

GETTING AN M.A. OR PH.D. AT UIC

This description of the program procedures and requirements of the M.A. and Ph.D. programs at the University of Illinois at Chicago is meant to provide students with a step-by-step guide to these programs. Students should be mindful of the importance of seeking advice and counsel from the administrative assistant and graduate director of the program, and should also ask faculty members for advice. As a way of ensuring that a close mentoring relationship is established between students and faculty, by October 1 of the second year of study each student must ask two faculty members to serve as her/his advising committee.

THE MASTER OF ARTS IN POLITICAL SCIENCE

The Master of Arts in Political Science prepares students for application to a doctoral program, employment at the junior college or high school levels, employment in public service or government and non-profit organizations, and research. The program is designed to provide students with theoretical and methodological training in the political science discipline. In addition to other requirements, MA candidates demonstrate their command of the requisite skills through course work and by completing the major research paper requirement (POLS 593).

GENERAL INFORMATION

The Master of Arts in Political Science requires 32 hours of credit for completion. A maximum of two courses (8 semester hours) may be taken outside the department. The maximum time to complete the program is five years from the date of entry. Full-time students normally complete the program in two years or less.

Waivers for specific course requirements for students who have previously taken equivalent graduate level course work may be submitted to the Director of Graduate Studies. Waivers are approved only in very unusual circumstances. No credit hours will be granted for waived course requirements, and students will still need to complete 32 semester hours of credit.

A minimum GPA of 3.00 is required throughout graduate study (A= 4.00), and students must make satisfactory progress to stay in the program. If a student is not progressing satisfactorily, the Director of Graduate Studies may recommend to department's graduate committee that the student be dismissed from the program. Unsatisfactory progress may include (1) failure to comply with Graduate College regulations; (2) grades of C or below or Incomplete grades; and (3) undue delays in completing the required course work.

Students who carry less than a cumulative GPA or who receive a C in any course must meet with the graduate director to review academic progress. A second C will result in dismissal from the program. Students are urged to clear Incomplete grades promptly; an accumulation of Incomplete grades may result in dismissal from the program. **Required courses must be successfully completed with grades of B or better.** If a student receives a grade of C or less for any required course, the course must be retaken.

Students wishing to enter the Ph. D. program after earning an MA degree from the department must meet departmental application requirements and be recommended for admission by the Political science Graduate Admissions Committee.

**DEGREE REQUIREMENTS
(for students entering Fall 2005 and thereafter)**

32 CREDIT HOURS

REQUIRED COURSES	CREDIT HOURS
Required courses MUST be completed with a grade of B or better.	
1. POLS 401 Data Analysis I	4
2. Pols 500 Introduction to Policy and Governance	4
3. Pols 505 Research Design	4
4. One Gateway Course among: Pols 504—Theoretical Approaches to Policy and Governance (Political Theory) Pols 551—Introduction to Urban Politics Pols 560—Introduction to American Politics Pols 570—Comparative Politics and Public Policy Pols 571—Introduction to International Relations	4
5. POLS 506 The Profession of Political Science	2
6 POLS 593 Research Requirement	2
TOTAL REQUIRED.....	20
ELECTIVES (3, AT LEAST ONE IN POLITICAL SCIENCE)	
1. ELECTIVE 400 or 500 LEVEL COURSE	4
2. ELECTIVE 500 LEVEL COURSE	4
3. ELECTIVE 500 LEVEL COURSE	4
TOTAL ELECTIVES.....	12
GRAND TOTAL.....	32

Note the Graduate College requires 9 hours at the 500-level (no independent study)

Financial aid normally is reserved for Ph.D. students. However, exceptionally qualified M.A. students may be considered for department assistantships, depending upon the availability of funds.

The department's graduate office will assist students and graduates in the job search by posting job openings and providing and mailing individual placement packets.

THE DOCTOR OF PHILOSOPHY IN POLITICAL SCIENCE

The Ph.D. in Political Science emphasizes the study of policy and governance. The distinguishing characteristic of this program is the commitment of the faculty to a wide range of theoretical and methodological approaches. By taking advantage of its Chicago location and its status as a land-grant urban university with a diverse student body and world-class faculty, the department is able to offer outstanding doctoral training in policy and governance. Students are given the opportunity to design policy-oriented programs of study in five subfield specialties: political theory, international relations, comparative politics, American politics, and urban politics.

GENERAL INFORMATION

The Ph.D. in Political Science requires 72 hours of credit for completion for those with relevant masters degrees (Graduate II standing) and 96 hours for those without. The maximum time to complete the program is seven years from the date of entry for those with Graduate II standing and nine years for those without. Full-time students normally complete all requirements except dissertation in four years.

Requirements for core courses cannot be met by substituting courses from other programs. Waivers for equivalent graduate-level course work may be requested for elective courses by petitioning the Director of Graduate Studies. Registration for elective political science courses prior to satisfactory completion of the core must be approved by the Director of Graduate Studies. Waivers are approved only in very unusual circumstances.

A minimum GPA of 3.00 is required throughout graduate study (A= 4.00), and students must make satisfactory progress to stay in the program. If a student is not progressing satisfactorily, the Director of Graduate Studies may recommend to the department's graduate committee that the student be dismissed from the program.

Unsatisfactory progress may include failure to comply with Graduate College regulations; grades of C or below or Incomplete grades; undue delays in forming an advising committee or following recommendations of the advising committee; failure to successfully complete and secure approval of the research requirement; failure to take exams; failure to form a dissertation committee; and failure to secure approval of a dissertation proposal within the time specified by the dissertation committee; and failure to complete other program requirements. Students who carry less than a cumulative GPA of 3.0 or who receive a C in any course must meet with the graduate director to review academic progress. A second C will result in dismissal from the program. Students are urged to clear Incomplete grades promptly; an accumulation of Incomplete grades may result in dismissal from the program.

DEGREE REQUIREMENTS

The Ph.D. in Political Science requires the successful completion of 22 hours of core courses plus a minimum of three elective courses in a major subfield, two courses in a minor subfield, and two additional elective courses. Additional course work is encouraged. The subfields offered in the department include American Politics, Comparative Politics, International Relations, Political Theory, and Urban Politics. In addition, students must successfully complete a research paper requirement and gain approval from a two-member faculty advising committee before sitting for preliminary examinations. Upon successful completion of preliminary exams, students must form a dissertation committee, gain approval of a dissertation proposal, and successfully complete a Ph.D. dissertation.

First Year of Study - Program Core REQUIRED COURSES	
<u>Fall Semester</u>	CREDIT
HOURS	
POLS 401 Data Analysis I	4
POLS 500 Introduction to Policy and Governance	4
POLS 506 The Profession of Political Science	2
<u>Spring Semester</u>	
POLS 501 Data Analysis II	4
POLS 505 Research Design and Methods	4
POLS 504 Theoretical Approaches to Policy and Governance	4

I. **The First Year.** Core Courses introduce the student to the basic approaches and methods of analysis in political science. All students must take core courses in the first year, as listed below. Part-time students must observe the same sequence. **Required courses must be successfully completed with grades of B or better.** If a student receives a grade of C or less for any required course, the course must be retaken. Courses earn four credit hours unless otherwise noted.

II. **The Second Year.** By October 1 of the second year of study, students must form a two-member faculty advising committee consisting of a faculty member from each of his/her subfield and inform the Director of Graduate Studies by completing the appropriate report form. In consultation with her/his advising committee, the student will design a plan of study that the student will follow until the successful completion of preliminary examinations. The student should consult with her/his faculty advising committee from time to time to make adjustments in the plan, and should consult with the committee before registering each semester.

III. **Completing Requirements.** In the third and fourth years of study, full-time students must complete all requirements necessary for taking preliminary exams. These include a minimum of three elective courses in a major subfield, two courses in a minor subfield, and two additional elective courses in political science. In the semester before preliminary examinations, students should achieve mastery of subfield reading lists. In addition, under the supervision of her/his advisor and one other faculty member, students must complete and gain approval of a major research paper in the semester before preliminary examinations. **The student may not take preliminary exams before the successful**

completion of the major research paper. The student's advising committee will decide when a student is ready to sit for preliminary exams.

The sequence is:

1. Student takes courses in major and minor fields.
2. Student masters subfield reading lists.
3. Student submits major research paper in semester before preliminary exams.
4. In September or January, student sits for three prelims in (a) major field, (b) minor field, (c) dissertation field.

IV. Preliminary Exams. Preliminary exams are offered during the first three Mondays of the Fall and Spring semesters and are taken all at once. The format is timed, open book and notes, and held in the department. Except in unusual circumstances, full-time students must sit for the preliminary examinations by the beginning of the fifth year of study. Students are required to retake any failed subfield examinations by the next scheduled examination period, as determined by the examination committee. Two failures of the same subfield exam will result in dismissal from the program. Students receiving a conditional pass on any subfield exam must satisfy the conditions within 30 days of receiving the examination report.

V. The Dissertation. After satisfactorily completing the preliminary examinations, the student will be admitted to doctoral candidacy by the Graduate College. The student is required to form a dissertation committee upon admission to doctoral candidacy and is required to gain approval of a dissertation proposal submitted to the committee within three month of passing preliminary exams. The student achieves ABD (All But Dissertation) status when all graduation requirements are completed except the successfully defended, formatted, and approved dissertation. From this point until graduation the student will be advised solely by the dissertation committee.

Within 3 months of reaching Ab.D. status, the student prepares a dissertation proposal. This should be a paper of moderate length (e.g., 15-20 pages) which includes a critique of the relevant literature, a statement of how the dissertation will make a contribution to that literature, the research design appropriate to carry out the dissertation, and data and methodology concerns, if relevant. The proposal is then presented to the student's dissertation committee and a defense of the proposal is scheduled. The defense consists of a meeting with committee members, present in person or via teleconference. The defense is arranged by the Graduate Advisor's office. If circumstances do not permit a member to participate in the defense, the faculty member may provide written comments about the proposal.

Graduation requirements are fulfilled when the student has successfully defended the completed dissertation before the committee and conformed to other requirements of the Graduate College. For information on the Graduate College's requirements, students should print out the *Graduate College Thesis Manual* from the Graduate College's website.

Human Subjects. Before beginning any research involving human subjects, students must complete University required Institutional Research Board training and obtain research protocol approval or exemption. Official recognition of the dissertation committee from the Graduate College may be sought one year after the student is admitted to the candidacy and after meeting IRB requirements. Graduate College regulations pertaining to registration, dissertation procedure and time to degree are strictly enforced. It is helpful to become familiar with the Graduate College's website and the relevant documents posted there.

VI. **Funding.** Ordinarily the department provides research and/or teaching assistantships to most full-time students admitted into the Ph.D. program, and the department also assists students in identifying other sources of aid. Continuation of financial aid awards is contingent on the student's timely progress in the program, quality of scholarship, and satisfactory performance of duties required by research and/or teaching assistantships. Typically graduate students who progress well can expect assistantship awards to continue a maximum of 4 years. Support after 4 years depends upon the availability of funds and departmental needs.

VII. **Placement.** The department graduate office will assist students and graduates in the job search by posting job openings and providing and mailing individual placement packets. For current students, the department maintains a teacher training and placement program in cooperation with local community colleges and liberal arts colleges.

VI. **For More Information.** Detailed information regarding the research paper requirement, preliminary examinations, funding, and Graduate College and University regulations are available from the department graduate office.

DEGREE PROGRAMS: STEP-BY-STEP

This guide is intended to provide a road map to completion of our graduate degree programs. It is intended to help you fulfill the degree requirements. However, there is much more to being a successful graduate student than meeting minimal requirements. The department encourages its graduate students to seek out additional opportunities in research, teaching, and coursework through faculty advising and independent initiatives. Also, please refer to the Graduate Student Handbook for specific program rules and deadlines.

STEPS IN COMPLETION OF MASTER'S DEGREE

	Credit Hours
1. Complete required courses in first semester: Pols 401, 500, 506	10
2. Complete required courses in second semester: Pols 505, one gateway (504, 551, 560, 570, 571) and one elective	12
3. Complete elective courses in third semester and Pols 593	10

STEPS IN COMPLETION OF PH.D. DEGREE

1. Complete required courses in first semester: Pols 401, 500, 506
2. Complete required course in second semester: Pols 501, 504, 505
3. Form two-member Faculty Advising Committee by October 1st of second year.
4. Complete three courses in major field, two courses in minor field, and take at least two other electives in semesters 3 through 6.
5. Prepare for preliminary exams by mastering subfield reading lists.
6. Complete major research paper requirement in semester prior to sitting for preliminary exams.
7. Take preliminary exams in September or January in major, minor, and dissertation fields.
8. Form dissertation committee and defend proposal within three months of passing preliminary exams.
9. Write and defend dissertation.

UIC POLITICAL SCIENCE Ph.D. RESEARCH PROJECT REQUIREMENT

Students must submit a Research Project Requirement to the department before sitting for Preliminary Examinations. The Research Requirement Form must be approved in writing by two UIC Political Science faculty one month before the date of the student's first scheduled exam. Failure to meet this deadline normally will lead to cancellation of scheduled preliminary exams by the Director of Graduate Studies (DGS).

Guidelines for the Research Paper Requirement.

Papers prepared for the Research Paper Requirement are meant to demonstrate the students' ability to conduct independent and original research. Literature reviews will not be accepted. To prepare for this project, students typically will expand a research paper already completed for a course. Students will then ask two faculty members to provide guidance in writing the paper. When the faculty readers concur that the paper is acceptable, they shall notify the Director of Graduate Studies of the student's successful completion of the Research Project Requirement. If in the course of working with the student, the faculty readers conclude that the student is unable to satisfactorily fulfill the research paper requirement, they may recommend to the Director of Graduate Studies that the student be dismissed from the program.

To successfully complete the Research Project Requirement, student papers will be expected to meet the following criteria.

- a) Research is defined as making a contribution to the study of a particular substantive topic and/or theoretical tradition in political science. The paper must develop a theoretical argument, investigate that argument in a systematic way, and place the analysis within a substantial body of scholarly work. The methods used may be quantitative or qualitative, naturalistic or interpretive. What matters is that the argument put forth is internally consistent and systematically evaluated. In this sense, the paper should be of a quality worthy of presentation by the graduate student at a conference comparable to the Midwest Political Science Association's Annual Meetings (though such presentation is not part of the requirement, nor does such presentation necessarily fulfill the requirement).
- b) Given these criteria, papers that would not qualify include works that are largely literature reviews, works that are only research designs, works that provide cursory analysis of some data but do not test a theory and/or forward an argument, or papers that analyze data but do not put the findings within the larger context of a subfield in political science.
- c) The data and/or text analyzed may consist of previously existing data or text, though students are encouraged, whenever appropriate, to gather new data or to conduct original analysis of primary documents.
- d) Co-authored papers will not be accepted.
- e) The requirement for M.A. students is identical to that of Ph.D. students except that they must also register for POLS 593.

POLS PRELIMINARY EXAMINATIONS GENERAL INSTRUCTIONS TO STUDENTS

Students must sit for the prelim examinations by the beginning of the fifth year of study. Exams are taken in a major subfield, a minor subfield and on the literature related to the student's dissertation topic. Subfields may be chosen from among American Institutions, Comparative Politics, International Relations, Political Theory or Urban Politics. The scope of the literature for the dissertation portion of the exam will be determined by the faculty grader of that exam.

A student must obtain permission in writing to sit for prelims from his/her advising committee. Requirements for approval include satisfactory completion of elective courses required by the advising committee and the subfield committees, mastery of the subfield and dissertation reading lists (available in the graduate office) and satisfactory completion of the research requirement paper. A minimum of three courses in the major field and two courses in the minor field are required.

Schedule and Format

Students must notify the Director or Graduate Studies and graduate office of intent to take the preliminary exams by the end of the semester before the exams are given. Exams are offered twice yearly on the first three Mondays of Fall and Spring semesters and must be completed all at once.

Exams are written from 9 AM through 5 PM in the department. Students whose first language is not English may request extra time. Questions for the day's subfield are distributed on the morning of the exam. Students may bring notes and books for their reference during the exam. Answers are to be written on a personal laptop computer or a department computer. The question sheets along with diskette or hard copy of the responses must be submitted to the graduate office at the end of each day.

The number of questions and scope of each examination will be determined well in advance by the faculty subfield committees and by the student's prospective dissertation advisor. Students are expected to consult regularly with relevant faculty members to ensure that they are preparing adequately. Review of course materials is not adequate; reading lists prepared for the preliminary examinations will be far more ambitious than in all courses combined.

Grading

Grading criteria include (a) directness (the answer addresses the question); (b) organization and clarity; (c) soundness of argument and logic (the answer addresses conceptual issues related to the question); (d) knowledge of the field (the answer draws upon relevant research and theory); and (e) critical reasoning.

Faculty subfield committees will write exam questions and grade the exams. Exams will be assigned grades of High Pass, Pass, Conditional Pass or Fail.

Pass with Distinction

Students receiving High Pass grades on all three subfield exams will be awarded a Pass With Distinction

Letter.

Conditional Pass

For a Conditional Pass, the committees will require that specified conditions be met before the passing recommendation becomes effective. **Conditions must be met within 30 days of receiving the examination report.**

Fail

If a student is given a "Fail" grade on one subfield examination, the student may retake the examination. **A re-examination must be passed at the next scheduled sitting, and may not be repeated more than once.**

A "Fail" grade on two of three subfield examinations, or a "Conditional Pass" grade on all three subfields, constitutes a failure of the entire examination. The Director of Graduate Studies, in consultation with the chairs of the subfield committees, will decide whether a student will be allowed to retake the examination. **If the student is allowed a retake, the examination must be repeated at the next scheduled sitting, and may not be retaken more than once.**

Committees will return the graded examinations to the Director of Graduate Studies within 21 days after the examination. The student will be notified of all grades within 30 days after the examination.

Standing Faculty Subfield Committee Chairs

AMERICAN POLITICS Prof. Lyn Ragsdale (rotates to most recent instructor of POLS 560)

COMPARATIVE POLITICS Prof. Sultan Tepe

INTERNATIONAL RELATIONS Prof. Seung Whan Choi

POLITICAL PHILOSOPHY Prof. Isaac Balbus

URBAN POLITICS Prof. Dick Simpson

Additional committee members are composed of Political Science faculty with research and teaching areas that fall within the specified subfields. Adjunct faculty do not sit on subfield committees.

Dissertation Literature Exam

In consultation with the prospective dissertation advisor, students will identify a dissertation topic. The designated faculty member will prepare a reading list of depth and breadth on the proposed dissertation topic and other relevant literature both substantive and methodological. The student will then write an exam testing his/her knowledge and insights into this literature. The faculty member will grade the exam using the system noted above (High Pass, Pass, Conditional Pass, Fail).

**UNIVERSITY OF ILLINOIS AT CHICAGO
DEPARTMENT OF POLITICAL SCIENCE
RESEARCH REQUIREMENT REPORT**

NAME OF STUDENT

TITLE OF RESEARCH PAPER

APPROVAL BY FACULTY COMMITTEE

Name	Signature	Date
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Name	Signature	Date
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DIRECTOR OF GRADUATE STUDIES

Name	Signature	Date
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UIC
DEPARTMENT OF POLITICAL SCIENCE

Ph.D. DISSERTATION PROPOSAL ACCEPTANCE FORM

STUDENT'S NAME _____

DUE DATE (three months after preliminary exams passed) _____

WORKING TITLE _____

STATUS OF INSTITUTIONAL REVIEW BOARD APPROVAL (date exemption or expedited review request filed-IRB number assigned?) _____

COMMITTEE MEMBERS

<i>Signature</i>	<i>Printed Name</i>
1. _____	_____, chair
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Date Proposal Approved

Head's Signature

POLITICAL SCIENCE MA CHECKLIST

NAME _____ ENTRY DATE _____

LAST DEGREE _____ MAJOR _____

DATE _____ INST _____

PROGRAM DEADLINE _____ / **HOURS REQUIRED 32**

REQUIRED COURSES

20 CREDIT HOURS

Term/Grade

_____ POLS 401 Data Analysis I (4 credits)

_____ Pals 500 Introduction to Policy and Governance (4 credits)

_____ POLS 505 Research Design (4 credits)

_____ POLS 541 (560), 570, 571, 504, 551 (any gateway course) (4 credits)

_____ POLS 506 The Profession of Political Science (2 credits)

_____ POLS 593 Research Requirement (2 credits)

ELECTIVES

12 CREDIT HOURS

Term/Grade

Course Name

_____ ELECTIVE 400 or 500 LEVEL COURSE _____ (4 credits)

_____ ELECTIVE 500 LEVEL COURSE _____ (4 credits)

_____ ELECTIVE 500 LEVEL COURSE _____ (4 credits)

TOTAL = 32 CREDIT HOURS

___ Graduate College requirement 9 500-level credit hours (no independent study)

YEAR TWO - FIVE

Date of Research Paper Requirement Approval _____

Preliminary Examination Fields

Major Subfield (3 courses required) _____

Proseminar

_____ Sem/Grade _____ Hours _____

Elective Courses

_____ Sem/Grade _____ Hours _____

_____ Sem/Grade _____ Hours _____

_____ Sem/Grade _____ Hours _____

Other requirements and notes:

Minor Subfield (2 courses required) _____

Proseminar

_____ Sem/Grade _____ Hours _____

Elective Courses

_____ Sem/Grade _____ Hours _____

_____ Sem/Grade _____ Hours _____

Other requirements and notes

Dissertation Related Course Work or Thematic Subfield _____
(two elective courses required in political science)

Sem/Grade _____ Hours _____

Sem/Grade _____ Hours _____

Sem/Grade _____ Hours _____

Other requirements and notes

ABD to DEGREE

Date Institutional Research Board or Exemption Approval Filed _____

Date Dissertation Proposal Defended: _____

Dissertation Committee

- 1 _____ (chair)
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Date of Dissertation Proposal Approval _____

24 Dissertation Research Hours Completed _____

Time-to-Degree Deadline _____

Papers Presented:

Venue

Papers Published:

Venue

Teaching experience at UIC

Teaching experience elsewhere

Fellowships, Honors, & Awards

Vita & Placement on file _____