



The University of Oklahoma

Department of Political Science

Graduate Studies in Political Science Student Guide
Academic Year 2023-2024

Preface

The Graduate Studies in Political Science Student Guide is circulated for informational purposes and should not be construed as the basis of a contract between a student and the University of Oklahoma. The guide is updated annually. Every effort is made to provide information that is accurate at the time the guide is prepared. However, information concerning regulations, policies, fees, curricula, courses and other matters contained in the guide is subject to change at any time. The guide describes major degree requirements and policies and addresses common student concerns. You are also encouraged to review the [Graduate College Bulletin](#) for details on graduate study at the University of Oklahoma. The University of Oklahoma reserves the right at all times to discontinue, modify, or otherwise change its degree programs when it determines it is in the best interest of the University to do so.

Equal Opportunity Statement

The University of Oklahoma in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services. For questions regarding discrimination, sexual assault, sexual misconduct, or sexual harassment, please contact the [Office of Institutional Equity](#) as may be applicable -- Norman campus at (405) 325-3546, the Health Sciences Center at (405) 271-2110 or the OU-Tulsa Title IX Office at (918) 660-3107.

Accommodations Statement

For accommodations on the basis of disability, please contact the Disability Resource Center at (405) 325-3852 (Voice) or (405) 325-4173 (TDD) or by email at drc@ou.edu. The Disability Resource Center, unless otherwise provided, is the central point-of-contact to receive all requests for reasonable accommodation and to receive all documentation required to determine disability status under law. This center will then make a recommendation on accommodation to the appropriate administrative unit. Reasonable accommodation with respect to employment matters should be coordinated with the Office of Human Resources. Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be coordinated with the Office of the Provost while all other issues of reasonable accommodation should be coordinated with the Office of the Vice President for Administrative Affairs.

Special Acknowledgements

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Welcome



Dr. Allyson Shortle
Director of Graduate Studies in Political Science

Welcome to Graduate Studies in Political Science at the University of Oklahoma (OU). A graduate degree can be a challenging and rewarding experience en route to an academic or professional career. The Department of Political Science accommodates a wide range of expertise with graduate course offerings in each of the subfields in the discipline: American Politics, Comparative Politics, International Relations, Political Methodology, Political Theory, Public Administration, Public Law, and Public Policy. Beyond the classroom, we are committed to helping our graduate students prepare for future careers through mentoring and professional socialization. Above all, we believe that academic and professional success grows from compelling and meaningful scholarship.

The Department of Political Science Mission Statement—*is to discover and disseminate knowledge about political life, to serve the community and profession, to enhance our students' skills, and cultivate their interest in politics, government, and civic life.*

Program History

The only doctoral program of political science in the state of Oklahoma, the Department of Political Science traces its origins to the first decade of the twentieth century after the establishment of the University. The OU Regents' Minutes (1905) reveal that on April 19, 1905, the University's Board of Regents approved funding for an instructor in political science at an annual salary of \$1,000.¹ The University's first political science professor was Dr. James D. Barnett.² Today, the department employs more than 30 tenured and tenure track faculty with an established reputation for excellence in teaching, research, and service to the university, state, and profession. Dr. Alisa Fryar is the current chair of the department.

Introduction to The University of Oklahoma

Created by the Oklahoma Territorial Legislature in 1890, the University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, economic, and healthcare needs of the state, region and nation. The Norman campus serves as home to all the university's academic programs except health-related fields. The OU Health Sciences Center, which is located in Oklahoma City, is one of only four comprehensive academic health centers in the nation with seven professional colleges. Both the Norman and Health Sciences Center colleges offer programs at the Schusterman Center, the site of OU-Tulsa. OU enrolls more than 32,000 students, has more than 2,800 full-time faculty members, and has 21 colleges offering 172 majors at the baccalaureate level, 156 majors at the master's level, 81 majors at the doctoral level, and 54 graduate certificates. The President of the University is Joseph Harroz Jr.³

The University of Oklahoma Mission Statement—*is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.*⁴

Introduction to The Graduate College

The Graduate College is the center of advanced study, research, and creative activity at the university. Graduate instruction has been offered at the University of Oklahoma since 1899, seven years after the university opened its doors. The first master's degree was conferred in 1900 to C. Ross Hume. The Graduate School was formally organized in 1909, and in 1929, the first doctoral degree was awarded to Dr. Mary Jane Brown. In 1942, the name was changed to the Graduate College. Dr. Randall Hewes is the Dean of the Graduate College.

¹ Available online at https://digital.libraries.ou.edu/regents/minutes/1905_04_19.pdf.

² Available online at https://digital.libraries.ou.edu/regents/minutes/1905_06_08-09.pdf.

³ Available online at <http://ou-public.courseleaf.com/about-ou/>.

⁴ Available online at <http://ou-public.courseleaf.com/about-ou/#missiontext>.

Degree Requirements

Master of Arts (M.A.) M790

36 semester hours, thesis, or non-thesis options

Required Courses:

- PSC 5923 (Introduction to Analysis of Political and Administrative Data)
- PSC 5933 (Intermediate Analysis of Political Data)
- PSC 6003 (Political Science: Survey of a Discipline)

Concentration in two of seven fields:

- American Politics
- Comparative Politics
- International Relations
- Political Methodology (secondary concentration only, non-examining)
- Political Theory
- Public Administration
- Public Law (secondary concentration only, non-examining)
- Public Policy

Major Emphasis Concentration (examining)

At least nine hours in one concentration (excludes Political Methodology and Public Law field), including certain required courses in the concentration field.

Secondary Emphasis Concentration (non-examining)

At least nine hours in a second concentration (may include Political Methodology and Public Law field), including certain required courses in the concentration field.

Electives:

3-6 hours to fulfill remaining degree requirements may be taken from additional courses in political science, other social sciences, history, or related fields.

Other Degree Requirements:

- Comprehensive Oral Examination & Master's Thesis or Non-Thesis Research Paper
- PSC 5980 Master's Thesis (six hours) or PSC 5950 for non-thesis research (three hours)
- Presentation of thesis or research paper and oral comprehensive exam in the student's primary concentration with three-member committee

Doctor of Philosophy (Ph.D.) D790

Minimum of 90 hours beyond a baccalaureate (master's degree not required)

Required Courses:

- PSC 5923 (Introduction to Analysis of Political and Administrative Data)
- PSC 5933 (Intermediate Analysis of Political Data)
- PSC 5950 (Research Problems)
- PSC 6003 (Political Science: Survey of a Discipline)

Concentration in three of seven fields:

- American Politics
- Comparative Politics
- International Relations
- Political Methodology (secondary examining field or non-examining, third field only)
- Political Theory
- Public Administration
- Public Law (non-examining, third field only)
- Public Policy

A minimum of 9 hours of course work in three concentration fields: including certain required courses in each concentration field.

Other Degree Requirements:

- Up to 12 hours may be taken from departments other than political science, with not more than 6 hours from any other department or not more than 6 hours to be applied to any one field of study
- Comprehensive General Examination (written and oral) in first and second primary concentration fields
- Dissertation (2-44 hours, usually not more than 30 hours)
- Two semesters in residence (full-time student)

Graduate Studies in Political Science

This guide describes the graduate degree programs offered by the Department of Political Science. It is intended chiefly for those interested in the Master of Arts (M.A.) or Doctor of Philosophy (Ph.D.) degrees in political science; a separate statement is available for the Master of Public Administration degree.

The [Graduate College Bulletin](#) issued by the Graduate College contains important additional information about programs and regulations for graduate students at the University of Oklahoma.

Admission to Graduate Study

In order to be considered for admission to the graduate program, students must first meet Graduate College admission requirements as described in the Graduate College Bulletin. Further, the Department of Political Science expects that students seeking admissions will have successfully completed at least 24 hours of undergraduate study in political science or 15 hours in political science plus 9 of another social science field. Students lacking this preparation will be considered for admission, but they may be asked to commence their studies with additional courses in order to be fully prepared for graduate work; additional coursework will be determined in consultation with the Director of Graduate Studies at the time of first enrollment. To seek admission, students must apply directly to the [Office of Graduate Admissions](#) by submitting the official online application, along with transcripts and the application fee. All applicants seeking admissions to the doctoral or master's degrees in political science are required to submit scores for the General Records Exam (GRE). There is no fixed minimum for admission and GRE scores are only one piece of evidence considered for admissions. While not guaranteed, the admissions committee will consider a GRE waiver on a case-by-case basis. An applicant may request a waiver by contacting the [Graduate Programs Coordinator](#).

In addition, the Department of Political Science requires supplemental materials submitted with your admissions application.

These items are, as follows:

1. Three letters of recommendation from persons in a position to speak knowledgeably about the applicant's academic ability.
2. Typed statement of about 1,000 words explaining the applicant's research and career objectives, as well as academic background and academic fields of interests.
3. Sample of academic writing (usually a substantial research paper).
4. Students whose native language is not English will be required to submit their scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).
5. Scores for the General Records Exam (GRE).

Admissions decisions are made by the Department of Political Science and the Graduate College. The deadline to apply (including departmental supplemental materials) is **February 1**.

Outside employment is not permitted while enrolled in the doctoral program in political science. Our graduate program demands complete intellectual commitment and is incompatible with full-time external employment.

When a student is admitted to the graduate program, the Director of Graduate Studies, in consultation with the student, will appoint a faculty member to serve as advisor until the student forms an advisory committee. At any time, the student may request a change of the committee chair; such a change may be advisable when the student determines the specific topic for a research paper or thesis, since it will be useful to have as director of the research a faculty member with expertise on the relevant issues.

The Master of Arts in Political Science Degree Program

The master's degree in political science has two formats:

1. 36-hour program in which the student writes a master's thesis, for which six hours of credit may be taken. Requires enrollment in PSC 5980, Research for Master's Thesis.
2. 36-hour program in which no thesis is required, but a research paper is written. The enrollment for PSC 5950, Research Problems shall be for three credit hours.

Both the thesis and non-thesis programs require an oral examination conducted by a three-member committee.

REQUIRED COURSES. All students in the master's degree program must take **P SC 5923, Introduction to Analysis of Political and Administrative Data**; **P SC 5933, Intermediate Analysis of Political Data**, and; **P SC 6003, Political Science: Survey of a Discipline**. The P SC 5923 and 5933 courses are offered as accelerated courses in the fall semester. The department typically schedules P SC 6003 in the spring semester.

FIELD OF STUDY. Students should choose a concentration as soon as possible. Knowing your primary and secondary emphasis will aid you with course selection and identify potential members to your advisory committee. The student must determine a major emphasis (examining) field of interest and complete nine hours of coursework in that field, including certain required courses in the field. The student must complete a secondary emphasis (non-examining) with nine hours of coursework including certain required courses in the field. Three to six elective hours to fulfill remaining degree requirements may be taken from additional courses in political science, other social sciences, history, or a related field. Consult the REQUIRED COURSES FOR FIELD section of the current guide.

MASTER'S ADVISORY COMMITTEE. Students should select their three-member advisory committee by the end of their second semester in the program. Students frequently choose a chair from the field they consider to be their primary area of interest. This person can advise you on other possible committee members who are appropriate given your particular interests. However, it is your responsibility to contact and ask each prospective faculty member to be a member of your committee. The chair of your committee is responsible for the general oversight of your program of study.

MASTER'S THESIS AND NON-THESIS RESEARCH PAPER. The M.A. program gives students an option for either a thesis or non-thesis research paper. Students select the thesis or non-thesis option in consultation with their advisory committee. The thesis option is for students who plan to pursue a doctoral degree program. Students pursuing the thesis option are expected to engage in independent research over a period of two semesters (up to six hours) and produce a substantial body of work that may be suitable for scholarly publication.

The [Institutional Review Board \(IRB\)](#) must approve any thesis research that involves human subjects. Training must be completed before the IRB will approve the research project. Students selecting the non-thesis option must complete additional coursework and an advisory committee approved research paper.

PROGRAM OF STUDY. The Program of Study (POS) application is an official Graduate College document used to assure that you satisfy all M.A. degree requirements. The Graduate College maintains strict [deadlines for submission of the POS application](#).

All master's students are required to complete the application and return to the department's graduate programs office located in 205-DAHT. Once approved by the Director of Graduate Studies, the application is submitted to the Graduate College on your behalf. Please contact the graduate programs office if you have further questions about the form.

When completing the POS application, follow these guidelines.

1. List ALL 36 credit hours of degree coursework on the form, even if some classes have not yet been completed. You can abbreviate course titles to fit within the allotted space. Enter course grades from completed courses. If you have not yet taken a course, leave the grade area blank. The Graduate College will fill in the grades when those courses are completed.
2. Do not list courses with permanent grades of "I", "W", "U" or courses with grades below "C" on the form. These courses do not count toward the 36-credit hour degree requirement.

3. Submit the form to the graduate programs office well in advance of the Graduate College deadlines to avoid graduation delays.

COMPREHENSIVE EXAMINATION. Upon completion of coursework and the thesis or research paper, M.A. students must pass a comprehensive examination. Before the examination is conducted, the student must receive permission from the Graduate College. Contact the political science graduate programs office for instructions. The comprehensive examination is an oral exam conducted by your advisory committee. The examination covers the student's coursework as well as the thesis or research paper. A student preferring a written examination may present a request to their committee chairperson. The chairperson's decision in the matter of authorizing a written examination will be final.

On completion of the examination, appropriate signatures are required for the Comprehensive Examination Authority Report form. For thesis track students, the thesis must be submitted to the Graduate College, following their specified procedures. Consult the [Checklist for Completion of Master's Degree with Thesis](#) or [Checklist for Completion of Master's Degree, Non-Thesis](#) for specified requirements and deadlines concerning your thesis, non-thesis research paper and comprehensive examination.

IMPORTANT INFORMATION FOR CURRENT OU GRADUATE STUDENTS WHEN APPLYING TO THE OU DOCTORAL PROGRAM. Since there is a juncture between the master's degree and the doctoral degree programs, the following information should be noted:

1. Applicants who are currently enrolled in the M.A. in political science or other OU graduate program must apply to the Ph.D. program by completing the Office of Graduate Admission online application. The application fee is waived for current OU students.
2. The student must meet all admission requirements imposed on applicants for the Ph.D., including submission of GRE scores, three letters of recommendation, a written statement of purpose, and a writing sample before the applicable application deadline of February 1.
3. The department will not normally grant credit toward the Ph.D. for courses taken beyond 36 credit hours.
4. The Graduate College does not permit Advanced Programs credit beyond the master's degree to be applied to a doctoral degree program.

The Doctor of Philosophy in Political Science Degree Program

A student should normally expect to spend the equivalent of four full academic years beyond the bachelor's degree on the Ph.D. doctoral degree. Ninety semester hours of graduate work, including the dissertation, are a minimum requirement for this degree. The specific requirements for the distribution of these hours among fields and the taking of specific courses mandated by the department are described below. Upon completion of coursework, the student must pass a general examination and write a dissertation under the direction of a committee established for that purpose. Students must adhere to the rules and regulations established by the Graduate College concerning such matters as residence, time limits, credit limitation, and so forth. Students will find it useful to study the Graduate College Bulletin closely. The department's rules are supplemental to Graduate College policies.

The department normally expects full-time doctoral students to enroll in at least nine hours of course work during each of the fall and spring semesters. If a student carries a lesser load, it becomes difficult to complete the degree within a reasonable period of time. Attention to these guidelines is particularly important for students who desire or are receiving departmental assistantship support.

ADVISING AND THE ADVISORY COMMITTEE. Students entering the doctoral program should meet as soon as possible with their faculty advisor to discuss their interests, formulate a plan of coursework, and begin the process of selecting an advisory committee. Choosing your examining fields as soon as possible will aid you with course selection and identification of potential members for your advisory committee. A student should consultation with their advisor no later than the end of the student's second semester of study. The committee should comprise of a minimum of four members. The members of the committee must include faculty members in the student's chosen fields of study, and the chair of the committee should be in the student's major field of interest. Selecting the person who will serve as the chair of your advisory committee first is advised. It is a requirement of the Graduate College that one of the members of the committee be from a department other than political science. In choosing a graduate college representative (GCR), the student should seek a faculty member whose field has some relationship to the student's interest in political science. The GCR does not necessarily have to be knowledgeable about any of your areas of examination but serves on the committee so that proper procedures are followed. It is the student's responsibility to contact each prospective member and secure each faculty members consent to serve on the committee.

The main task of the advisory committee is to assist students in formulating a specific plan of study. It is put in writing and sent to the Graduate College as the [Advisory Conference Report](#) (ACR). It will contain a specification of all coursework necessary for the student to be prepared for the general examination. The Advisory Conference Report, however, constitutes only a program of courses; it should not be taken to mean that coursework alone constitutes sufficient preparation for the general examination, nor does it eliminate the need for further study beyond coursework. The student is responsible for arranging the meeting of the advisory committee to consider the proposed course of study.

Each semester, student enrollments may be self-advised, which means that they do not require signatures from faculty in order to enroll. However, it is highly recommended that students consult with faculty advisors each semester regarding course selection to avoid delays in completing degree requirements. In the early stages of doctoral work, it will usually be advisable to take concentration and/or required courses; in the later stages, the selection of courses will have to follow the program contained in the Advisory Conference Report.

Students who enter the doctoral program may have already taken graduate courses that overlap with the degree requirements. To avoid redundancy and to ensure steady progress toward degree completion, these students are urged to work with their faculty advisor and the Director of Graduate Studies to determine which classes will be accepted as credit for existing OU courses and which courses will count as credit toward the 90-hour requirement but may not satisfy specific course requirements. The student should be prepared to submit course syllabus for any course to petition for equivalency. The Graduate College allows up to a maximum of 44 hours of graduate credit to be applied to the 90-hour requirement; however, the Advisory Conference Report will specify the exact type and number of courses, which must be completed at OU. Accepting earlier courses for credit toward the Ph.D. must also be approved by the Graduate College (certain limitations and restrictions do apply, please consult the Graduate College Bulletin for full details). A student entering the doctoral program with a master's degree is expected to take general examinations within four years of entrance into the doctoral program.

It is possible to alter the composition of the advisory committee and the plan of coursework. Graduate College forms are available for this purpose. When removing a committee member, it is the student's responsibility to contact the member being removed

before initiating any graduate college paperwork. All members must sign the [Request for Change in Committee Membership](#). The advisory committee may also be changed for the purpose of dissertation work. The advisory committee may become the dissertation committee at the time of the prospectus defense. The composition of the dissertation committee can be changed following the same procedures as for the advisory committee.

SOME GENERAL ADVICE. The challenge of designing a program of study is one to which each student should devote considerable thought. It is not a task to be undertaken lightly. Before making firm commitments, you will want to evaluate your background, interests and abilities. The student will want to explore some courses, meet as many of the faculty as possible, and understand the strengths of various elements of the program. Finally, each student should seek advice from a number of different members of the faculty. While a student may be assigned a faculty advisor on entering the program, it is the responsibility of the student to take the initiative in (1) familiarizing with other members of the faculty, (2) making a choice of faculty to serve on your advisory committee, and (3) stating a sufficiently clear account of your interests so that the advisory committee can help in formulating a plan of coursework.

Students should be aware of the dangers of over-specialization at an early stage of their studies. It is easy to think too exclusively of the need to establish a niche for oneself in some corner of the discipline while overlooking the larger intellectual content that graduate study requires. It is helpful to remember that a political scientist needs not only a corner of the discipline in which to contribute but needs as well to be able to converse in an informed way with others in the discipline. Capable political scientists must teach, cooperate with, and advise students and colleagues whose interests are different from their own; and they will have the obligation to grasp and represent the discipline in many different contexts. For these and other reasons, a student should try to master as much of political science as possible, while developing expertise in an area in which the student can contribute to advancing the understanding of politics.

THE DOCTORAL DEGREE REQUIREMENTS. To achieve an education that combines broad comprehension of the discipline as a whole and a highly developed competence in some of its more specialized fields, the following requirements govern selection of courses among these fields.

1. Students must select three fields in which to concentrate their work and take a minimum of 9 credit hours in each field.
2. Each field contains a number of required courses, specified below. Students presenting a field for examination must include the requisite number of required courses in that field.

MANDATORY COURSES FOR ALL STUDENTS. All Ph.D. students must take **P SC 5923 (Introduction to Analysis of Political Data)**, **P SC 5933 (Intermediate Analysis of Political Data)**, and **P SC 6003 (Political Science: Survey of a Discipline)**. These courses survey basic methods of research in political science and examine the character of political science as a mode and field of inquiry. Ph.D. students are further required to complete **3 credit hours of Directed Research (P SC 5950) prior to taking the general examination**. The topic for research should be drawn from one of the concentration fields, although it is recommended that the field be the same as the field in which the dissertation will be written.

REQUIRED COURSES FOR FIELDS. When selecting a field of study, students must take the required courses in the field and demonstrate a breadth of knowledge. Students who enter the Ph.D. program with a master's degree may not apply Advanced Programs credit toward the remaining course work required for the degree (such credit may be used, however, to replace hours in PSC 6980, Dissertation Research). Advisory committees may make adjustments in the requirements. Such adjustments should be consistent with the spirit of the overall program and need the approval of the Director of Graduate Studies and the Graduate College in some cases.

American Politics

Students taking American Politics as an examination field are required to take **P SC 6023: Field Seminar in American Politics** and **P SC 5423: Mass Politics**, as well as other courses approved by their advisory committee and selected from a list maintained by the academic unit and approved by the Graduate College.

Comparative Politics

Students taking Comparative Politics as an examination field are required to take **P SC 6603: Field Seminar in Comparative Politics** as well as other courses approved by their advisory committee and selected from a list maintained by the academic unit and approved by the Graduate College.

Please consult with the Director of Graduate Studies and the field coordinator in Comparative Politics before choosing this field.

International Relations

Students taking International Relations as an examination field are required to take **P SC 5513: International Relations Theory** as well as other courses approved by their advisory committee as well as two of the remaining three courses listed below.

- P SC 5543 International Law and Organizations
- P SC 5553 International Security
- P SC 5563 International Political Economy

Please consult with the Director of Graduate Studies and the field coordinator in International Relations before choosing this field.

Political Methodology

Political Methodology may be chosen as a secondary examining field or as a non-examining third field, but it cannot be chosen as your primary field. Students taking Political Methodology as a field must complete a minimum of nine hours of coursework in political methodology. **P SC 5940 Advanced Research Methods: Special Topics** is a required course for this field. To satisfy the remaining required hours, students may use other specialized methods courses, summer workshops (such as ICPSR or IQMR), or language immersion programs, as appropriate to the student's dissertation research and in consultation with the student's advisory committee.

Note: P SC 5923 and 5933 are required courses and MAY NOT COUNT towards the nine hours minimum for the political methodology field.

Political Theory

Students taking Political Theory as an examination field are advised to take the following three courses.

- P SC 5713 Classical Political Theory
- P SC 5723 Modern Political Theory
- P SC 5733 Contemporary Political Theory

Please consult with the Director of Graduate Studies and the field coordinator in Political Theory before choosing this field.

Public Administration

Students taking Public Administration as an examination field are required to take **P SC 6103: Field Seminar in Public Administration** and **P SC 6113: Foundations in Public Administration**, as well as other courses approved by their advisory committee and selected from a list maintained by the academic unit and approved by the Graduate College.

Public Law

Students wishing to complete Public Law will be required to complete **P SC 5283 Constitutional Law and Politics** and **P SC 5283 Law, Courts, and Social Change**, as well as other courses approved by their advisory committee and selected from a list maintained by the academic unit and approved by the Graduate College. The public law field may only apply as a non-examining, third field for the Ph.D. degree, and a non-examining, secondary field for the M.A. (updated 11/20/23).

Public Policy

Students taking Public Policy as an examination field are required to take **P SC 6133 Foundations in Public Policy** and **P SC 6223: Seminar in Public Policy**, as well as other courses approved by their advisory committee and selected from a list maintained by the academic unit and approved by the Graduate College.

SPECIALIZATION WITHIN A FIELD. Students may choose to develop specialized competence within a field of study, with the approval of their advisory committee. In addition, within any field, the department may recognize formal areas of concentration. An area of concentration is a series of courses (not fewer than three or more than six) dealing with a particular substantive area within the field. Area concentrations are narrower in focus than the full field but are sufficiently broad to encompass several discrete courses. At present, the department recognizes one area of concentration, within the field of American Politics: **Congress and Representation**. Students in this field may choose to develop an area of concentration as part of their work within that field. Those electing this option will be expected to obtain a general knowledge of the field and, hence, will be required to take the same number of core or required courses as others in the field. Their further work, beyond the core or required courses, will be oriented toward the area of concentration. The Director of Graduate Studies will refer students to the appropriate faculty for advisement on the requirements for each area of concentration.

The general examination for those students taking an area of concentration within a field will be divided into two sections for that field. The first section will be devoted to the general coursework in the field; the second part will cover the material of the area of concentration. The area of concentration constitutes a specialization within a field, not a fourth field; the total examination will not exceed eight hours, as in the case of a standard field.

COURSEWORK OUTSIDE OF POLITICAL SCIENCE. Excluding transfer credit and methods courses, a student may apply up to 12 hours of graduate-level coursework from other departments at the University of Oklahoma to the requirements of departmental fields with the approval of the student's advisory committee. However, no more than six hours of credit may be applied in a single examination field, and no more than six hours may be applied from any single department. Additional approved graduate coursework may be applied toward the required 90 hours of graduate credit for the degree but not toward satisfaction of departmental requirements.

General Examination

The general examination for the doctoral degree in political science follows the requirements set forth in the Graduate College Bulletin. The Graduate College requires the student to file a request with the Graduate College for permission to take the general examination. Before permission is granted, the student must have satisfactorily completed all required coursework (no incomplete grades are permitted). To receive permission, the student must submit the [General Exam Application for the Doctoral Degree](#). The student must apply for the examination no later than the second week of the semester in which the examination will be taken. It is the student's responsibility to apply for the general examination and obtain signatures through the dynamic forms portal.

Students should consult the [Forms and Documents](#) of the Graduate College website and the *Graduate College Bulletin* regarding application forms, procedures, and deadlines.

Once a student has received permission to take the general examination, the Director of Graduate Studies will appoint an examination committee. This committee will ordinarily consist of the student's advisory committee, the field coordinator for each of the fields in which the student is to be examined, and faculty members in those fields. (If the field coordinator is a member of the student's committee, another faculty member from that field will be selected by the Director to assist with the examination.) The members of the advisory committee, in consultation with the field coordinator or other representatives from each field, will

prepare the questions for the examination and will evaluate the written answers. The individual committee member in consultation with the field coordinator makes the final decision as to which questions are included on the field examinations.

Students must examine in two fields of study. Students should consult not only each committee member preparing the examination but with the field coordinator as well. At their discretion, committee members may supply reading lists, course syllabi, and provide guidance as appropriate to prepare the student for the examination. The department also makes available either a list of questions from previous examination or the actual examinations. Examinations will be scheduled once in the fall and once in the spring semester. The written portion of the general examination follows either a timed or take-home format, depending on the field of study. The timed format exams are closed book and each field examination shall not exceed eight hours. For the Political Methodology, Public Administration, and Public Policy fields, students can access reference materials and are allowed a 48-hour time period to write their responses.

Before taking the written portion, students will be expected to sign a Statement of Confidentiality, which reads: "I understand that I am given a copy of each of my comprehensive examination answers in order to help me prepare for my oral exam. I agree to keep these answers confidential, and I will not show them or allow them to be shared with any other student." In addition, students taking the general examination will be required to sign the Academic Integrity Statement which reads: "On my honor, I affirm that I have neither given nor received inappropriate aid in the completion of this exercise." The Office of Academic Integrity (N.D.) defines academic integrity as, "honesty and responsibility in scholarship."⁵ Any form of academic misconduct will be vigorously pursued in accordance with university policy and will likely result in failure of exams and dismissal from the graduate program.

The examining committee (including the field coordinator and other field faculty as applicable) will evaluate the written examination in each field. Field faculty members are asked to assess the student's performance in a particular examination field and report their evaluation to the field representative on the committee, the committee chair, and the Director of Graduate Studies. Committee members read the entire examination and indicate whether the student can proceed to the oral portion of the general examination. Students must satisfactorily complete the written examination in all examining fields before they may proceed to the oral portion of the exam. Oral examinations are scheduled at the discretion of the advisory committee in consultation with the field coordinator. The final decision as to pass/fail rests with the advisory committee.

The oral examination is conducted by the student's advisory committee, which has the final decision in evaluating the student's performance. The oral examination is the occasion for providing feedback on the student's performance. The student may have a copy of the written examination and answers to all questions to assist in preparing for the oral examination. The student, however, must sign a waiver stating that the exam answers will not be shared with any other student or other person other than the advisory committee. Normally, the oral examination will not be held until 10 days have passed after the written exams. Committees will make every effort to ensure that the entire examination process does not exceed 30 days total. The oral examination is of particular importance when the student's performance on the written portion of the general examination is marginal or when there is disagreement among members of the committee concerning the evaluation of all or part of the written work.

The general examination is the most crucial evaluation stage in the course of a doctoral program. The examination should be approached with care, and considerable thought should be given to the period of preparation for it; it will require more careful and extensive study than students will have undertaken earlier in their coursework. Students have the obligation to prepare themselves for the general examination. A core part of this preparation is coursework. Students should expect to complete about 45 to 48 hours of coursework beyond the bachelor's degree (including any master's degree). Students ordinarily will take three or four courses in a particular field, including required courses designated as special preparatory courses, as a threshold requirement for taking general examinations in the field.

The general examination tests the ability to synthesize material in each field, above and beyond what has been presented in prior coursework. It requires the student to demonstrate a detailed and comprehensive knowledge of the examining fields, at a level appropriate to signify capacity for responsible teaching and for advanced research and scholarship. It should be strongly emphasized that the examinations cover a field considered as a substantive body of knowledge; they are not merely surveys of

⁵ Available online at <https://www.ou.edu/integrity>.

previous coursework. Much of the knowledge appropriate to a field will have been introduced in courses and assigned readings, but some of it may not have been. **It is the responsibility of the student to learn what body of knowledge is fundamental to the field and to master it.** Suggested reading lists, advisory committees and individual faculty members are available to assist students in clarifying the issues, literature, and problems they must understand in order to be adequately prepared. Students should devote a considerable amount of time specifically to study for the general examination.

The general examination must be taken within one year of completion of the coursework specified in the Advisory Conference Report. Exceptions to this time limit may be made only with the approval of the Graduate College Dean. In order to begin the process, the student must file a request with the Graduate College for permission to take the general examination. Before being granted permission, the student must have satisfactorily completed all the coursework prescribed in the *Advisory Conference Report* and have no incomplete grades. The members of the advisory committee, in consultation with the field coordinator or other field faculty, will prepare the questions for the examination and will evaluate the written answers. The committee member(s), field coordinator, and other appropriate faculty members in that field will evaluate written examinations in each field.

Students must satisfactorily complete written examinations in both fields before they may proceed to their oral examination. If a student fails one field in the written exam, the student will retake the written examination in the deficient field the following semester. The oral examination will be conducted by the advisory committee, which shall have the final decision in evaluating the student's performance. If a student fails one field in the oral exam, both written and oral exams in the deficient field must be retaken in the following semester.

Within 72 hours following the oral examination, the advisory committee must forward the results of the exam to the Graduate College. If the student fails any portion of the examination (written or oral), the report must indicate a failure of the entire examination. The reason for the decision should be documented and provide the student sufficient detail to understand the decision including, identifying strengths and weaknesses. In the case of oral examination, the student should also be given feedback on presentation, logical exposition, and ability to answer questions. A student who fails the general examination may, at the discretion of the student's advisory committee, be allowed to retake the examination the next time the examination is offered or at a later time acceptable to the committee. If a student fails only one field of the examination, they may take the examination in that field again at the next administration of the general examination. If the student fails more than one field, the student must retake the entire examination. If the committee authorizes a student who has failed the examination the opportunity to retake the examination, the next attempt must occur within no more than one year. **The general examination may not be given a third time.** As provided in the Graduate College Bulletin, if the student's performance is marginal in one field, the committee may allow the student the opportunity to undertake remedial work. The result of the examination is held in abeyance until the student completes the required work. Remedial work is permitted in only one examining field and must be completed by the end of the examination semester.

Upon successful completion of the general examination and completion of all coursework requirements for the master's degree, the student may be awarded an M.A. degree provided that the application is submitted to the Graduate College prior to taking the general examination

Information On Obtaining the Master's Degree In Political Science for Doctoral Students

A student who does not hold a Master of Arts degree in political science, but has:

1. Passed the general examination for the doctoral degree in political science,
2. Completed the Program of Study (POS) form before the applicable semester submission deadlines, and
3. Meets the departmental requirements for the degree may be awarded the M.A. in Political Science.

The student must submit an online [Addition or Change of Program](#) application through the Office of Graduate Admissions, file the [M.A. POS](#) and Graduation Application by the applicable deadline. The student's POS is reviewed in order of submission by the Graduate College. Early submission is encouraged. Forms submitted after the deadline are accepted but will require a petition to the Dean of the Graduate College and may impact a planned date for graduating with the master's degree.

Dissertation

The dissertation follows the successful completion of the general examination. Approximately thirty hours of the program are devoted to research hours to be used in the writing of an original and worthwhile contribution to our knowledge of politics. A dissertation committee of four persons, one of whom is a faculty member in a department other than political science, is constituted for the purpose of advising on and evaluating the dissertation.

The initial step in the dissertation process is to develop a prospectus, to be examined and accepted by the dissertation committee. It is to be prepared with the advice and direction of the professor who shall have primary responsibility in working with the student in the full preparation of the dissertation. The prospectus is normally submitted and approved in the semester following, and no later than one year after the student has passed the general examination. Students may receive an unsatisfactory grade for dissertation enrollment (P SC 6980) if the prospectus has not been approved by the end of the third regular semester in which the student has enrolled for dissertation credit. The student will continue to receive an unsatisfactory grade until the prospectus has been approved. Exceptions to this rule are permitted in those unusual instances when students enroll in dissertation research before they have completed all their required courses. Four or more hours of "U" grades received in one academic year are grounds for academic probation and dismissal from the doctoral program.

The dissertation committee shall ascertain whether the student is sufficiently prepared to carry out the project; if the student is not, additional work may be required as a condition for accepting the prospectus. In evaluating the prospectus, the committee will require a meeting with the student. In the event that, in the judgment of the committee, such a meeting would place undue hardship on the student (e.g., difficulty and expense of travel), the meeting may be waived by the committee.

For dissertation research involving human subjects, IRB training and approval must be obtained after prospectus approval and before beginning data collection. Upon completion of the dissertation, the entire dissertation committee shall meet and examine the student on the basis of the dissertation.

Example Contents of the Dissertation Prospectus. The dissertation prospectus will look somewhat different for every student, though the essential purpose of the prospectus is the same: to explain the rationale for the dissertation, situate the dissertation research within the discipline, and to propose a feasible structure of investigation. Sometimes a prospectus will resemble a lengthy research design, while other times it will look closer to the first two chapters of an academic book. Students are encouraged to examine closely books that are the products of successful dissertations to get a sense for the manner of presenting one's research. Regardless of how one assembles the prospectus stylistically, a successful prospectus typically involves the following items:

1. **COVER PAGE.** The cover page must list the proposed title, your name, the Department of Political Science, the names of the dissertation committee with a place for their approval signatures, and the date of submission.
2. **TABLE OF CONTENTS.** The table of contents must list each chapter and the major sub-topics within each chapter. The table of contents should indicate the major dimensions of the topic and a broad descriptive outline of the work to be done. You are strongly encouraged to develop your chapter outline with at least two major headings (chapter title and first-level heading).
3. **ABSTRACT.** One page that provides a summary description of the proposal.
4. **THE RESEARCH PROBLEM.** You must offer a clear statement of the research problem. This is one of the most difficult aspects of research because it must be something that is of interest to you personally, acceptable to your advisor, important to the discipline of political science, and "do-able" given your material and intellectual resources. This section must begin with a one-sentence statement of the problem. If it takes more than one sentence, you are probably unclear about the nature of the problem. It is important to note that some problems will be highly descriptive in nature (e.g., comparison of different methods of contracting for services). Other approaches might focus on a problem that is more instrumental in nature (e.g., how can contracting out for services be increased?). Yet others might require hypothesis testing (e.g., there is no relationship between level of professionalization and contracting out). The importance of the research problem to political science as a discipline must be made clear. This involves citation of relevant literature from the discipline. You should show that your proposed research addresses a significant problem.
5. **THE MODEL, CONCEPTUAL FRAMEWORK, OR THEORETICAL ORIENTATION.** Model, conceptual framework, and theoretical orientation are terms that have been variously defined in the methodology literature without a great deal of precision. They all, however, suggest the great importance of developing or adopting a set of logically related abstract ideas that are central to your research problem. The principal issue here is the phenomena you propose to analyze and the justification for studying them. The presentation of the model must include a definition of key terms and relationships.

6. REVIEW OF LITERATURE. You should not have a separate single review of the literature. Rather, when you are presenting the research problem, related model and procedures, you must review literature that is related. In effect, then, there must be a review of the literatures relevant to the particular area of the prospectus.
7. METHODOLOGY/PROCEDURES. A distinguishing feature of academic research, compared to research by journalists and writers, is the care given to the research design and process of data collection. The appropriateness of the research materials depends directly on the conceptual framework and related research question. The first part of the analysis methods section of the prospectus must very briefly summarize the research problem and related model. The data collection and analysis should be explicitly linked to the research problem and related model. The research design section must also include:
 - a. the unit of analysis/observation
 - b. the data collection instruments and/or data sources
 - c. sampling strategy, if appropriate
 - d. the analytical techniques including statistical techniques, if appropriate
8. REFERENCES. The references should not be excessively long. The purpose is to identify those works that are central for your problem. At this stage of your research, you may list reference items that are not included as citations in the text of your paper. The final dissertation, however, must include only reference items that are actually cited in the body of the work.
9. TIMETABLE. Prepare a table that specifies each stage of your work and the expected completion date. This can be a "best guess."
10. INSTITUTIONAL REVIEW BOARD APPLICATION. Online training and approval from the IRB is required for any human subjects research conducted for a thesis or dissertation at the University of Oklahoma.
11. PROSPECTUS SIGNATURE SHEET. When your committee approves your dissertation prospectus, a signed signature sheet is submitted to the graduate programs office for inclusion in your permanent file.

After completion of the general examination, the student shall have five years to complete the dissertation. At the end of the five-year period, the student may request an extension, if necessary. This request is directed to the Dean of the Graduate College from the student's dissertation committee, signed by all committee members, and approved by the Director of Graduate Studies. **If the dissertation is not completed by the end of the time prescribed in the extension petition, the student must pass the general examination once again in order to remain a candidate for the degree.** Students are strongly encouraged to use the [American Political Science Association Style Manual for Political Science](#), rev. ed. (2018), as the style guide for preparing the dissertation.

Institutional Review Board (IRB)

The OU-Norman Campus [Institutional Review Board](#) (IRB) is responsible for reviewing and approving all research involving human subjects or the use of data generated via human subjects research performed by faculty, students and staff, which will result in publication or presentation. All graduate students must contact the IRB prior to subject recruitment and data collection to determine if your research is subject to IRB approval. Dr. Aimee Franklin is our department's faculty representative with the IRB. It is advisable for students to contact Dr. Franklin prior to starting your IRB submission. [IRB guidance and information](#) for graduate students is available online.

IRB Norman Campus Contact Information

Five Partners Place
201 Stephenson Parkway, Suite 4200
Norman, OK 73109
(405) 325-8110
Email: irb@ou.edu

Annual Evaluation

All students are REQUIRED to submit a mini-curriculum vitae (mini-CV) in the spring semester as the first step in the evaluation process. When completed, students should meet with their faculty advisor or committee chair to review. The student's faculty advisor or committee chair completes the initial evaluation, which is then reviewed by the Director of Graduate Studies before it is sent to the student and the Graduate College.

Students are evaluated with respect to adherence to normal progress guidelines, performance in the classroom, the prevalence of incompletes and withdrawals, and on comprehensive or general examinations. A list of specific reasons for an unsatisfactory

evaluation is provided below. The most common reason for an unsatisfactory evaluation of a doctoral student is the absence of an approved dissertation prospectus within one year of passing the general examinations. Another frequent reason is too many incompletes. Only in unusual circumstances should a graduate assistant receive an incomplete in their coursework. If this occurs, continuance of the student's graduate assistantship may be jeopardized.

1. A student is judged to be **INACTIVE** if a lapse of enrollment for one year. Students who discontinue enrollment for more than a year are automatically removed from the graduate program by the Graduate College and must reapply for admission to the degree program.⁶
2. Reasons for giving an **UNSATISFACTORY** evaluation:
 - a. Violation of time standards for completing a degree.
 - b. Violation of time standards for completing the general examination (5 years with a student entering the doctoral program with a baccalaureate degree, or 4 years with a master's degree).
 - c. Violation of time standards for completing the dissertation within 5 years of passing general examination.
 - d. Violation of time standards for completing the master's degree within 5 years.
 - e. More than two Incompletes per academic year
 - f. Too many withdrawals from courses per academic year.
 - g. Low grades or academic probation within an academic year.
 - h. Failure to form an advisory committee after second semester.
 - i. Failure to file annual mini-CV.
 - j. Failure of comprehensive or general examination.
 - k. Failure to submit and obtain advisory committee approval for a dissertation prospectus within one year of passing the general examination.
 - l. Insufficient progress toward completion of thesis, research paper, or dissertation.

UNSATISFACTORY EVALUATIONS.⁷

- The academic unit is responsible for monitoring the progress and performance of a student who receives an unsatisfactory evaluation.
- The academic unit will conduct another evaluation at the end of the next semester or designated period and notify the student and the Graduate College by letter of the results of the second evaluation. This letter must clearly state whether the overall evaluation is satisfactory or unsatisfactory.
- Enrollment will be stopped for a student who receives multiple unsatisfactory evaluations.

Graduate College Tuition Waivers

The Department of Political Science offers a limited number of single and multi-year renewable qualified graduate assistantships each year, subject to the terms and conditions outlined in the student's Offer of Graduate Assistantship. A graduate assistant with a .50 FTE appointment (or greater) meeting certain enrollment requirements are eligible for a graduate tuition waiver. Current information for Graduate College [tuition waiver](#) is online.

Tuition waivers are applied only to tuition costs. They may not be applied towards fees, nor can they be converted to cash. Each waiver is for a specific amount, term, and for either resident or non-resident tuition. Waivers are not transferable between semesters nor between resident and non-resident tuition, and do not apply to audited courses. Qualifying graduate assistants are eligible for a waiver of up to the total number of hours required for the graduate program, provided they meet the eligibility requirements for QGAs. Under special circumstance, tuition waivers awarded by the Norman campus may be applied to Tulsa and OU Health Science Center (OHHSC) campus courses. Graduate tuition waivers do not apply to courses offered through Extended Campus (formerly Liberal Studies), OU North American and Europe (formerly Advanced Programs), College of Professional and Continuing Studies (formerly OU Outreach, College of Law, professional degrees offered through OUHSC and certain Online graduate degrees.

Tuition Waiver Limits. As a graduate assistant, tuition waivers are limited to the maximum total number of hours for the degree at the time a student first receives a waiver. Transfer credit applied to the degree will be deducted from the available tuition waiver.

⁶ Available online at <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#3.6.2>

⁷ Available online at <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#6.2.4.3>

Plan Your Program of Study. Forming your advisory committee and completing your program of study in a timely manner will ensure that you continue to receive the correct amount of tuition waiver.

Enroll in 5 or More Hours in the Fall and/or Spring Semester(s). To qualify for a tuition waiver during a fall or spring semester, **you must be enrolled in a minimum of five or more credit hours and hold a graduate assistantship appointment of at least .50 FTE for the entire semester.** [Note: When enrolling, always add a course before dropping a course to ensure that you always maintain at least five hours of enrollment.]

Summer Tuition Waivers. Any student who has held or will hold a qualifying appointment in the preceding spring or following fall semester will be eligible for a waiver in the summer, provided they have not exhausted their maximum allowable waiver.

Graduate Assistantships Exceeding .50 FTE. The Department of Political Science and the Graduate College must approve any appointment or combination of appointments that exceeds .50 FTE and results in working more than twenty (20) hours per week. Students who may exceed .50 FTE in the coming semester are responsible for requesting department and Graduate College approval **before the start of the semester** by submitting the [Request to Appoint a Graduate Assistant Over .50 FTE](#). Please contact the Department's Assistant to the Chair to initiate the petition process.

Tuition Waivers - Award Process. Each semester tuition waivers are automatically applied to your bursar account. No action is required by the student.

Change in Enrollment. The department encourages students to enroll as early as possible to avoid any delay in the tuition waiver process. Tuition waivers are computed on the number of hours in which a student is enrolled at the time the waiver is awarded. If a student's enrollment increases or decreases, tuition waiver adjustments will be made within a few business days.

The Department's Administrative Staff Function. As a graduate assistant, you are a student employee of the University and are hired by the Department of Political Science to carry out its teaching and research mission. The department's administrative staff are here to assist all students; there are clearly delineated roles when it pertains to you as an employee and student. Graduate students should contact the **Assistant to the Chair** for questions regarding personnel issues and policies, payroll and timesheet submission, over .50 FTE petitions, and any other issues involving your position as a graduate teaching or research assistant. The **Graduate Programs Coordinator** is available to assist you in administrative and program requirements pertaining to your degree. If a student has questions pertaining to the student health insurance program or financial aid, please contact those offices directly. [More details on tuition waivers](#) and costs not covered can be found online.

Student Health Insurance: contact the [Student Health Insurance Office](#) at 405-325-1826.

Financial Aid and Bursar Services: The department does not have access to confidential financial aid information; contact [Student Financial Center](#) at 405-325-9000 to speak with a financial aid counselor.

Evaluation Criteria for Departmental Assistantships

Graduate assistantships are awarded on a merit basis normally for a period of one academic year (nine-month academic appointment) to assist the department in its teaching mission. Typically, these duties include assisting one or more faculty members with teaching or grading. Graduate students are eligible for as many as four years of departmental financial support. Students who already have a master's degree or who receive their initial appointment in the second or subsequent year should not expect to receive four years of support. **Appointment as a graduate assistant during any academic year does not constitute assurance of reappointment for any subsequent academic years, unless so specified at the time of appointment.**

The following criteria must be met to be eligible for departmental assistance:

1. Students must complete a minimum of six hours of coursework per semester and maintain a 3.5 cumulative GPA [Note: For normal progress, students should take nine hours per semester.]
2. Only in unusual circumstances should graduate assistants receive an incomplete grade. The incomplete grade must be cleared before the start of the continuation appointment, or the departmental assistance may be withdrawn.
3. For reappointment in the second year, a student must have completed at least 12 hours of coursework. For reappointment in the third year, a student must have completed at least 30 hours of coursework and have an approved Advisory Conference Report.
4. For reappointment in the fourth year, a student must have completed at least 48 hours of coursework.
5. In cases of exceptional merit, an appointment may be made for a fifth year of support. These are extraordinary cases, but students will not be considered for a fifth year unless they have completed their examinations and dissertation prospectus. An Application for Renewal of Graduate Assistantship must be submitted each year thereafter for consideration of continued support, which is subject to the availability of funding.

[Notes: Eligibility for departmental support is on the basis of competitive merit. Meeting minimum requirements makes one eligible for consideration but does not guarantee one of support. Students should be aware that those who maintain normal progress would be given preference over those who do not. Failure to maintain normal progress may jeopardize one's chances for further support, even if the student meets the minimum requirements.]

Student Request for Conference Funding

The department will make available limited financial support for graduate student participation in professional conferences as paper-presenters, depending on available resources. The Department Chair will determine the amount of funds made available each year in August. The following guidelines apply:

1. GENERAL TRAVEL FUNDING POLICIES. Because money available for student travel is limited, students should not expect department funding to cover the full cost of conference attendance. While students are not limited in the number of conferences they may attend or papers they may present, they can generally expect to receive department funding for only one conference per academic year.
2. FUNDING REQUIREMENTS. Only academically significant papers will qualify for department funding, as certified by the signature of the student's committee chair on the application form. If no committee has been formed, the Director of Graduate Programs must certify academic significance. Students must appear on the program of at least one panel as a paper presenter to apply. All students requesting department funding are also required to apply to the Graduate Student Senate (all graduate students) and Graduate College (ABD only) for funding. Attach a copy of the funding request to the departmental submission.
3. DISTRIBUTION OF FUNDS. Decisions on funding are made by the Department Chair in consultation with the Director of Graduate Programs in April of each year. The award amount will depend on the following factors:
 - a. department budget,
 - b. quality of student's paper,
 - c. number of students applying,
 - d. cost of trip, and
 - e. participation in the department's endeavors.

Application Process

1. To apply for financial support, applicants must submit a completed [Student Request for Conference Funding form](#) to the Department Chair, or designee, by April 15th of each year.
2. The application form should be accompanied by a copy of the acceptance letter from a representative of the conference you are attending, a copy of the conference paper, and copies of all travel receipts.
3. To receive departmental support, the student must make a practice presentation prior to conference attendance. The Director of Graduate Studies, or designee, will assist the student in setting up the departmental presentation.

Other Sources of Travel Funding

COLLEGE OF ARTS AND SCIENCES STUDENT RESEARCH AND EDUCATIONAL TRAVEL PROGRAM. The College of Arts and Sciences provides [funds to support](#) undergraduate and graduate student travel for research, presentation of research or other educational purposes. Although the funds available are limited, students are encouraged to submit proposals to the College.

GRADUATE COLLEGE ROBBERSON TRAVEL AND RESEARCH GRANTS. The Graduate College offers two different [travel and research grants](#): Robberson Research & Creative Endeavors Grant and Robberson Conference Presentation & Creative Exhibition Travel Grant. Deadlines vary.

GRADUATE STUDENT SENATE (GSS) RESEARCH & CONFERENCE GRANTS. The Graduate Student Senate (GSS) offers [grants](#) to assist graduate students at the University of Oklahoma in research and scholarly participation. These grants are designed to encourage graduate students to attend and/or present at professional and graduate conferences, creative exhibitions, and career fairs or to facilitate scholarly research. These awards are supplementary in nature and on a reimbursement basis.

Student Resources

ONE ACCOUNT. [ONE](#) is a collection of services that students may use to take care of many different tasks, such as enrollment, financial aid, and bill payment.

CANVAS. All classes offered at the university will include student access to a course and learning management system known as CANVAS. The professor maintains the course page, which is not accessible to students until activated by the instructor of record. All OU professors are encouraged to provide the syllabus and setup a grade book. Many professors will use other features supported by Canvas including a class calendar, class announcements, content links, a dropbox to upload student assignments, discussion boards, live chat rooms, quizzes, and exams. To access CANVAS, login to **ONE** and locate the CANVAS tab.

TEXTBOOK PURCHASES. You are responsible for obtaining textbooks well in advance of the class meeting dates so that you can complete required readings and create notes or an outline for what you have read. These notes and outlines will be helpful when you prepare any pre-class assignments and when you participate in class discussions. Norman and HSC Campus Courses - All books for Norman and HSC campus courses are sold at the University Bookstore, which is located on the west side of the football stadium. There is also a website to order books electronically at <https://ou.edu/bookstore>. Many students use online websites such as www.amazon.com or www.half.ebay.com/ to purchase new and used textbooks.

OU EMAIL ACCOUNT. The university-sponsored email system is the official form of correspondence with our students. To receive OU correspondence and to make sure that you are aware of upcoming requirements and do not miss any degree completion deadlines, it is critical that you access your OU email account on a regular basis. If you experience technical problems, contact OU Information Technology at (405) 325-HELP (4357).

LISTSERV EMAILS. The graduate programs coordinator manages an email distribution list for Ph.D. and M.A. students. Important information is often communicated via the Listserv. The PS-GRADS-L@LISTS.OU.EDU is a current list of political science graduate students in the Ph.D. and M.A. degree programs. All active students are automatically added to this email distribution list. The PSCGTA-L@LISTS.OU.EDU is a current list of GTAs teaching P SC 1113. Only current GTAs are added to this list.

Professional Development

The department encourages graduate students to participate in a variety of professional development and career placement opportunities. Each semester, the department will host events such as Lunch-N-Learn presentations for faculty and students to discuss special topics. Recent examples include preparing for general examinations, research expectations, job opportunities, networking, and placement. In addition, there are special guest speakers for the biennial Rothbaum Lectures, the annual Bellmon Lecture and job talks from prospective faculty members. Graduate students are encouraged to attend these

opportunities. Presenting research at conferences is important for students, and information regarding student travel is highlighted in the STUDENT REQUEST FOR CONFERENCE FUNDING section of the current guide. Finally, when a Ph.D. student is entering the job market, they should consult the Political Science website for information about placement activities and consult with the Director of Graduate Studies.

Frequently Asked Questions in The Ph.D. and M.A. Programs

Q1. Do I have to take three courses in each field if I have had previous coursework, even undergraduate preparation, in one or more concentration fields? *A. Not as long as your preparation for the general examination does not suffer. A student's advisory committee may make appropriate adjustments to various program requirements. Changes should be consistent with the spirit of the program and need the approval of the Director of Graduate Studies and the Dean of the Graduate College. Exceptions should be noted in the Advisory Conference Report.*

Q2. I have previously taken methods courses. Must I complete the full range of required methods courses? *A. Not necessarily. The committee has the option of exploring other possible means of satisfying the methods requirements. The Graduate Studies Committee must approve exceptions to the proficiency in research methods.*

Q3. What quantitative or qualitative courses are acceptable to meet the requirements for the Political Methodology field? *A. The Political Methodology field may not be your primary examining field for the Ph.D. degree but may be your secondary examining field or third non-examining field. A list of political methodology courses is listed in the Graduate Courses in Political Science section of this Guide. The graduate programs office maintains a list of both quantitative and qualitative research tools from departments other than political science. As with any questions concerning course selection, consult with your advisor or committee chair is recommended. Also, students can learn much by asking other doctoral students about their experience with methods courses.*

Q4. When should I begin my quantitative methods sequence in the department? *A. Generally, beginning graduate students should plan on starting the department's quantitative methods sequence in the fall of their first year.*

Q5. I have a Master's degree from another institution. How much credit from the Master's may I receive toward the Ph.D.? How much will it reduce the coursework I must take? *A. The Graduate College counts up to 44 credit hours of a master's degree toward the total of 90 hours required for the doctoral degree (limitations apply). However, the student's advisory committee must decide just how much of the master's work fits into the program of doctoral study. Presumably, where previous graduate coursework parallels courses offered in our department, committees should be sympathetic to counting that work in lieu of such courses from this department. Still, if a student has an MPA degree from another institution, for example, the committee may want the doctoral student to take mandatory field coursework in their testing fields to ensure they are prepared for the general examination.*

Q6. Can I take general examinations during a semester when I'm still taking course work? *A. Yes, with the permission of your committee. Ordinarily, students should not plan on taking exams if they have field courses or required courses left to complete.*

Q7. Must all my committee be present for the Ph.D. oral general exam? *A. Yes, all committee members must be physically present.*

Q8. Is it possible for me to get a Master's degree while I'm in the Doctoral program? *A. Yes. Consult the INFORMATION ON OBTAINING THE M.A. DEGREE IN POLITICAL SCIENCE FOR DOCTORAL STUDENTS section of the current guide.*

Q9. My dissertation research involves data from sources that should be exempt from full board review by the Institutional Review Board (IRB). Do I still need IRB approval? *A. Yes. Although some data may be exempt from IRB oversight, official determination must be made by the IRB. A copy of IRB approval must be attached to a student's Request for Authority for Defense of Dissertation when the dissertation reading copy is submitted to the Graduate College. Do not wait until you are ready to defend to obtain IRB approval. Doing so will delay your defense significantly.*

Graduate Courses in Political Science

Courses in bold are the courses required for each field. The assignment of courses to different fields should be considered advisory only. Some courses are listed in more than one field and cannot be counted more than once.

A. American Politics

5023 Problems in American Government
 5113 Federalism and Intergovernmental Relations
 5173 Bureaucracy and Politics
 5263 Congress in the Political System
 5283 Problems in Law and the Constitution
 5383 Survey of Political Communication
 5400 Problems in Political Behavior
5423 Mass Politics: Public Opinion, Voting, and Realignment
 5453 The Presidency
 5493 Architecture of Democracy
6023 Field Seminar in American Politics

B. Comparative Government

5600 Problems in Comparative Government
 5653 Democracies and Democratization
 5683 Politics in Latin America
 5693 Global Urban Politics and Theory
6603 Field Seminar in Comparative Politics

C. International Relations

5123 The Making of American Foreign Policy
5513 International Relations Theory
 5523 Morality and Foreign Policy
 5543 *International Law and Organizations
 5550 Problems in International Relations
 5553 *International Security
 5563 *International Political Economy

Students opting to make International Relations one of their fields must take 2 of the 3 courses starred above. Note: 5543 and 5553 may be substituted for political science graduate level directed readings coursework or similar coursework offered in International and Area Studies.

D. Political Methodology

5083 Strategies in Politics and Public Policy
 5143 Program Evaluation and Applied Policy Analysis
 5913 Introduction to Analysis of Political and Administrative Data (MPA-only)
5923 Introduction to Analysis of Political Data
5933 Intermediate Analysis of Political Data
5940 Advanced Research Methods: Special Topics
 5953 Qualitative Research Methods

E. Political Theory

Please consult with the Director of Graduate Studies before choosing this field.

F. Public Administration

5003 Introduction to Public Administration (MPA-only)
 5013 History and Theory of Urban Planning
 5033 Foundations of Nonprofit Management
 5063 Nonprofits & Public Sector Relations
 5073 Municipal Management & Leadership
 5093 Grants and Contracts
 5103 Organizations: Design, Structure and Process
 5113 Federalism and Intergovernmental Relations
 5133 Strategic Planning and Performance Measurement
 5143 Program Evaluation and Applied Policy Analysis
 5170 Problems in Public Administration
 5173 Bureaucracy and Politics
 5183 Public Budgeting and Finance
 5193 Comparative Administration
 5213 Risk, Public Policy and Law
 5243 Managing Public Programs
 5253 Human Resources Administration
 5293 Administration, Ethics, and American Government
 5313 Urban Politics
 5353 State and Local Public Finance and Budgeting Systems
 5363 Public Finance Management
 5803 Emergency Management
 5910 Government Internship

F. Public Administration-Continued

5963 Capstone in Public Administration

6103 Field Seminar in Public Administration**6113 Foundations in Public Administration**

6143 Seminar in Public Organization Behavior

6173 Seminar in Public Administration

G. Public Law

G4263 American Constitutional Law I: Governance

G4283 American Constitutional Law II: Civil Rights and Civil Liberties

5213 Risk, Public Policy, and Law

5283 Constitutional Law and Politics**5283 Law, Courts, and Social Change**

Contact field coordinator for a pre-approved list of graduate level seminars in public law offered by other OU College of Arts and Sciences degree programs.

H. Public Policy

5043 Public Policy Implementation

5053 Agenda Setting-Public Policy

5063 Nonprofits & Public Sector Relations

5083 Strategies in Politics and Public Policy

5133 Strategic Planning and Performance Measurement

5143 Program Evaluation and Applied Policy Analysis

5173 Bureaucracy and Politics

5213 Risk, Public Policy and Law

5233 Health Policy

5323 Problems in Public Policy

5343 Public Policy and Inequality

5373 Education Policy

5903 Social Movement Theory

6133 Foundations in Public Policy**6223 Seminar in Public Policy****I. Other**

5910 Government Internship

5950 Research Problems

5960 Directed Readings

5980 Research for Master's Thesis

6003 Political Science: Survey of a Discipline

6980 Research for Doctoral Dissertation

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Program Contact Information

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