout the dissertation process, including the oral defense.

The Proposal: Before the end of the first semester of doctoral candidacy, the student submits to the dissertation committee a written proposal specifying the topic, approach, and research design, and describing the resources available for completing the research. The department offers a dissertation proposal workshop to assist recent candidates in preparing their proposal. The proposal should demonstrate the student's comprehension of the literature in the areas of research and should present a reasonably detailed plan for conducting research. Guidelines for preparing the proposal are available in the Graduate Program Office.

Formats: There are two possible formats for a dissertation. One is the more traditional book-length manuscript. The other is composed of several journal-quality chapters and an integrative essay. Consult the Chair of the PhD program for more information on these options. The dissertation must meet all requirements of the Graduate School of Arts and Sciences.

Research and Writing: The student thereafter writes a dissertation that presents an original approach or insight into the topic under investigation. It is based on research utilizing primary documents as well as secondary literature, and reflects the methodological approach established at the proposal stage. The student is advised to maintain constant contact with the chair of the dissertation committee throughout the process.

Defending the Dissertation: At a time when the dissertation committee so deems, the student will orally defend the dissertation before the committee and any other member of the University community who wishes to observe.

Submission: Once the dissertation has been successfully defended and is deemed complete by the committee, the student shall submit the completed manuscript to the University, following the precise guidelines (<http://marcom2.neu.edu/cas/graduate/thesis.pdf>) for submission provided by the College of Arts and Sciences. No degree can be granted until the University has formally accepted the dissertation.

PROGRAM STRUCTURE AND ADMINISTRATION

The Ph.D. Committee is the chief policy-making body for the doctoral program. Decisions regarding curriculum and program direction and development are within the jurisdiction of this committee. Three members of the Ph.D. Committee serve as the admissions committee for the doctoral program.

MASTER OF ARTS

The Master of Arts Program focuses on the core scholarly areas of political science. Students specialize in one of four concentration areas: American government and politics, comparative government and politics, international relations, or political thought. Courses in the MA program serve as a foundation for work in a doctoral program or as preparation for careers in government, nonprofit organizations, or the private sector.

DEGREE REQUIREMENTS

Each student must earn **30 semester hours** of academic credit to qualify for the Master of Arts degree in Political Science. All students must complete the course requirements of a concentration in the MA Program. These concentrations are described in more detail below.

Students must attain a final cumulative grade point average of at least 3.000 in all course work to qualify for the Master of Arts degree. In addition, MA degree candidates must also obtain a grade point average *greater than* 3.000 in their concentration area. Any course in which a student earns lower than a C grade cannot be used to fulfill concentration area requirements.

Satisfactory progress in the MA Program includes maintaining a grade point average of 3.000. Students who fall below this average in one semester will be placed on academic probation and must consult with their academic advisor. Students who fall below this average in two consecutive semesters are subject to dismissal from the program.

Not more than six semester hours of repeated and/or additional courses can be taken to fulfill degree requirements concerning grade point average.

CURRICULUM

All MA students are required to take POLS 7202, Quantitative Techniques.

Students interested in pursuing doctoral studies, whether at Northeastern or elsewhere, may also want to take the following doctoral program core courses:

- POLS 7200 Perspectives on Social Science Inquiry
- POLS 7201 Methods of Analysis

Students also must take a minimum of **four courses** in one of the four areas of concentration described below and at least one course outside their area of concentration. The remaining courses may be taken as electives, including an optional thesis or an internship with the prior approval of the graduate program.

Courses in other programs: With permission, MA students may take up to six semester hours relevant to the student's area of study in other graduate programs at Northeastern University.

Directed studies: MA students may take up to six semester hours as "directed study" in specialized areas. All directed studies are subject to the prior approval of the graduate program, and are generally not approved for subjects in which courses are offered.

Internships: MA students, with prior approval, can earn academic credit through a supervised internship experience that carries an academic component (see pp. 16). MA students are limited to three semester hours of internship credit. A petition with appropriate approvals is required for all internships.

MA Thesis: MA students may pursue, with prior approval, an optional thesis of up to six semester hours of total credit. Thesis proposals must be approved by a thesis committee comprised of two full-time members of the graduate faculty by the chair of the MA program.

No student may take more than nine semester hours in any combination of directed studies, internships, or thesis.

MA PROGRAM CONCENTRATION AREAS

AMERICAN GOVERNMENT AND POLITICS

Professor Robert Gilbert, Concentration Chair

The field of American government and politics includes the structure of the American system of governance, its institutions, processes for representation, and the broad dynamics of public policymaking. Students in this field will develop a thorough knowledge of the formal institutions of government, as well as an appreciation for the historical and philosophical foundations of the constitutional system, for the societal factors that have shaped policymaking, and for the normative dimensions of democratic representation and effective government.

Concentration Requirements: Students in this concentration are required to complete at least *four* American Government and Politics courses. If you do not have a background in American Government we recommend you take POLS 7250, American Political Institutions and Processes.

The following course is required of all students.

- POLS 7205, Seminar in American Government and Politics

Additionally three other courses whose primary focus is American government must be chosen from the Department's offerings. These courses are generally numbered from POLS 7250-7299. However, relevant public administration courses or theory courses may also count toward this requirement

Non-concentration Requirement: At least *one* course in comparative politics or international relations must be taken by any student pursuing a concentration in American government and politics. Most international relations and comparative politics courses are numbered from POLS 7350- 7399.

COMPARATIVE GOVERNMENT AND POLITICS

Professor Suzanne Ogden, Concentration Chair

Comparative politics focuses upon politics within and across nations. It examines and compares political structures and institutions, political culture development and democratization, as well as many of the challenging issues facing states today. M.A. students develop a solid understanding of how different kinds of political systems function and how to assess their impact on public policy and normative questions. They study the impact of culture and international politics upon political processes within nations; and they study the theory and methods for comparing nations. Students have the opportunity to focus on specific areas of the world as well as to develop a broad understanding of all types of political systems.

Concentration Requirements: Students in this concentration are required to complete at least *four* comparative government courses.

The following course is required of all students.

- POLS 7206, Seminar in Comparative Government and Politics

Additionally three other courses whose primary focus is comparative government and politics must be chosen from the Department's offerings, at least one of these must cover a specific functional areas (usually numbered from POLS 7351-7369) and at least one course must be taken that covers a specific geographical area (usually numbered from POLS 7370-7389).

Non-concentration Requirement: At least *one* course in American government and politics must be taken by any student pursuing a concentration in comparative government and politics. Most of these courses are

numbered from POLS 7250 -7299.

INTERNATIONAL RELATIONS

Professor Denise Garcia, Concentration Chair

The field of international relations is concerned both with relations that occur across national boundaries and with the patterns or structures according to which such relations take place. More specifically, international relations examines the actors, issues, and actions which have impacts beyond national boundaries. As an academic discipline, the field attempts to define these phenomena, explain the historical and present patterns of their occurrence, and illuminate the contexts in which certain patterns are likely to be experienced. As such, international relations looks not just to the actors and the systems within which their interactions take place, but it also attempts to ascertain how the particular systems evolved, why particular actors at one time or another have somehow dominated international affairs, and how in their interactions various actors have contributed to shaping issues and patterns in international affairs.

Concentration Requirements: Students in this concentration are required to complete at least *four* international relations courses.

The following course is required of all students.

- POLS 7207, Seminar in International Relations

Additionally three other courses whose primary focus is international relations must be chosen from the Department's offerings, at least one of these must cover a specific functional areas (usually numbered from POLS 7351-7369) and at least one course must be taken that covers a specific geographical area (usually numbered from POLS 7370-7389).

Non-concentration Requirement: At least *one* course in American government and politics must be taken by any student pursuing a concentration in international relations. Most of these courses are numbered from POLS 7250 -7299.

POLITICAL THOUGHT

Professor L. Gerald Bursey, Concentration Chair

The field of political thought encompasses the wide span of historical and intellectual contributions that delineate the nature of man in relation to social, economic, political, and legal institutions as well as psychological and cultural factors. Both the context in which the theories were generated and the applications and consequences of those theories are explored. The student who chooses political thought as a field will be expected to be aware of the differing views of the nature of the field, its scope, limits and methods. Mastery of the literature and techniques of the field should enable the student to deal with the internal complexities of an individual's thought, or with the history of an idea (or ideas), or with the relationship between ideas and the social and political context.

Students in this concentration are required to complete at least *four* political thought courses.

THESIS

A student can elect to take up to six semester hours of credit for a Master's thesis. Students interested in this option are encouraged to investigate the resources and possibilities afforded by the Department of Political Science and to consult with their faculty advisor.

The student must seek out a thesis committee consisting of a primary reader (who must be a regular, full-time

faculty member of the Department of Political Science) and one other full-time faculty member at Northeastern. A thesis can be written only with the approval of the thesis committee and the chair of the MA Committee. Students who wish to do a thesis must submit a thesis proposal to the two prospective readers and the MA chair in the semester *preceding* registration for the thesis.

PROGRAM STRUCTURE AND ADMINISTRATION

The Master of Arts Committee provides general oversight for the program. Decisions regarding individual courses and minor program changes are within the jurisdiction of this committee. Major changes must be approved by the Political Science Department.

MASTER OF PUBLIC ADMINISTRATION

The Master of Public Administration (MPA) Program has been preparing students for first-time employment and career advancement in the public and nonprofit sectors since its founding in 1969. The MPA Program operates under the following mission statement:

The mission of the Master of Public Administration Program is to serve the needs of the public affairs community—including students, working professionals, faculty, and researchers—by providing a practice-oriented and research-based graduate educational experience. The faculty pledges the best instruction available in a set of courses designed to integrate theoretical foundations with practical skills. Our MPA Program will prepare students to be effective in a dynamic and increasingly diverse professional environment. We also commit ourselves to assisting students in every possible way to secure internships, post-graduate employment, and overall career advancement. Students, in turn, are expected to meet high levels of academic excellence combined with ethical and professional integrity. Committed to the ideals of public service and advancing the public interest, we seek students who share the same enthusiasm.

The Program is accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), signifying that it meets the highest standards in curriculum, faculty, and student support for professional public administration graduate programs.

Faculty of the MPA program include full-time professors at Northeastern University as well as part-time adjunct lecturers who are practitioners in the respective fields of public administration.

DEGREE REQUIREMENTS

Graduates of the MPA Program must successfully complete 42 semester hours (usually, fourteen courses) of credit in a prescribed curriculum. Coursework is divided between 24 credits in eight required courses, referred to as the core, and 18 credits in six elective courses. For students without work experience, an internship is required and replaces one of the elective courses.

Satisfactory progress in the MPA Program includes maintaining a grade point average of 3.000. Students who fall below this average in one semester will be placed on academic probation and must consult with their academic advisor. Students who fall below this average in two consecutive semesters are subject to dismissal from the program.

Graduates of the MPA Program must have attained an overall grade point average of 3.000. In addition, an overall grade point average of 3.000 is required in the core courses. A total of six semester hours of repeated courses and/or additional courses may be taken in order to satisfy the degree requirements. Each course may be repeated only once. The initial grade received in a course which has been repeated as well as grades received for transfer credit, will be excluded from the final average.

MPA students can earn academic credit through a directed study or internship. These opportunities are described later in this guidebook (see p. 16). No student may take more than nine semester hours in any combination of directed studies or internships. A petition with appropriate approvals is required for all internships and directed studies.

With permission, MPA students may take up to six semester hours relevant to a student's academic plan in other graduate programs at Northeastern University.

CORE COURSES

The following eight courses are required of all MPA students. Each core course is offered at least once a year. Students are encouraged to consult with their academic advisor when planning the sequencing of their core courses.

POLS 7202	Quantitative Techniques
POLS 7203	Techniques of Policy Analysis
POLS 7301	Public Personnel Administration
POLS 7302	Organizational Theory and Management
POLS 7303	Public Budgeting and Financial Management
POLS 7304	Economic Institutions and Analysis
POLS 7305	Institutional Leadership and the Public Manager
POLS 7306	MPA Capstone Seminar

Additionally, in the first fall semester of their studies, students lacking a background in American government are encouraged to take POLS 7250, American Political Institutions and Processes.

Internships: An internship (POLS 8407) is required for all students without the equivalent of six months full-time experience in a government or non-profit setting. Internship assignments require at minimum 225 hours of work during the semester in question, and include an academic component approved and graded by a faculty member. If you believe you have sufficient experience to waive this requirement, you must formally submit a petition before completing degree requirements.

ONLINE COURSES

Beginning in the fall of 2009, the MPA program will include online course offerings. Students may register for online course in the same way they would register for on-campus courses. Online courses are equivalent to on-campus courses and carry the same academic credit. Students are not restricted in the number of online courses they may take for the degree.

PROGRAM STRUCTURE AND ADMINISTRATION

The MPA Committee is the chief policy-making body for the program. Decisions regarding curriculum, program direction and development are within the jurisdiction of this committee, with major changes subject to review and discussion by the full Department. The chair of the M.P.A. Program supervises day-to-day operational matters and coordinates such activities as curriculum planning, program development, student affairs, and recruitment of adjunct faculty.

2009-2010 COURSE SCHEDULE

FALL 2008

(All on campus courses meet at 5:15 PM unless otherwise indicated)

Monday
POLS 7255 – Parties & Elections – Mayer POLS 7304 – Economic Institutions – Overlan POLS 7326 – Development Administration – Miles POLS 7207 – Seminar in International Relations – Bormann
Tuesday
POLS 7305 – Leadership and the Public Manager– Dukakis POLS 7333– Science, Technology and Public Policy – Bosso – meets 6– 8 PM POLS 7250 – American Political Institutions and Processes – Urman
Wednesday
POLS 7200 – Perspectives on Social Science Inquiry – Kay POLS 7202 (02) — Quantitative Techniques—Matthews— meets 5:30-8 PM POLS 7303 – Budgeting – Wallin POLS 7357 – International Political Economy – Rodine Hardy POLS 7376 – Politics of the Middle East– Zumlot
Thursday
POLS 7202 (01) – Quantitative Techniques – Rochefort POLS 7252 – The American Presidency – Gilbert POLS 7283 – Trends in American Political Thought – Burse POLS 7379 – Chinese Politics – Ogden
Online Courses
POLS 7301 – Public Personnel Administration – Glazier POLS 7302 – Organizational Theory and Management – Cleary POLS 7308 – Organization and Management of Nonprofits – Ahern

Spring 2009 (Tentative and likely to change)

(All on campus courses meet at 5:15 PM unless otherwise indicated)

Monday
POLS 7201 – Methods – Hedlund POLS 7206 – Seminar in Comparative Politics– Barreto POLS 7301 – Personnel Administration – Staff POLS 7316 – State & Local Budgeting – Wallin
Tuesday
POLS 7204 – Seminar in Public Policy - Portz POLS 7302 – Organizational Theory – Kay POLS 7352 – Democratization - Crotty POLS 7315 – Urban Development and Politics – Fitzgerald
Wednesday
POLS 7203 – Policy Analysis – Vicino POLS 7360 – Ethnic Politics – Schmitt POLS 7370 – Government and Politics of Western Europe or Topical Seminar – Bormann POLS 7xxx – International Security - Garcia
Thursday
POLS 7306 – MPA Capstone – Staff POLS 7355 – Comparative Constitutions - Tolley POLS 7391 – Topics in Political Theory - Burse POLS 7215 – Advanced Quantitative Techniques - Staff
Online Courses
POLS 7304 – MPA Core – TBD POLS 7305 – MPA Core – TBD POLS 7318 – Techniques of Program Evaluation – Dopkins

ACADEMIC RESOURCES AND SUPPORT

FINANCIAL AWARDS AND FELLOWSHIPS

Financial aid at Northeastern University is available through two major sources. First, the University's Office of Financial Aid, located at 356 Richards Hall, provides information and applications for a number of university-wide, state, and federal grant and loan programs. Second, the Department of Political Science offers financial support through Teaching Assistantships, Northeastern University Graduate Student Scholarships, Research Assistantships, and, for advanced doctoral students, opportunities to teach courses as adjunct lecturers.

Students can apply for loans, scholarships, and work-study opportunities through Northeastern University's Office of Financial Aid in 139 Richards Hall or by calling (617) 373-3190. To be eligible for financial aid through this office, a student must maintain full-time student status and be a U.S. citizen or permanent resident alien.

Departmental Awards

Departmental financial support consists of Teaching Assistantships, Graduate Student Scholarships, Research Assistantships, and, for advanced doctoral students, opportunities to teach courses as adjunct lecturers. We do not require a separate application for any of these awards. New students only need to indicate their interest in assistantship consideration on their admission application and continuing students will automatically be considered when funds are available. Award decisions are made by a committee of the department and are based upon merit. Final award determination will be made by the College of Arts and Sciences.

Students with financial awards through the Department of Political Science must maintain the minimum grade point average mandated by their particular program at all times. In addition, if receiving an incomplete grade in a course, an incomplete grade contract must be on file with the Graduate School and Registrar's Office and all coursework to satisfy the incomplete must be completed within six weeks of the final exam week of the semester in which the incomplete was taken. Failure to comply with these rules will mean the loss of financial aid through the Department of Political Science. Additionally, students should refer to the specific terms of their award sent at the time the award is offered.

Teaching Assistants (TAs) receive a tuition scholarship as well as a stipend in return for academic assistance to the department, such as leading discussion sections in introductory undergraduate courses, grading student exams, and supporting faculty research. Teaching assistants work approximately twenty hours per week. Students must be full-time to receive Teaching Assistantships and awarding preferences are given to our PhD students.

Graduate Student Scholarships (GSSs) provide a tuition waiver covering a predetermined number of credits. There is no work requirement. GSSs can only be awarded to full-time students.

Research Assistants (RAs) receive a tuition scholarship as well as a stipend in return for twenty hours per week of research assistance to a faculty member in the department. RAs are funded through grants received by faculty.

Adjunct Lecturer Opportunities are available for advanced doctoral students. Adjunct lecturers are the instructors of record for a course, typically an introductory course, and are responsible for all aspects of the course. Lecturers are hired either as Senior SGAs, in which case they receive tuition remission as well as an annual stipend for teaching three courses during the year, or as part-time instructors, in which case they receive a per course stipend only.

Students seeking such a position should demonstrate their preparation to give lectures and perform other tasks required for a lecturer. This includes the delivery of at least two lectures in an undergraduate class and a

recommendation from a full-time faculty member. Typically, this preparation will be done during one of the semesters in which the student serves as a TA. All adjunct lecturer assignments are made by the Chair of the Department of Political Science in consultation with graduate program faculty.

ADVISING

Academic advising is a critical part of a student's experience in the graduate program. Advising is conducted by a designated faculty member and covers full-year planning of courses and general college and departmental policies. Advising will cover substantive questions in the student's field of study as well as long-term academic and career planning. *Students are strongly urged to speak to an advisor before registering for courses each semester.*

New students are assigned faculty advisors either according to their intended area of specialization or, if pursuing a generalist degree, alphabetically. Students are welcome to choose their own advisor by reviewing the fields of expertise of each faculty member. A change in advisor can be made after consultation with the prospective advisor and reporting the change on a petition form to the Administrative Coordinator for Graduate Programs.

The Department of Political Science requires that all new students, provisional students, and students with an overall grade point average below 3.000 (3.500 for PhD students) meet with their advisor before registration.

INTERNSHIPS

Internship Coordinator: Professor David Rochefort

Internships are intended to provide work-related experience for students in areas where they may wish to pursue their careers. Graduate-level interns normally participate in professional activities such as administration, planning, research, policy formulation and implementation, and budgeting. Clerical and support tasks, by contrast, are to be kept to a minimum. At the same time, the intern should be provided an agency-wide perspective and gain exposure to a variety of tasks rather than become absorbed in a single narrow activity.

The internship experience is valued chiefly for its contribution to the educational process. Accordingly, monetary compensation, while desirable, should not be a factor in deciding on the desirability or appropriateness of different assignments. While the sponsoring agency or organization is encouraged to provide a stipend, such arrangements are at their discretion and a matter of negotiation between the intern and the sponsor. The internship coordinator will work with the student to identify and arrange an appropriate internship. The internship coordinator may serve as the faculty advisor for that internship experience, or another faculty member may be assigned to serve as the advisor. The site supervisor at the internship agency will also be involved in oversight and assessment of the student's internship experience.

Interns are expected to work a minimum of 225 hours over an academic semester. While interns may choose to work more hours, they can earn no more than 3 semester hours of credit for a single internship. Interns are required to write a paper (minimum of 15 pages) on their experience in which they describe their internship activities and present an analytical discussion relating their internship to the academic curriculum. No credit will be given for work done in a professional position already held by a student. Internships must be approved *in advance* of the internship semester by the internship coordinator. A petition form is required.

Over the course of the academic semester, each intern will meet with his/her internship advisor at least four times to discuss the internship experience. If possible, several students engaged in internships may meet together with an internship advisor to share their experiences. Near the end of an internship the site supervisor will complete an evaluation and will be encouraged to submit a letter of recommendation to be included in the intern's academic file. The internship advisor will assign a final grade based on the student's performance in meetings and on the paper assignment as well as the appraisal by the site supervisor at the internship agency.

Current internship opportunities are located on the department website at http://www.polisci.neu.edu/internships_jobs/jobsearch.

DIRECTED STUDY

A directed study is an individual reading and research course arranged between a student and faculty member. A directed study is an opportunity for more in-depth analysis of a particular topic or the study of a subject matter typically not covered in the department's curriculum. Directed studies carry three semester hours of academic credit.

Prior to the start of a directed study, the student and faculty member must prepare a syllabus that outlines required readings, writing assignments, and other work to be performed by the student, as well as the criteria for determining the student's grade. The syllabus represents a contract between the student and faculty member that clarifies the responsibilities and expectations of each party.

Directed studies should be approved in advance of the semester in which the work will be completed. A petition for a directed study should include the syllabus and must be approved by the chair of the graduate program and the sponsoring faculty member.

COLLOQUIA AND WORKSHOPS

The Department sponsors guest lectures on a wide range of academic topics and occasional workshops to improve skills important for graduate student performance, such as research and writing skills, and workshops that examine employment opportunities. Information on any such events will be distributed via e-mail and posters, and announced in class.

PROFESSIONAL ASSOCIATIONS

Graduate students are encouraged to participate in professional associations relevant to their particular career goals. These associations publish a variety of journals; bulletins announcing local, regional, and national meetings, panels, calls for papers, and general reports; and newsletters containing short articles of interest. Important services for which association members are normally eligible include a personnel service, which lists positions available to political science and public administration students; a credential referral service, which maintains and distributes confidential credentials; and an annual placement service meeting which is a direct clearing house for jobs.

- American Political Science Association: <http://www.apsanet.org>
- American Society for Public Administration: <http://www.aspanet.org>
- International Studies Association: <http://www.isanet.org/>
- National Association of Schools of Public Affairs and Administration: <http://www.naspaa.org>
- Links to other political science organizations can be found at <http://www.apsanet.org/PS/organizations/>

The APSA and many of the regional political science associations have special graduate student membership fees, ranging from \$5 to \$50. Dues for others may be based upon gross income.

PARTICIPATION IN PROFESSIONAL MEETINGS AND CONFERENCES

Students are encouraged to attend local, regional, or national meetings of their respective professional associations when possible and to the extent that doing so serves career goals. Doctoral candidates in particular are encouraged to present their research at such meetings whenever possible. The Department maintains a travel fund to assist graduate student participation in or attendance at professional meetings. Funding is available to all graduate students, with priority given to doctoral students offering papers. Students seeking funding must

complete and submit an application form, available on the Department website and across the fall from 305 Meserve. Funding also is available through the university's Graduate and Professional Students Association.

NU IDENTIFICATION CARDS

Your Husky card serves as a master key to the major processes and services of the University. You will need to show this card in order to cash checks, borrow books, make payments, use physical education facilities, purchase parking stickers, use the library and gain entrance to University events. If you are a *full-time or part-time* student, you may obtain a student picture I.D. at Customer Service Center, 120 Hayden Hall. You will need to present a photo identification card, such as a state license or passport.

NORTHEASTERN UNIVERSITY ACCREDITATION

Northeastern University is accredited by the New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England states. Accreditation by the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators.

PROGRAM RULES AND REGULATIONS

CHANGES IN PROGRAM RULES AND CURRICULA

The continuing development of the graduate programs in the Department of Political Science dictates occasional revision of curricula and program rules. When no hardship or disadvantage is imposed on the student because of changes, and when the offerings of the program permit, the student is expected to meet the requirements of the most recent Graduate Student Program Guide. However, if it can be demonstrated that doing so imposes a hardship or disadvantage, the requirements in the Graduate Student Program Guide of the year in which the student matriculated will be applicable.

STATEMENT ON ACADEMIC HONESTY

The Department of Political Science takes very seriously issues of academic dishonesty. According to the *Student Handbook*:

A necessary prerequisite to the attainment of the goals of the University is maintaining complete honesty in all academic work. Students are expected to present as their own only that which is clearly their own work in tests and in any material submitted for credit. Students may not assist others in presenting work that is not their own. Purchasing term papers from commercial firms or individuals is a serious violation of University policy. Offenders are subject to disciplinary action.

Academic dishonesty includes, but is not limited to, cheating on an examination, engaging in acts of plagiarism, stealing or destroying other students' materials, and stealing or mutilating materials in the library. Such acts are against the spirit of scholarly inquiry and academic honesty. They harm other students and the reputation of the department.

Accordingly, any student in the graduate programs governed by the Department of Political Science who engages in an act of academic dishonesty shall *at minimum* be recommended for academic probation *and* shall receive a failing grade (F) for the course in question. The department also reserves the right to seek more severe sanctions, including expulsion from the university. Students should therefore make every effort to consult with faculty on appropriate standards for research and use of scholarly materials.

PROVISIONAL ACADEMIC STUDENT STATUS

Students who have been provisionally admitted into the MA or MPA program may take up to four courses under that status, with the approval of the graduate program. To advance admission to a regular status, the provisional student must achieve at least a 3.000 grade point average in courses completed while a provisional student. In the MPA Program, at least two of these four courses must be core courses.

SATISFACTORY PROGRESS AND ACADEMIC PROBATION

Satisfactory progress is defined as complying with the various procedures and requirements of the respective graduate programs. Among these requirements are grade point average in all three programs, and for the PhD program, timely progress in sitting for the comprehensive examination and submitting a dissertation proposal. A student who fails to make satisfactory progress is placed on academic probation, which is a warning that the student may not be allowed to continue in the graduate program unless the deficiency is addressed.

As noted, satisfactory progress includes maintaining a specified grade point average. All MA and MPA students must maintain a grade point average of 3.000. All doctoral students must maintain a grade point average of 3.500. Any student who falls below the applicable standard in one academic semester will be placed on academic probation and must consult with his or her academic advisor. Any student who falls below this standard for two consecutive semesters is subject to dismissal from the graduate program.

Students should monitor their own academic records to ensure that they are meeting the standards of the program. Program personnel will monitor transcripts each semester and will report the failure to maintain satisfactory progress to the individual student, his/her advisor, and the chair of the graduate program.

TRANSFER CREDIT

Course work completed prior to attending Northeastern University. Students who earned graduate credit at U.S. accredited universities other than Northeastern prior to acceptance into a departmental graduate program may petition to have credits counted toward degree requirements at the University.

To receive transfer credit, a student must submit a written petition, including an Arts and Sciences petition form, to the Political Science Graduate Programs office along with a course description, official transcript and course syllabus. A grade of at least a “B” must have been received in the course in order for it to be considered for transfer credit. Also, transfer credit is granted only for graduate course work that is deemed to be relevant to the student’s area of study. Final decisions for transfer credit are made by the Director of the Graduate School in the College of Arts and Sciences acting upon the recommendation of the department’s graduate program committee.

Approval to take a course outside Northeastern University. Students wishing to take a graduate course outside Northeastern University must seek prior approval from the departmental director of the graduate program. A written petition, including a course description and syllabus, should be submitted at least four weeks prior to the beginning of the semester in which the course would be taken. The course must be deemed to be relevant to the student’s field of study. Only courses that are not offered within the Department of Political Science or not comparable to those offered by the Department will be considered for transfer credit. Courses taken in Northeastern’s College of Professional Studies are considered transfer credit and will be adjusted based on a quarter to semester hour basis.

A student seeking transfer credit for coursework completed at another university during the student’s last semester should consult the graduate administrative assistant about timing issues. Northeastern has graduation clearance deadlines that may make it difficult to transfer credit during a student’s final semester.

Masters students are limited to nine transfer credits. Doctoral students should consult the curriculum section of their respective program description in the guidebook.

UPPER LEVEL UNDERGRADUATE POLITICAL SCIENCE COURSES

With the prior approval of the chair of the graduate program and graduate school officials, masters students may elect to take up to four undergraduate credits. Such undergraduate courses must be upper level and directly relevant to the student’s graduate program.

REGISTRATION

Registration begins two to three months prior to the start of the semester. We recommend students create and register through their MyNEU accounts. You can activate your account by going to www.myneu.neu.edu, where you will need to register for a username and password. Prior to registration, students should consult with their academic advisor regarding course selection.

If for any reason a student does not complete the online registration process, he/she will have an opportunity to register in person. Students can register on the Northeastern University Huntington Ave. campus during the appropriate times. Check in with The Administrative Coordinator in 305 Meserve for times and locations. All students must be officially registered for each course by the end of the second week of classes.

WITHDRAWALS

In order to withdraw from a course, a student must fill out an Official Withdrawal Form obtained at the Registrar's Office. Withdrawals may be made through the ninth week of the semester. However, withdrawals that are made after the fifth week of the semester will be recorded as a "W" on a student's transcript.

Students will be withdrawn as of the date on which the form is received by the Registrar's Office. Ceasing to attend class, or simply notifying the instructor of intention to withdraw, does not constitute an official withdrawal.

INCOMPLETES

A student who is unable to complete a course within the semester due to extraordinary circumstances may ask for an incomplete from the faculty member teaching the course. Granting an incomplete is at the discretion of the faculty member. The student and faculty member should agree on coursework required to complete the course. Students need to fill out an Incomplete-Grade Contract available at <http://www.neu.edu/customerservice/form-inc-grade.pdf>. A copy of this form will be kept on file with the GSAS and the department. Failure to fill out this form could have impacts on current and future financial aid.

The College of Arts and Sciences requires all incompletes to be made-up within one calendar year. If an incomplete is made up *after* one calendar year, the student must petition the department as well as the Director of the Graduate School to receive course credit. There is no guarantee or assurance that such credit will be granted.

Masters students with financial awards through the Department of Political Science must maintain a 3.000 grade point average at all times. Doctoral students must maintain a 3.500 grade point average. In addition, if a RA, TA, or GSS takes an incomplete grade in a course, all coursework to satisfy the incomplete must be completed within six weeks of the final exam week of the semester in which the incomplete was taken. Failure to comply with these rules will mean the loss of financial aid through the Department of Political Science.

TIME LIMITATION

For all Masters students, course credits earned in the program of graduate study or accepted by transfer are valid for a maximum of seven years unless an extension is granted by the Director of the Graduate School of Arts and Sciences, acting upon the recommendation of the Department of Political Science. Students may petition in writing through the department to the Director of the Graduate School for such extensions.

For doctoral students who achieve candidacy, there is a five-year limit for completion of the dissertation.

COMMENCEMENT CLEARANCE

Students who plan to graduate in January, May or August of an academic year *must inform the Registrar of their intent to do so*. You must initiate the commencement process by registering for graduation via your MyNEU account. This will place your name on the commencement list and start the commencement process. You should register even if there is a chance that all your requirements will not be completed in time to graduate on a specific commencement date.

Students are responsible for ensuring that all grades have been recorded, all incomplete courses made up, and that petitions forwarded to the department or to the Graduate School of Arts and Sciences have been acted upon *prior* to registration for graduation clearance. The student's departmental file must also be complete with official transcripts from all undergraduate and graduate programs attended.

PETITION PROCESS

The following table specifies actions that require a petition, supporting materials for the petition, and who must approve the petition. Petition forms are available online and completed forms should be submitted to the Administrative Coordinator for Graduate Programs in Meserve Hall.

<u>Request</u>	<u>Supporting Materials</u>	<u>Approvals Required</u>
<i>Transfer Credit</i> for courses taken outside Northeastern	Department and Graduate School petition forms; official transcripts, course description, syllabus, reading list and/or materials submitted for credit	Graduate program chair; Graduate School officials
Change Advisors	Completed Petition Form	New Faculty Advisor; Graduate program chair
Credit for <i>graduate course outside the Department of Political Science</i> but at Northeastern	Completed petition form; course description; course syllabus	Graduate program chair
Credit for <i>upper level undergraduate course</i>	Completed petition form; course description; course syllabus	Graduate program chair; Undergraduate instructor; Graduate School officials
<i>Course waiver</i> of a program requirement	Completed petition form; official transcript, course syllabus, and/or other material to justify waiver	Graduate program chair
<i>Directed Study</i>	Completed petition form; written proposal outlining project and timetable	Graduate program chair; Sponsoring faculty member
<i>Internship</i>	Completed petition form with description of internship duties	Graduate program chair; Internship coordinator; Internship advisor
<i>Leave of Absence</i>	Completed petition form	Graduate program chair; Graduate School officials
Extension of <i>seven-year limit</i> to complete degree	Completed petition form	Graduate program chair; Graduate School officials
<i>Master's Thesis</i>	Completed petition form; Thesis proposal	Graduate program chair; Both members of thesis committee

GRADING POLICY

The Department of Political Science follows the grading policy established by the College of Arts and Sciences as published in its *General Regulations*. The grading scale is from an A to a C- if credit is earned, with an F indicating unsatisfactory performance and no credit. Each letter grade has a grade point average assigned to it, ranging from 4.000 for an A to 1.667 for a C-.

If a student seeks to raise his/her grade point average, the option is available to retake a class. The grade point average earned in the repeat class will be used in place of the previous grade. No more than two courses, or six semester hours of credit, may be repeated or taken as additional courses in order to satisfy the requirements of the degree.

NORTHEASTERN UNIVERSITY'S ANTIDISCRIMINATION POLICY

Northeastern University is committed to a policy of equal opportunity for all students and employees without regard to race, color, religion, gender, sexual orientation, national origin, or handicap or veteran status. The University prohibits discrimination in all matters involving admission, registration, and all official relationships with students, including evaluation of academic performance.

DELIVERY OF SERVICES

The University assumes no liability, and hereby expressly negates the same, for failure to provide or delay in providing educational or related services or facilities or for any other failure or delay in performance arising out of or due to causes beyond the reasonable control of the University, which cases include, without limitation, power failure, fire, strikes by University employees or others, damage by the elements and acts of public authorities. The University will, however, exert reasonable efforts, when in its judgment it is appropriate to do so, to provide comparable or substantially equivalent services, facilities or performance, but its ability or failure to do so shall not subject it to liability.

FULL-TIME FACULTY IN THE DEPARTMENT OF POLITICAL SCIENCE

Amílcar Antonio Barreto, J.D., Ph.D., SUNY-Buffalo. Associate Professor. Comparative Politics, Ethnicity and Nationalism, Latino Politics, Formal Modeling.

Barry Bluestone, Ph.D., University of Michigan. Stearns Professor. Political Economy, Public Policy, Labor Economics, Industrial Relations, Regional Development. Joint Appointment with Sociology.

Christopher J. Bosso, Ph.D., University of Pittsburgh. Professor. American Politics, Public Policy, Legislative Processes, Interest Groups, Environmental Politics. Administrative Leave in 2008-2009.

L. Gerald Bursey, Ph.D., Harvard University. Associate Professor. Political theory (Ancient, Medieval, and Modern).

William Crotty, Ph.D., University of North Carolina, Chapel Hill. O'Neill Chair in Public Life. Political development, parties and electoral behavior, political representation.

Michael S. Dukakis, J.D., Harvard University. Distinguished Professor. Public Policy, Health Policy, State and Local Government, Public Management.

Denise García, Ph.D., University of Geneva, Assistant Professor. Comparative Politics, Latin America, International Relations, Civil Military Relations, Arms Proliferation.

Robert E. Gilbert, Ph.D., University of Massachusetts, Amherst. Professor. American Politics, The Presidency, Mass Media.

Ronald D. Hedlund, Ph.D., University of Iowa. Professor. American Politics, State Legislatures, Political Behavior, Methodology.

William D. Kay, Ph.D., Indiana University. Associate Professor. Public Administration, Organization Theory, Comparative Public Policy, Science and Technology Policy

David M. Lazer, Ph.D., University of Michigan, Associate Professor, Network Analysis, Information Technology and Public Policy.

William G. Mayer, Ph.D., Harvard University. Associate Professor. American Politics, Electoral Behavior, Mass Media, Public Opinion.

Eileen L. McDonagh, Ph.D., Harvard University. Professor. American Politics, Gender and the Law, American Political Development, Methodology. On leave in 2008-2009.

William F.S. Miles, Ph.D., Fletcher School of Law and Diplomacy. Professor. Comparative Politics, Political Development, Development Administration.

Suzanne P. Ogden, Ph.D., Brown University. Professor. Comparative Politics (China, Japan),

Environmental Policy.

Richard O'Bryant, Ph.D. MIT. Assistant Professor. American Politics, Public Administration, Urban Politics, Science and Technology Policy.

John H. Portz, Ph.D., University of Wisconsin, Madison. Professor. American Politics, State and Local, Urban Politics, Education Policy, Public Administration.

David A. Rochefort, Ph.D., Brown University. Professor. Public Policy, Policy Analysis, Health Policy, Social Welfare, Quantitative Techniques.

Kristin L. Rodine Hardy, Ph.D., University of California, Berkeley. Assistant Professor. Comparative Politics, International Relations.

David E. Schmitt, Ph.D., University of Texas. Edward W. Brooke Professor. Comparative Politics (Northern Ireland), Conflict Processes, U.S. National Security Policy.

Denis J. Sullivan, Ph.D., University of Michigan. Professor. Comparative Politics, International Relations (Middle East), Civil Society.

Michael C. Tolley, Ph.D., Johns Hopkins University. Associate Professor. American Politics, Public Law, Comparative Constitutionalism, Administrative Law.

Thomas J. Vicino, Ph.D., University of Maryland, Baltimore. Urban Public Policy, Political Economy of Metropolitan Areas, Suburbanization and Smart Growth, Globalization and the City.

Bruce A. Wallin Ph.D., University of California, Berkeley. Associate Professor. Public Administration, Public Finance, American Government, Public Policy.