

**GRADUATE HANDBOOK 2008-2009**  
**DEPARTMENT OF POLITICAL SCIENCE**  
**UNIVERSITY OF CALIFORNIA, DAVIS**

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**GRADUATE PROGRAM PERSONNEL**

**2008-2009**

Chair of the Department..... Robert Huckfeldt

Director of Graduate Studies . ....Brad Jones / James Adams

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Graduate Program Coordinator.....Anna Darbee

## I. MASTER OF ARTS DEGREE

There is no admission for the Master of Arts degree if it is the sole degree. Students are admitted only for the joint M.A./J.D. in coordination with the Law School. The M.A. degree is offered in the following fields: American Government and Politics, Comparative Politics, International Relations, Political Methodology, and Political Theory.

**A. Admission:** Acceptance into the graduate program is based on a review of the applicant's overall past academic performance. Since the number of applicants is substantially larger than the number of available slots, admission to the graduate program is highly competitive. The review centers on the following components:

1. Undergraduate grade point average (and prior graduate grade point average if applicable): the university requires a minimum grade point average of 3.0; typically the grade point average of admitted students is substantially higher;
2. Graduate Record Examination scores (general test);
3. Sample of written work should be an original essay of substantial length; and
4. Three letters of recommendation should be submitted by persons familiar with the applicant's **academic** background and potential.

It should be emphasized that the Graduate Affairs Committee weighs all these factors in evaluating an applicant's potential for graduate study.

**B. Advising:** Each M.A. student will be assigned a faculty adviser. Students in the M.A. program should consult with their adviser each quarter before enrolling in courses. The Director of Graduate Studies will be responsible for signing forms that require a Graduate Adviser's signature.

**C. Residence Requirements:** Students must be in residence (i.e., be registered for at least 12 units of 100 or 200 level course work) for at least three quarters. Two consecutive six-week summer sessions count as one regular quarter.

**D. General Requirements:** Minimum 36 units and an M.A. thesis.

### E. Course Work

1. Unit Requirements:
  - a. minimum 28 units in 200 series
  - b. minimum 24 units in Political Science, with at least 20 in 200 series, and at least 16 in graded courses. (A graded course is one offered for a letter grade.)

There are no restrictions on the number of 290, 298, 299 or 299D units taken beyond the minimum units required EXCEPT that at least one-half of total units offered for the degree must be for letter grade.

2. **Field Requirements:** Students must take at least three of the designated core courses in American Politics, Comparative Politics, International Relations, and Political Theory during the first year in the program.
3. **Methodology Requirement:** Political Science 210, 211, and 212 must be taken in the first year in the program
4. **Other Courses:** Remaining units are divided according to the needs and interests of the student.

**F. Progress Toward Degree:** M.A. students should apply for candidacy when one-half of the program requirements have been completed. Application must be filed for conferral of degree.

**G. Transfer of Credit:** Students may transfer up to 4 semester or 6 quarter units of graduate work taken elsewhere toward the M.A. degree unit requirement at U.C. Davis. Students should provide their faculty adviser with a copy of the catalog describing the course(s) they took and/or a course syllabus in order to request that credits be transferred. Transfer of credit requests must be approved by the student's faculty adviser, and is subject to Graduate Studies approval.

Even with credits transferred, students must still complete the minimum residence requirement and minimum requirement of units in the 200 series.

**H. Standards of Scholarship:**

Only courses in the 100 and 200 series, with a grade of C- or better (or a satisfactory in non-graded courses), may be counted toward the degree.

A minimum 3.0 GPA overall is required in 100 and 200 level courses for a student to remain in good standing and to graduate.

To remain in good standing, a student may accumulate no more than 8 units of incomplete grades.

Students whose record falls below these requirements are put on academic probation.

**I. M.A. Thesis:** Upon completion of required course work, the student should furnish a paper judged by the student's Guidance Committee to be a contribution to scholarly knowledge in political science. The paper can have been produced in the context of the student's graduate course work.

## **II. MASTER OF ARTS DEGREE: JOINT DEGREE WITH LAW SCHOOL**

The Department of Political Science and the School of Law offer a joint M.A./J.D. degree. Students must apply and be admitted to each program separately.

**A. Admission Requirements:** First-year law students apply to the graduate program in Political Science, following the same procedure as for regular admission to the program.

Students should submit all materials ordinarily provided with applications to the graduate program (transcripts, letters of recommendation, statement of purpose, scores from the GRE or LSAT, and a sample of written work). See the description of these materials in the section on Master of Arts Degree. Students are also required to submit a Double Major Petition.

- B. Degree Requirements:** Students in the joint degree program must meet all the requirements for the M.A.
- C. Advising:** Each M.A. student will be assigned a faculty adviser. Students in the M.A. program should consult with their adviser each quarter before enrolling in courses. The Director of Graduate Studies will be responsible for signing forms that require a Graduate Adviser's signature.

### III. DOCTOR OF PHILOSOPHY DEGREE

The Department offers the Ph.D. in Political Science in American Government and Politics, Comparative Politics, International Relations, Political Methodology, and Political Theory.

- A. Admission:** Acceptance into the Ph.D. program is based on a review of the applicant's overall past academic performance. Since the number of applicants is substantially larger than the number of available slots, admission to the graduate program is highly competitive. The review centers on the following components:

1. Undergraduate grade point average (and prior graduate grade point average if applicable): the university requires a minimum grade point average of 3.0; typically the grade point average of admitted students is substantially higher;
2. Graduate record examination scores (general test);
3. Sample of written work should be an original essay of substantial length; and
4. Three letters of recommendation should be submitted by persons familiar with the applicant's **academic** background and potential.

Students applying to the Ph.D. may also complete an interview, when requested by either the committees or student.

It should be emphasized that the Graduate Admissions Committee weighs all these factors in evaluating an applicant's potential for Ph.D. study.

**Students may apply to the Ph.D. program without an M.A. degree.** Students admitted into the Ph.D. program without an M.A. degree may petition, through Graduate Affairs Committee, for an M.A. after completing the Department's M.A. requirements or the equivalent thereof.

- B. Ph.D. Advisers:** Each entering student will be assigned a faculty adviser until he/she forms a Guidance Committee. The Director of Graduate Studies will also be

available for advising and will be responsible for signing all forms that require a Graduate Adviser's signature.

- C. Formation and Membership of Guidance Committee:** When a Plan of Study is drafted, the student asks at least three faculty members (one of whom may be from another department) to review the draft and to serve on his/her Guidance Committee, and requests one member to serve as Chair. The Guidance Committee periodically assesses the student's progress in the program, and meets with the student as often as deemed necessary.

No faculty member will be expected to serve on more than four Guidance Committees at any one time. Guidance Committee members on leave may need to be replaced.

- D. Residence Requirements:** Students must be in residence (i.e., be registered in twelve units of 100 or 200 level course work) for at least six quarters. Two consecutive six-week summer sessions count as one regular quarter.
- E. Field Requirements:** Fields of study include American Politics, Comparative Politics, International Relations, Political Methodology, and Political Theory.

Students must offer three fields of preparation: the major field (in which the dissertation is written), a second field, and a third field.

For the major field and second field, students must complete four courses in each field in the 200 series (including the core course).

For the third field, students must complete three courses each in the 200 series (including the core course). A student may substitute an "Open Field," as a third field with the approval of the Guidance Committee. Please note that the "Open Field" must have programmatic status on campus (e.g., EJS, STCH).

- F. Methodology Requirement:** Political Science 210, 211, 212, 213, and 215.

**Political Science 210, 211, and 212 MUST BE TAKEN THE FIRST YEAR IN THE PROGRAM by all students.**

**Political Science 213 and 215 must be taken within the first two years in the program by all students except those whose major field is Political Theory.**

**Students whose major field is Political Theory must take the equivalent of one year of a foreign language potentially relevant to dissertation research. This requirement may be fulfilled by taking the equivalent of one year of coursework in a foreign language, or by placement examination. The requirement must be fulfilled before advancing to candidacy.**

- G. Political Science Breadth Requirement:** Students must take at least three of the designated survey ("core") courses in American Politics, Comparative Politics, International Relations, and Political Theory during the first year in the program.<sup>7</sup>

Also, as discussed above under “Field Requirements,” students must take three courses in a third field of study.

**H. Credit for Previous Course Work:** Specific requirements may be partially or fully satisfied by previous work completed in a graduate program at another institution or in the M.A. program in this department, subject to Graduate Studies approval.

**I. Research Requirement:**

1. Completion of POL 214A and 214B in the Fall and Winter Quarters of the third year in the program.

**J. Teaching Assistant Requirement:** Two quarters service as a teaching assistant.

**K. Progress Toward Degree:** Students should normally complete the degree in five academic years of full-time study. The following should be completed:

- ◆ **By the end of the third quarter in the program,** select a Guidance Committee.
- ◆ **By the end of the third quarter,** submit a Plan of Study outlining program of graduate study.
- ◆ **In Fall Quarter of the third year,** pass comprehensive exams in two fields as specified under “Evaluations.”
- ◆ **By the conclusion of Spring Quarter** of the third year in the program, pass the Qualifying Examination and complete all other degree requirements other than the dissertation. This examination consists of an oral presentation of a paper of publishable or near-publishable quality.
- ◆ **During the fourth year,** submit dissertation prospectus within six months of completing comprehensive examinations (We exclude the summer months in this calculation.)

**L. Standards of Scholarship:** Only courses in the 100 and 200 series, with a grade of B- or better (or of satisfactory in non-graded courses), may be counted toward the degree.

Students must maintain a minimum 3.0 GPA in 100 and 200 level courses in order to remain in good standing and to graduate.

Students may not accumulate more than eight units of incomplete grades to remain in good standing.

**M. General Guidelines:** The purpose of including specific requirements in the program is to clarify expectations of students and faculty, not to impose rigid restrictions. Modification of requirements and right to petition are an integral part of the program.



## N. Plan of Study Requirement

1. Preparation:
  - a. Upon entrance into the Ph.D. program students should seek a chair for their Guidance Committee on the basis of their main area of interest. The student consults with the Ph.D. Adviser and/or Guidance Committee Chair regarding the preparation of the Plan of Study and selection of a Guidance Committee.
  - b. The Plan of Study must be submitted by the end of the third quarter. Requests for variance from this deadline must be submitted to the GAC in writing.
2. Content: The Plan of Study includes the following:
  - a. Identification of major, second, and third fields.
  - b. A Listing of previous and proposed course work, including where and when the work was taken or will be taken. Subject matter should be indicated when course titles (such as POL 290A-G, 299D) do not provide this information.
  - c. Open Field Option: The third field may be an "open field."

In defining the field, students should keep in mind that an Open Field must be distinct from the two other fields, and it must have programmatic status on campus. An example of such an entity is the Program on Economy, Justice and Society (EJS).

Field Committee: An Open Field is comprised of three faculty members, with one member (from the department) designated as Chair. Before listing the names of the Field Committee, the student should be sure the members have approved the Open Field and are willing to serve.
  - d. An indication of how and when various program requirements will or have been met.
  - e. The Plan of Study should be designed so that all program requirements except the dissertation will be completed by the end of the third year. Petitions for variance from this "normative time" expectation should be submitted through the student's Guidance Committee to GAC. This petition should include an explanation for the request and an indication of when the student expects to complete the field evaluation process.
3. Submission and Approval of Plan of Study:
  - a. When the Guidance Committee has convened, reviewed and accepted the Plan of Study, it is filed with the Graduate Affairs Committee.
  - b. The Plan of Study serves as a plan for the timely completion of the program. Naturally, students' interests and goals may change; such changes should be

made in consultation with the student's Guidance Committee and approved by the Graduate Affairs Committee.

## **O. Evaluations**

1. Evaluation of first-year students. By June 30 of a graduate student's first year in the program, he/she will be evaluated by those faculty members who taught the required first-year courses. These faculty members will place each student in one of three categories: (1) performing satisfactorily; (2) performing marginally (3) performing inadequately. This determination will be made by examining a student's overall record, which consists of GPA, teaching evaluations, number of incompletes, and instructor's written evaluations of student performance in graduate courses. Based on this evaluation the Graduate Affairs Committee will determine whether a student should be recommended for termination from the program.
2. Evaluation of Second Field:
  - a. Students should consult with faculty members on each Field Examination Committee about preparation and expectations for the examinations.
  - b. In no case may the student proceed with an evaluation in the second field before final approval of the Plan of Study.
  - c. Methods of evaluation for second field:
    - i) Evaluation is by a 48-hour written take-home examination offered in the Fall Quarter of the third year in the program.
  - d. The Field Examination Committee (made up of three ladder faculty in the Department of Political Science) judges the student's performance Superior, Pass, or Not Pass.
  - e. In the case of a Not Pass, the student must retake all or part of the examination (as determined by the Field Examination Committee, in consultation with the Guidance Committee) within a specified time period, not to exceed one academic quarter.
  - f. If an examination is failed a second time the Department will recommend that the student be terminated from the program.
3. Evaluation of Major Field: The student may proceed with his/her major field evaluation only when:
  - a. The student has satisfactorily completed all course work outlined in the Plan of Study; and
  - b. The Guidance Committee is satisfied that the student is prepared to be evaluated in the major field.

- c. Methods of evaluation for major field:
  - i) Evaluation is by a 48-hour written take-home examination offered during Fall Quarter of the third year in the program.
- d. The Field Examination Committee (made up of three ladder faculty in the Department of Political Science) judges the student's performance based on the exam, as Superior, Pass or Not Pass.
- e. In the case of a Not Pass, the student must retake all or part of the examination (as determined by the Field Examination Committee, in consultation with the Guidance Committee) within a specified time period, not to exceed one academic quarter.
- f. If an examination is failed a second time the Department will recommend that the student be terminated from the program.

**P. Qualifying Examination Committee**

- 1. After all the other degree requirements but the dissertation are met, students are required to pass a qualifying examination by the conclusion of the Spring Quarter of their third year in the program. This exam consists of an oral presentation of a research paper that must be of publishable or near-publishable quality. A student who fails the qualifying exam will be given one academic quarter to complete satisfactorily this requirement. A second failure will result in a recommendation of termination from the program.
- 2. Membership:
  - a. The Qualifying Examination Committee is officially designated by Graduate Council based on recommendations from the student and the Guidance Committee. It is the student's responsibility to contact the proposed Qualifying Examination Committee members and to receive their agreement to serve.
  - b. The Qualifying Examination Committee is composed of five faculty members:
    - i) All members of the student's major Field Examination Committee.
    - ii) At least one other member of the department (the fifth member may be from another department on campus).
  - c. The faculty member designated Chair of the Qualifying Examination Committee cannot be the dissertation chair.
  - d. The Qualifying examination committee reports the results of the examination to Graduate Studies, indicating one of the following:

Superior/Pass: Recommendation that the student be advanced to candidacy.

Not Pass: Committee specifies how deficiencies in the student's performance must be corrected within one academic quarter. Not Pass can be reported only once. If the student fails to complete the requirements set forth, a report of Fail must be submitted to Graduate Studies.

i) The Qualifying Examination Committee advises the student that the examination must be taken within one academic quarter and the Committee will report Not Pass to Graduate Studies with an indication of retake requirements; or

ii) If the student has taken the examination twice, the Committee reports Fail to Graduate Studies and recommends termination from the program.

Fail: Recommendation that the student be terminated from the program.

**Q. C. Phil. Degree:** Students who have passed the qualifying examination may request an application from Graduate Studies for conferral of the Candidate in Philosophy. The degree is intended as a formal indication that the student has completed requirements for advancement to candidacy; it is not intended as a terminal degree or consolation prize.

**R. Advancement to Candidacy:** Students who pass both the comprehensive examinations in their first and second fields and pass the Qualifying Examination are sent an application for advancement to candidacy by Graduate Studies. Students should complete and submit it to Graduate Studies during the same quarter as completion of the comprehensive exams. This involves naming a Dissertation Committee composed of a chair and two other faculty members, with the approval of the Graduate Adviser and the Chair of the Dissertation Committee.

### **S. Dissertation**

1. Students must complete a dissertation on an appropriate subject bearing on the major field of study, selected in consultation with the Dissertation Committee. The committee should be comprised of three members of the Academic Senate, at least two of whom--including the chair--are members of the Political Science Department.
2. To ensure good standing in the program, a dissertation prospectus must be submitted to the candidate's Dissertation Committee within six months of the student's qualifying examination (we exclude the summer months in this calculation).
3. The Department recommends (though it does not require) that students present the prospectus orally before the Dissertation Committee prior to submitting it. In our experience, such a presentation is quite helpful for students.
4. The Dissertation Committee guides the candidate in their research, schedules the prospectus presentation/defense as well as conferences with the candidate as may be necessary, and evaluates the dissertation prospectus and the dissertation.

5. The dissertation must meet standards of form and style set by the UCD Graduate Council and be endorsed by the Council.
6. Each student must provide the department with a clean copy of the dissertation.

#### **IV. GENERAL ACADEMIC INFORMATION**

##### **A. Courses and Course work**

1. Normal course load for a full-time student is 12 units.
  - a. Requests for exceptions from this standard should be submitted in writing for approval by the Director of Graduate Studies. As in all cases of programmatic exceptions, written indications of approval must be filed with the Graduate Program Coordinator by the approving faculty member(s).
  - b. Teaching assistants must enroll in a minimum of eight units of course work plus four units of 396 (Teaching in Political Science).
  - c. Ph.D. students advanced to candidacy should enroll in units of 299 to the extent needed to maintain the 12-unit standard.
  - d. Ph.D. students studying for field examinations should enroll in units of 299D (Directed Reading) if needed to maintain the 12-unit standard.
2. 290 Courses:
  - a. Courses in the 290 series (letter suffix indicating field) may be arranged each quarter with individual faculty members by any group of students who share a common need for a seminar not already scheduled. When a faculty member agrees to teach a 290, students enrolled receive four units of credit and a letter grade.
  - b. The 290 series can also be a mechanism for receiving graduate credit in conjunction with an upper division undergraduate course. With approval of the instructor, extra or different reading or research is undertaken and separate meetings arranged with the instructor.
  - c. Upper division undergraduate courses taken in fulfillment of program requirements must be taken as a 290 for a letter grade. Exceptions must be approved by the appropriate adviser.
  - d. If a graduate student does not arrange for 290 credit in an upper division course, workload and grading are the same as for an undergraduate student.

3. 298 Courses:
  - a. Group Study (298) courses are graded S/U and may be taken for 1-5 units.
  - b. 298 may satisfy field course requirements if designated by the instructor as equivalent to a regularly offered course. In this case the instructor should be asked to enter a note to that effect in the student file.
4. Concurrent Course Work Through University Extension:
  - a. Up to 12 units taken through the concurrent course work program before admission to Political Science may be applied toward the M.A. or Ph.D. upon approval of the Graduate Adviser and Graduate Studies.
  - b. After enrollment in the Political Science Graduate Program, students may not earn credit for course work taken through the concurrent program.
5. Satisfactory/Unsatisfactory (S/U) Grading Policy:
  - a. Graduate Council policy states it "recognizes that a legitimate educational opportunity provided by the S/U grading option is to 'explore' areas outside a student's academic major." If this criterion is met, "with the approval of the Graduate Adviser and the Dean of Graduate Studies, a student may elect to take one normally graded course per quarter on an S/U basis provided that course does not fulfill any of the student's graduate program course requirements. It may be used to fulfill unit requirements." Petitions for taking a course S/U are available in Graduate Studies. They must be signed by the Graduate Adviser and filed before the end of the fifth week of classes.
  - b. Political Science 298, 299, 299D, 396 courses are given on a S/U basis.
  - c. M.A. students may take a maximum of one course per quarter on an S/U basis (exclusive of courses not offered for letter grade). At least one-half of units offered in fulfillment of the degree must be taken for letter grade. Upper division courses in Political Science may not be taken on an S/U basis.
  - d. Ph.D. students may take a maximum of one course per quarter on an S/U basis (exclusive of courses not offered for letter grade). At least one-third of units taken by time of advancement to candidacy must be taken for letter grade. There is no limit on S/U units after advancement to candidacy.
  - e. In 200 level courses B- or better represents S performance. In 100 level courses B- or better represents S performance.
  - f. Graduate Studies policy mandates that courses required for a degree program must be taken for letter grade.

**THE FOLLOWING COURSES MUST HAVE SECTION NUMBERS ASSIGNED ON THE BASIS OF THE INSTRUCTOR'S INDIVIDUAL NUMBER**

<u>Number</u>	<u>Transcript Notation</u>			<u>Grading</u>
290A	Research in American Government	4 units	Equivalent to seminar course; taken in conjunction with upper division course;	A-F
290B	Research in Political Theory			
290C	Research in International Relations			
290E	Research in Political Parties, Politics and Political Behavior			
290F	Research in Comparative Government and Policy			
297	Internship in Political Science	2 units	Cannot count toward field requirements	S/U
298	Group Study	1-5 units	Special project or study organized for a group of students	S/U
299	Research	1-12 units	Individual research; writing of thesis or dissertation	S/U
299D S/U	Directed Reading	1-5 units	Individual reading: preparation for exams or in lieu of subject matter not being offered in a regularly scheduled course.	
396	Teaching in Political Science	4 units	Teaching assistant	S/U

**Course Work Evaluations:** Faculty are asked to submit course work evaluations at the end of each quarter. Copies are provided to students and also become part of the student file.

**Course Syllabi and Reading Lists:** Syllabi and reading lists for most departmental courses are on open file in the department office. In addition, faculty members may be consulted for graduate reading lists in the various fields.

## **B. Field Examinations**

1. Ph.D. examinations are scheduled each Fall Quarter.
2. Sign-up sheets are distributed in student mailboxes at least one month prior to the week of examinations.
3. Copies of past examination questions are on open file in the Graduate Office.
4. Field examination committees (which consist of three ladder faculty in the Department of Political Science) submit written evaluations of the student's performance. Copies are given to the student and also become part of the student's file.
5. Students are encouraged to consult with members of the field examination committees after grades are reported.
6. It should be understood that these are field examinations and the material covered is likely to go beyond material covered in graduate courses taken in the field. Students should meet with members of the Field Examination Committee in advance of the examination to discuss preparation and expectations.
7. The department will provide graduate students, on special request, a computer for taking Ph.D. examinations. Students must indicate in writing to the Graduate Program Coordinator their wish to use a computer at the time they sign up to take their examinations. Because the department is responsible for providing this equipment, the only word processing program that will be made available is Word. The Graduate Program Coordinator will offer a short seminar for those students who do not know how to use Word.

## **C. Part-time Status**

1. Part-time status is not available for Ph.D. students.
2. Part-time status is for M.A. students unable to pursue studies full-time because of employment, health conditions, or family obligations.
3. Part-time status is defined as a minimum of 4 units and a maximum of 6 units per quarter.
4. Part-time students are not eligible for academic employment.
5. Students on F-1 or J-1 visas are not eligible for part-time status.
6. Part-time students pay registration fee, and one-half of the educational fee.



7. Applications require the signature of a Graduate Adviser and approval of Graduate Studies.

#### **D. Intercampus Exchange**

1. Students in good standing who have completed one quarter in residence may take classes at another UC campus if no such course is offered at UCD.
2. Applications must be filed three weeks before the beginning of the term. Approval of the Graduate Adviser, department chair of the host campus, and Dean of Graduate Studies on both home and host campus is required.
3. Students must have their adviser make a notation in their file if the course is to count towards field requirements.

#### **E. Filing Dates for Conferral of Degree**

1. All students must file for candidacy prior to receiving the degree. Filing deadlines are listed in the quarterly Class Schedule and Room Directory and in the General Catalog. They are also listed at <http://gradstudies.ucdavis.edu>.

#### **V. DEFINITION OF FIELDS**

In order to guide students in preparing for written examinations, the following descriptions of political science fields, as offered in the department, have been prepared. In some fields students are required to offer subfields for examination as specified below.

##### **A. American Politics**

While some course work is essential as a minimal requirement for work in this field, preparation for examinations can best be undertaken through extensive reading. Students are expected to consult with faculty members teaching in the field as to basic readings in specific subject areas, the scope of expected knowledge, etc.

Courses: Political Science 100-109; 160-175; 180-189; 191; 195;  
201-209; 250; 260-261, 274\*, 282-286; 290A and 290E  
\*Subject to instructor approval

Core Course: Political Science 209

Group A: American Politics, Public Opinion, Political Parties and Groups.

Group B: American Government - National Institutions

Ph.D. Field Examination: Students must answer questions selected from each group.

*NOTES:* 187 may count towards either American Politics or Political Theory, but not both.

## **B. Political Theory**

Courses: Political Science 111-119; 187; 218; 219A-C; 220; 290B

Core course: Political Science 220

The subfields of Political Theory are as follows: 1) Classical political theory; 2) Medieval theory; 3) Modern political theory (including American political thought); 4) Empirical theory and methodology

Ph.D. Field Examination: Students are examined in two of the above subfields.

*NOTE:* 187 may count towards either Political Theory or American Politics, but not both.

## **C. Comparative Politics**

Courses: Political Science 126, 140-149; 176-179; 241-248; 274\*, 290F  
\*Subject to instructor approval.

Core Course: Political Science 242

A student in Comparative Politics is expected to demonstrate proficiency in:

1. Methods of analysis, types of systems and the process of politics;
2. An understanding in depth of the political systems of a combination or group of states defined either geographically, functionally (e.g., ideology, structure, party systems), or thematically (e.g., revolutions, modernization, state-society relations).

Ph.D. Field Examination: Students are examined within the field as defined in 1 and 2 above.

*NOTE:* 126 may count towards either Comparative Politics or International Relations, but not both.

## **D. International Relations**

Courses: Political Science 120-139; 190; 223-231; 290C

Core course: Political Science 223

Ph.D. Field Examination: Ph.D. students are examined on the basis of seminars offered in the field of International Relations. Students are encouraged to consult with members of the Field Committee in preparation for the examination.

*NOTE:* 126 may count towards either Comparative Politics or International Relations, but not both.

## **E. Political Methodology**

Courses: Political Science 210-213; 215-217

All students are required to take Political Science 210-212, and all students except those whose first field is political theory are required to take Political Science 213 and 215. Those students testing in methodology must also complete three additional courses in methods beyond the required courses (with 213 and 215 together being counted as the “core course” in political methodology). These additional classes may be taken from departments other than Political Science with approval of the student’s Guidance Committee. Examples of courses in other departments include but are not limited to:

ECN 203B	Advanced Economic Theory: Game Theory
ECN 240A	Econometric Methods
ECN 240B	Econometric Methods
ECN 240C	Econometric Theory
ECN 240D	Topics in Econometric
PSC 207A	Causal Modeling of Correlational Data
PSC 207B	Applied Multivariate Analysis of Psychological Data
SOC 206	Quantitative Analysis in Sociology
SOC 207A	Methods of Quantitative Research
SOC 207B	Methods of Quantitative Research
SOC 242A	Comparative Methods in Historical Sociology
SOC 242B	Comparative Methods in Historical Sociology

Ph.D. Field Examination: Ph.D. students are examined both on the basis of seminars offered in the field of Methodology and on basic principles in philosophy of science, research design, probability theory, causality and explanation, statistics, game theory, and econometrics. For example, the following is a non-exhaustive list of testable subject matter: game theory, ordinary least squares, maximum likelihood, comparative case studies, selection bias, validity and reliability, autocorrelation, sampling theory, statistical inference, and cross-level inference. Students are encouraged to consult with members of the Field Committee in preparation for the examination.

## **VI. FINANCIAL SUPPORT**

### **A. Departmental Financial Support**

1. Teaching Assistantship Support Policy:
  - a. Teaching assistantships are awarded on the basis of merit, considering performance both as a student and as a teaching assistant.

- b. To renew a teaching assistantship, students must:
  - i) Apply
  - ii) Maintain a minimum 3.4 GPA
  - iii) Have no more than eight units of incomplete grades outstanding on the record
  - iv) Make normal progress toward the degree
  - v) Demonstrate satisfactory performance as a teaching assistant
- c. M.A. students may hold a teaching assistantship for no more than six quarters. If the award is made at the beginning of the student's second year in the M.A. program, the limit is three quarters.
- d. Graduate Studies policy states that "graduate students may be appointed in one or a combination of academic titles during the first 9 academic quarters, after which they must be Advanced to Candidacy for continued employment eligibility. After advancement, students may be appointed up to a maximum of 15 quarters as teaching assistant/associate-in. Summer appointments are excluded from these limits. Students who advance to candidacy prior to the 9-quarter limit may serve up to 15 quarters."

2. Readerships:

- a. Graduate students may be employed on an hourly basis to grade examinations and papers in upper division classes.
- b. Readers are not paid for time spent at lectures or other preparation.
- c. Readers may be paid **UPTO 1.5** hours per student per quarter.
- d. Readers may not grade examinations or papers of other graduate students.
- e. A student may not take a course for academic credit and read for the course at the same time.

3. Other Departmental Financial Support:

- a. Hourly employment as a research assistant is sometimes made available by members of the faculty who hold research grants.
- b. The Department has some funds that can be allocated to students for travel to professional conferences for the purpose of delivering a paper. Please submit an application (including an abstract of the paper and a proposed budget for the travel) to the Director of Graduate Studies.

- B. Graduate Studies Financial Support:** Students are urged to familiarize themselves with the services and information available in the Graduate Student Support section of Graduate Studies and the Office of Research located in 410 Mrak (2-2075).

Graduate Fellowships: Continuing students must file applications in the department Graduate Office by January 15. All students who apply for merit or need based awards are required to file a FAFSA.

UCD Graduate Research Awards: Each spring announcement is made of monies available and terms of application for graduate student research. If approved, grants become effective July 1. Applicants need to have a FAFSA on file.

Graduate Student Travel Awards: Twice a year announcement is made of funds available and terms of application for graduate students attending meetings to present their research. Applicants need to have a FAFSA on file.

Intercampus Research Grants: Funds may be provided for students traveling to other campuses for research. Application includes a letter from the major professor, endorsement by the chair of the department, and a brief statement of the research project. Applicants need to have a FAFSA on file.

- C. Financial Aid Office** (<http://faoman.ucdavis.edu>): The Financial Aid office handles the Work Study Program, emergency loans, NDEA loans and short-term loans. They are located in Dutton Hall, phone: 2-9246.

**D. Computer Center Funding**

1. All registered students are eligible for a Student Computing Account with Information Technology (IT). New students may set up his/her Student Computing Account either on campus at IT Express in Shields Library or remotely by visiting <http://iet.ucdavis.edu/computing/> and following the link to "Computing Account Services."

In order to set up your account, you will need your student ID number, full name, and date of birth. Please make sure you have all this information available before you attempt to set up your account. If you encounter difficulties while setting up your account, please contact IT-Express by phone at 530-754-HELP, in person at IT Express, or by e-mail at [ithelp@ucdavis.edu](mailto:ithelp@ucdavis.edu) for assistance.

During the registration process, you will be able to choose our LoginID (username) and password, but will be assigned an e-mail address. Student accounts have a maximum of 60MB of space. For more information about the computing

resources at UC Davis, refer to the Student Computing Guide at <http://scg.ucdavis.edu/>

2. For access to the Political Science Data Lab, you will need to submit an application to the Political Science computer support. Applications are available in the Data Lab, 270 Social Science.

## VII. GENERAL INFORMATION

### A. Department

1. Graduate Student Office: The Graduate Student Office is located in 1246 Social Sciences and Humanities. Each student has an individual mailbox (located in 249 Social Science and Humanities) and should check regularly for messages, mail and announcements.
2. Colloquia: The department normally holds three types of colloquia during the academic year. One series involves presentations of research by faculty and graduate students. A second involves presentations by job candidates. The third involves presentations by visiting scholars. All students and faculty are encouraged to attend these sessions.
3. Inter-University Consortium for Political Research: UC Davis' membership in the Inter-University Consortium for Political Research provides faculty and graduate students access to the Consortium's Studies on tape file. Code books to these studies are maintained in the Social Science Data Service. Anyone wishing to make use of consortium data stored at the Survey Research Center in Ann Arbor, Michigan, should contact the department's consortium representative. (Check with the Graduate Coordinator for the name of the current representative.)
4. Graduate Student Association: The Graduate Association of Political Science Students (GAPSS) helps to facilitate communication among graduate students and with the faculty, and in general represent individual and graduate student needs to the faculty. GAPSS designates student representatives to department meetings and GAC. The group has also sponsored social functions and colloquia. All graduate students in the department are automatically members.
5. Computer Facilities: The Departmental Graduate Student Computing Laboratory is located in Room 270 Social Science and Humanities. The Lab has several IBM computers and one Apple computer and is set up with several statistical packages, as well as Word. The Lab is to be used only by 1) graduate students in our department and 2) faculty and staff. Detailed instructions for using the facilities are located in the back of the Graduate Handbook binder. PLEASE NOTE: NO formatting/etc., changes should be made on the computers NOR should materials be stored on the hard disk. Please do not remove any of the manuals, reference books, etc., from the room. Room keys are available from the Graduate Coordinator.

## B. Campus

### 1. Intercampus Bus Service to Berkeley:

- a. Reservations must be made prior to your trip by calling 752-8287 or by visiting <http://berkbus.ucdavis.edu>
- b. The bus leaves Davis, Monday through Friday, from the south side of Shields library. It leaves Berkeley from the West Gate entrance. There is no service on holidays. Departures are:

From Davis:	7:15am	From Berkeley:	12:15pm
	9:00am		3:15pm
	2:15pm*		6:30pm*

\*Services are discontinued during breaks and summer.

- c. Tickets may be purchased for one way (\$8) or round trip (\$16) at either the Cashier's Office or the M.U. Box Office. Office hours for both are from 9:00 AM to 4:00 PM. Tickets may also be purchased at the Transportation and Parking Services, Monday through Friday, 7:00 AM - 5:00 PM.

2. Graduate Student Financial Aid Office                      Phone: 752-9246  
<http://financialaid.ucdavis.edu/graduate>  
Dutton Hall
3. IT-Express (computing)    Phone: 754-4357  
First floor, Shields Library  
e-mail: ithelp@ucdavis.edu
4. Graduate Studies    Phone: 752-0650  
<http://gradstudies.ucdavis.edu>  
250 Mrak  
Office Hours: 8-12, 1-5
5. Disability Resource Center    Phone: 752-3184  
160 Silo
6. Services for International Students                              Phone: 752-0864  
University House  
Office Hours: 9-12; 1-4
7. Transportation and Parking Services                              Phone: 752-8277  
<http://taps.ucdavis.edu>  
North Dairy Road  
Office Hours: 7:00-5:00

- C. Graduate Studies:** Graduate Studies is a division of the university administration that oversees all graduate programs.

## **VIII. DEPARTMENT COMMITTEES AND RESPONSIBILITIES**

### **A. Graduate Affairs Committee (GAC)**

1. Assumes responsibility for general administration of the graduate program: advising, examinations, implementation of policy.
2. Reviews all Plans of Study submitted by Ph.D. students.
3. Recommends changes in policy or the program.
4. Serves as liaison between graduate students and faculty.
5. Reviews student petitions for a variance in departmental requirements or procedures. Decisions of the committee may be appealed to the department within 30 days.
6. Reviews and acts upon applications for admission.
7. Makes recommendations for changes in admission.
8. Acts upon applications for fellowships and teaching assistantships. It also oversees conflicts in schedule and general performance of teaching assistants.

**B. Field Examination Committees:** Prepare and grade field examinations, and provide written evaluations of student performance. The field examination committee includes all faculty in that field in residence.

**C. Guidance Committee:** A Guidance Committee of three faculty members serves from the time a Ph.D. student has filed a Plan of Study until the qualifying examination has been taken and passed. (See Doctor of Philosophy Degree section.)

### **D. Placement:**

1. Ph.D. students applying for academic positions should see the Graduate Program Coordinator to set up a placement file.
2. The APSA Personnel Service Newsletter is kept in the graduate coordinator's office.
3. Announcements of openings are kept in the job binder located in the graduate coordinator's office.