

## Master's Program Requirements

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It is the responsibility of each student to be aware of, monitor, and meet, all departmental, graduate school, and university requirements relevant to making progress towards and completing their degree. No departmental requirements shall conflict with the Graduate School Master's degree requirements. All program requirements, including a successful oral defense of the thesis, must be successfully completed no later than the student's sixth term of enrollment (excluding summer).

### Coursework Requirements & Procedures

Students must complete a minimum of 45 credit hours towards the degree and must be enrolled in a minimum of 3 political science graduate credit hours each term, excluding summer. Courses must be taken for graded credit and receive a grade of B or better, with the exception of open-ended variable-credit coursework (described below) to be counted towards the degree. The following requirements count towards this 45-credit minimum:

#### Seminar Requirement

- PS 620 State of the Discipline is a required seminar course and should be taken during the first term of enrollment.
- Two seminar courses should be taken at the earliest availability. Approved graduate seminars are as follows:
  - PS 617 Political Behavior
  - PS 618 Political Institutions
  - PS 619 US Political Culture
  - PS 622 Political Theory
  - PS 624 International Relations
  - PS 625 Public Policy
  - PS 626 International Political Economy
  - PS 627 Formal Theory & Methodology
  - PS 628 State-Society Relations
  - PS 629 Comparative Political Economy
  - PS 630 States and Regimes

#### Methods Requirement

In order to demonstrate proficiency in quantitative and qualitative research methods, students must do the following:

- Attend the required "Math Review" workshop during the week prior to Fall term.
  - Students who wish to test out of the Math Review must contact the department at the time of acceptance to arrange a date to take the test.
- 4 credits from both PS 545 and PS 546 OR 2 quantitative methods examinations.
  - Students who wish to test out of the Quantitative Methods requirement should contact the lead methods faculty member during the first week of the term in which they wish to be tested (Fall Term for PS 545, Winter Term for PS 546). The lead faculty member in administering tests is normally the person who last taught the course.
  - Students must successfully pass the PS 545 test prior to taking the PS 546 test. Testing for PS 545 must occur prior to Winter Term registration; PS 546 testing must occur prior to Spring Term registration.
  - Each test consists of a written component and a take-home computer component.
- 5 credits from PS 612 Qualitative Methods OR a qualitative methods examination.
  - Students who wish to test out of the Qualitative Methods requirement should contact the lead methods faculty member during the first week of the term in which they wish to be tested. The lead faculty member in administering tests is normally the person who last taught the course.

#### Variable-Credit Graduate Courses

The department recommends that graduate students register for 16 credits per term. Along with 500 and 600 level classes, students can register for "open-ended" variable-credits. These course numbers allow students to obtain credit for academic effort outside the workload of standard classes. Prior to registering for variable-credit coursework, the student and supervising faculty member negotiate the number of credits that will be received, and the method of evaluation for the work. The number of credits for such work is based upon the estimated workload for the term, which includes independent work by the student and the time spent in consultation with the faculty member. An *Authorization to Register* form must be completed and approved by both faculty and student.

- PS 503 – Thesis [P/NP] 1-16 credits  
Often, thesis credits are the only credits taken by a student as the thesis is completed. Students should register for 16 credits per term to indicate the effort involved with the writing of the thesis. Students must enroll in a minimum of 3 PS 503 credits during the term of defense.
- PS 601 – Research [P/NP] 1-16 credits  
Research credits are used for conducting individualized research, or for collaborative research between a graduate student and a faculty member. If the workload includes writing a substantial paper and being evaluated on this written work, 4-5 credit hours may be appropriate.
- PS 605 – Reading [Graded or P/NP] 1-16credits  
Reading credits are used for work such as exploring topics in-depth or preparing a conference paper or journal article. A maximum of 15 reading credits can be counted toward degree.

### Transfer Credit

The department recognizes that previous course work is beneficial and may accelerate a student's progress through the program. However, each student must complete all requirements toward the degree regardless of prior coursework at another institution. Thus we do not accommodate transfer credits.

### Language Requirement

For a Master of Arts degree, students must demonstrate competence in a foreign language. This requirement is identical to the language requirement for the Bachelor of Arts degree. (See "Bachelor of Arts Requirements" in the UO Catalog for ways to meet this requirement.) The Master of Science degree has no language requirement.

## Master's Thesis

### Registration – PS 503 (Thesis)

- A minimum of 15 Thesis credit hours are required for the degree.
- A maximum of 18 Thesis credit hours may be applied toward the degree
- A minimum registration of 3 Thesis credit hours is required in the student's final term.

### Committee

- Students must select a Thesis committee chair by the end of their 3<sup>rd</sup> term of enrollment.
- The student and committee chair shall agree on a thesis committee, consisting of the committee chair and two or three additional faculty members (one committee faculty member may be from a different department). The committee must be approved by the entire faculty by week 5 of the student's 4<sup>th</sup> term of enrollment.

### Thesis Proposal

- The student shall meet with their thesis committee to present and defend a Thesis Proposal
- The Thesis Proposal must be successfully defended and approved by the committee by the end of the student's 4<sup>th</sup> term of enrollment.
- Upon successful defense of the Thesis Proposal, students who begin the process of composing their thesis must comply with the requirements for thesis preparation, procedure, form, and style, as specified in the current University of Oregon Catalog and the University of Oregon Style and Policy Manual for Theses and Dissertations (available online).

### Oral Defense

- The thesis will be defended at a public oral examination no later than the student's sixth term of enrollment (excluding summer).
- All members of the thesis committee must have a final draft of the thesis in hand at least three weeks prior to the formal defense.
- All coursework and residence requirements shall be completed prior to the oral defense.
- The oral defense will be scheduled by agreement between the student and the thesis committee. Since faculty may not be available in summer term, every effort should be made to schedule defenses in the fall, winter or spring terms.
- The thesis committee will evaluate the thesis and pronounce one of the following:
  - Failure
  - Conditional pass with revisions and a second oral examination required

- Pass with no or minor revisions required and no second oral examination required
- The thesis chair will supervise the revision process after the oral defense, and not sign the thesis until these revisions are satisfactorily completed.
- Successfully defended theses must adhere to University requirements for Graduate School submission, as specified in the current University of Oregon Catalog and University of Oregon Style and Policy Manual for Theses and Dissertations.

**Appendix I**  
**Progress towards Master's Degree**

The department is committed to helping each graduate student complete their degree in the manner most likely to foster their future professional success. Our graduate program requirements, processes, and procedures are designed to help students do so. Students should set their goals according to the expectations for success outlined below. The following section details the minimal requirements for continuation in the program. The University refers to the latter as defining conditions of “satisfactory progress,” but students must understand that performance near these minimal requirements is not satisfactory with respect to their future prospects.

## Expectations for Success

Only if Master’s students perform well above the minimal standard of “satisfactory progress” is their degree likely to enhance their professional prospects. They should thus set their sights on the following goals that the department sees as signs of strong graduate performance:

- Forge relationships with appropriate faculty mentors during the first year of the program.
- Complete most courses (and particularly seminars) with grades of ‘A.’
- Receive few, if any, incompletes.
- In terms of workload, take three substantive seminars or their equivalent per quarter.
- Actively participate in departmental colloquia, workshops, job talks, and other events that offer opportunities to sharpen professional skills and that contribute to the department’s sense of intellectual community.
- Begin discussing ideas for a thesis proposal with faculty as early as possible, and certainly before the end of your first year.

## Minimal Requirements

Each student is responsible for remaining aware of, monitoring, and meeting all departmental, graduate school, and university requirements relevant to making progress towards and completing their degree.

To meet minimal department requirements for "Satisfactory Progress" *students must:*

- Maintain a cumulative GPA of 3.40 or better
- Complete at least 3 political science graduate credits towards their degree each term
  - Grades below a B and “Incomplete” credits do not count toward this minimum or degree requirements
- Have no more than 5 "Incomplete" credits at any point
  - The student will be responsible for negotiating and submitting (to the Graduate Coordinator) an *Incomplete Grade Contract*. The student is responsible for meeting the terms of that contract by the agreed-upon deadline. The faculty member is responsible for ensuring that a grade is reported no later than three weeks after receipt of all work.
  - This policy does not apply to Thesis (PS 503) credits, since these are automatically converted to “Pass” when the Graduate School accepts the thesis.
- Follow the timeline below:
  - Year 1: complete PS 545, PS 546, PS 612 Qualitative Methods, PS 620, and the other two required seminar courses (see Seminar Requirement above). Students must also have chosen a Thesis committee chair by the end of their 3<sup>rd</sup> term of enrollment.
  - Year 2: complete seminars if not offered during year one, select Thesis committee and have approved by faculty by week 5 of student’s 4<sup>th</sup> term of enrollment, PS 612 Qualitative Methods if course was not offered during year one. Apply for Master’s degree. Defend Thesis at public defense no later than the student’s sixth term of enrollment (excluding summer).
- Meet all deadlines and requirements established by the Graduate School and/or the Department; this includes deadlines for submitting administrative paperwork.
- Maintain a pattern of satisfactory progress throughout academic history in the department.

The department recognizes that over the course of their graduate careers and for a variety of acceptable reasons some students may fail to meet one or two of the requirements by the specified deadlines. The department has designed its procedures to help students avoid such missteps and to regain their footing should they occur.

In addition, the department realizes that, despite these efforts, some students may display a pattern of failing to meet “satisfactory progress” requirements. These students will have previously been notified of their progress in the

program through quarterly status reports. Under such conditions, the department may find that allowing the student to continue in the program does a disservice to the student and the graduate program as a whole, and may require disqualification from the program. This will be determined through faculty vote; students will be notified of when the vote will occur.

## Quarterly Status and Academic History Reports

At the end of *each term*, the department will provide students with an assessment of their progress as follows:

- The Graduate Coordinator will generate Quarterly Status and Academic History Reports summarizing each student's progress toward their degree and any deficiencies in realizing satisfactory progress.
- The Director of Graduate Studies will review each student's report and provide a brief statement assessing the student's progress.
- The Director of Graduate Studies' statement, with Quarterly Status and Academic History Reports as attachments, will be distributed to students no later than three weeks following the end of each term.
- Students are responsible for closely monitoring these reports and for consulting with the Director of Graduate Studies and Graduate Coordinator in response. For those students identified as having "areas of concern" or deficiencies, the student is strongly encouraged to meet with the Director of Graduate Studies within three weeks of receipt of the report to identify strategies for addressing such issues.
- Within three weeks of receiving the quarterly report, students have the option of submitting a statement of up to 300 words to the Graduate Coordinator to be included in their file.

## Annual Review

In *spring term* of each year, the department will undertake a review of each student's progress in the program both with respect to minimal requirements and expectations for success. The purpose of this review is to: a) give all students clear and regular feedback on their progress toward degree, b) identify students who are diverging from a trajectory of expectations as early as possible so that appropriate assistance can be offered, and c) provide faculty with better information about how to improve every student's chance of success in the program.

No later than week 11 of Spring term, the department faculty, sitting as a committee of the whole, will evaluate each student's performance and progress. That evaluation will draw on the following sources of information:

- Students' quarterly status and academic history reports and the statement from the Director of Graduate Studies about each report.
- Input from faculty who have taught the student in a seminar or directed reading.
- Input from advisors or committee members.
- Input from any faculty member who has had academic contact with the student in other settings.

The faculty will take particular care in evaluating students completing their first year in the master's program. This "end-of-year" review will be used to identify any students whose pattern of degree progress to date suggests that they are unlikely to complete a strong thesis within the schedule established by departmental, college, and university guidelines and requirements.

Faculty will make recommendations to the Director of Graduate Studies regarding the content of feedback for each student. All students will receive timely feedback from the Director of Graduate Studies that identifies areas where students are making good progress, areas for improvement, and/or strategies for addressing areas of concern and deficiencies.

In what the department expects to be rare cases, any annual review may lead to a faculty vote to advise or require a student to leave the program if their record displays a *pattern* of poor grades, failure to maintain satisfactory progress, and/or meet program requirements or deadlines. These students will have been previously notified of their progress in the program through quarterly status reports.