Guide to Graduate Study
For Current Graduate Students
2018-2019
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Program Administration

The Committee on Graduate Studies

The Committee on Graduate Studies (hereafter, the Graduate Committee) — consisting of the Department Chair, the Director of Graduate Studies (DGS), and one or two other faculty members — is charged with general supervision of the graduate program.

The DGS has primary responsibility for supervising the early phases of each student’s graduate training and keeps records on the progress of all graduate students.

Advising Procedures

In their first year of graduate work in political science, students must plan their program in consultation with the DGS. During their second year, students may select a major advisor to help plan course work or continue to consult the DGS. By their third year, students should have selected an advisor in their primary field of interest — a faculty member who will most likely be their Dissertation Chair. Those who have not done so should consult widely with faculty members in their field before seeing the DGS about their program of studies. Indeed, in every case, students should take every opportunity to discuss their plans and interest with members of the faculty. It is important, however, that students keep the DGS fully informed of their progress (in part, so that disagreements and misunderstandings can be kept to a minimum).

Formal Evaluation of Graduate Students

Annual Review
The faculty will conduct a formal annual review of all graduate students. At the end of each fall term, the DGS will solicit evaluations from each faculty member about each graduate student. Those with no basis for comment can simply indicate as much. A faculty meeting will subsequently be scheduled where each student will be discussed.

First Year Evaluation
In addition to the annual review, all first year Ph.D. students will be evaluated by the full faculty on the basis of their class performance near the end of their second semester. Students will meet with the DGS to discuss their performance.

Third Year Review
During the annual faculty meeting reviewing graduate students (see Annual Review above), the faculty will review third year students. The graduate administrative assistant will assemble the following materials for this review:

1. results of the qualifying exam;
2. an unofficial transcript;
3. final third-year paper
4. the Dissertation Committee Proposal Form

After the meeting, the DGS will convey to the students the combined faculty evaluation of their progress, as well as recommendations for future steps. Students who receive strongly negative feedback may wish to consider leaving the program with a terminal MA.

All of these reviews will be a major factor in decisions concerning future financial support and students’ standing in the program.

Academic Probation and Dismissal Plan

For more information regarding the Political Science Department’s procedures for academic probation and dismissal for Ph.D. students, please see the document entitled “Political Science Department for Academic Performance Review and Academic Probation and Dismissal for Ph.D. Students.”
Degree Requirements

Requirements for the M.A. Degree

In general, the Department admits students who seek the Ph.D., and discourages applicants who seek a terminal M.A. degree. Students may obtain the M.A. degree, however, en route to the doctorate. In addition, some students who depart the doctoral program before completing the Ph.D. may be awarded the M.A. degree. Students may be awarded the M.A. degree if they have fulfilled the following requirements:

- Successful completion – with a grade of B or better – of 42 credit hours of graduate-level political science classes (plus others approved by the DGS on a case-by-case basis).
- Completion of all of the courses listed under the General Course Requirements for the Ph.D. degree except Research Workshop I and II

Requirements for the Ph.D. Degree

Students in the Ph.D. program are expected to acquire:

- a broad understanding of several fields of political science as a discipline,
- methodological competence sufficient to be productive professionals, and
- specialized expertise in a particular field of concentration.

The procedures and requirements described below are designed to facilitate achievement of those objectives.

In addition to the formal requirements stated here, we provide a list of recommendations that students should follow to succeed in the program. For a detailed year-to-year outline of requirements and recommendation, please refer to the section “Specific Requirements for Each Year in the Program” at the end of the Graduate Guide.

Exceptions to any of these requirement must be approved by the DGS in consultation with the Graduate Committee and, as needed, the respective Field Committee.

General Course Requirements

In general, all students must successfully complete - with a grade of B or better - the following four core courses:

- Math Camp: August before 1st semester
- Game Theory (505): 1st Semester
- Mathematical Modeling in Political Science (5052): 1st semester
- Research Design (540): 1st semester
- Quantitative Methods I (581): 2nd semester
- Quantitative Methods II (582): 3rd semester
- Research Workshop I (590) and II (5901): a year-long course taken in student’s 5th and 6th semesters

According to the Probation and Dismissal Policy, if a student fails to obtain a B in one of the required courses, they will be placed on probation and have the opportunity to retake the course in the following year. Failure to obtain a B the second time will result in the department recommending the student for dismissal to the Dean of the Graduate School. Furthermore, failure to obtain a B in another required course while on probation is considered extreme underperformance and will result in the department recommending the student for dismissal to the Dean of the Graduate School.

In addition to required courses, students will be taking courses in different fields. Coursework is mainly concentrated in the first two years. Students should plan to take 4 courses per semester in their first year and 3 courses per semester in their second year.

Incompletes

Students are strongly discouraged from accumulating incompletes. The Graduate School prohibits more than nine credit hours of incompletes. The department supports this policy and will consider the number of incompletes that students have accumulated in evaluating their work and in making decisions on financial support.
Fields
The department divides the discipline of political science into six fields:

- American politics,
- comparative politics,
- formal theory,
- international politics,
- political and social theory, and
- quantitative methods.

Before writing the dissertation, students must pass a qualifying examination (see next section), and fulfill requirements for certification in one major and one minor field. The major and minor field certifications are intended to assure that students possess broad familiarity with the literature and material in the fields presented.

Field requirements are met by completing the required coursework with a grade of B+ or better. A **major field** requires completing 5 courses in that field with a grade B+ or better; a **minor field** requires completing 3 courses in that field with a grade B+ or better.

Students are expected to complete course requirements for the major and minor by the end of their 4th semester. Exceptions can be granted by the DGS on a case-by-case basis but not beyond the student’s 6th semester.

The field requirements are as follows:

**American Politics:**
Major: Students must satisfactorily (with a grade B+ or better) complete at least five graduate-level seminars in American politics, including American Political Institutions (520) and American Political Behavior (5678).
Minor: Students must satisfactorily (with a grade B+ or better) complete at least three graduate-level seminars in American politics, including American Political Institutions (520) and American Political Behavior (5678).

**Comparative Politics:**
Major: Students must satisfactorily (with a grade of B+ or better) complete at least five graduate-level seminars in comparative politics, including Approaches to Comparative Politics (510).
Minor: Students must satisfactorily (with a grade of B+ or better) complete at least three graduate-level seminars in comparative politics, including Approaches to Comparative Politics (510).

**Formal Theory:**
Major: Students must satisfactorily (with a grade of B+ or better) complete at least five graduate-level seminars in formal theory, including Game Theory (505), Seminar in Political Economy (5551), and three other 500-level courses requiring one of the above as a prerequisite or offered in the Economics Department.
Minor: Students must satisfactorily (with a grade of B+ or better) complete at least three graduate-level seminars in formal theory, including Game Theory (505), Seminar in Political Economy (5551), and one other 500-level course requiring one of the above as a prerequisite or offered in the Economics Department.

**International Politics:**
Major: Students must satisfactorily (with a grade of B+ or better) complete at least five graduate-level seminars in international politics. This includes the 500-level graduate sequence and 400 and 500 level political science and economics courses authorized by the international politics committee.
Minor: Students must satisfactorily (with a grade of B+ or better) complete at least three graduate-level seminars in international politics. This includes the 500-level graduate sequence and 400 and 500 level political science and economics courses authorized by the international politics committee.
Fields, cont.

Political and Social Theory:
Major: Student must satisfactorily (with a grade of B+ or better) complete at least five graduate-level courses in political theory, the theory faculty recommends at least two of the History of Political Thought courses (5090, 5092, 5093) and at least two seminars in political theory.
Minor: Students must satisfactorily (with a grade of B+ or better) complete at least three graduate-level courses in political theory authorized by the political theory committee.

Quantitative Methods:
Major: Student must satisfactorily (with a grade of B+ or better) complete at least five methods courses, including the required sequence (581 and 582) and additional elective methodology courses authorized by the quantitative methods committee.
Minor: Student must satisfactorily (with a grade of B+ or better) complete at least three methods courses, including the required sequence (581 and 582) and an additional elective methodology course authorized by the quantitative methods committee.

According to the Probation and Dismissal Policy, if a student fails to meet field requirements because of grades or for other reasons by the end of their 4th semester, then they may be placed on probation for one semester. Failure to meet the field requirements by the end of that semester results in dismissal from the program.

Qualifying Exams
All students must take a qualifying exam covering all required courses (including math camp, math modeling, research design, quantitative methods 1 and 2, and game theory). The exam is scheduled for the month of January before the start of the students’ 4th semester. The aim of this exam is to ensure a minimum level of competence in basic research practices for all students. Successful completion of this exam does not satisfy requirements for methods, formal, or any other field.

The exam will include a technical component and an applied component. The latter will consist of analyzing a dataset to answer a substantive question. The substantive questions offered to the students will be related to the American, Comparative, and IR classes offered over the previous three semesters. The committee for the qualifying exams is not field-specific and can include any of the tenured or tenure-track faculty.

The committee will assign grades of pass or fail, and students will be notified of the results of the exam by the DGS.

According to the Probation and Dismissal Policy, failing to pass this exam will result in the student being put on probation and a second exam administered two months later (in March) at a date specified by the DGS. Failing the re-take will result in dismissal from the program.

Third Year Paper Requirement
In their 2nd and 3rd years of study, students are required to produce a solo-authored research paper. The expectation is that this paper will be in the same field as the student’s dissertation and at the level of quality of submission to a peer-reviewed journal.

Students need to identify two advisors (i.e. Research Paper Chair and Second Reader) and obtain their signatures on the Third Year Paper Proposal Form after taking the qualifying exam (i.e. by the end of January of their 2nd year). In consultation with these advisors (i.e. the committee), they need to develop a research design (motivation, theory, design, data sources) by the last day of classes of
the Spring semester of their 2nd year. By the end of the Spring semester, the student needs to schedule an informal defense of the proposal with their committee, and the committee must send an e-mail to the DGS and to the departmental Administrative Assistant responsible for graduate affairs stating that they met with the student and that the student is on track with their third year paper.

The third year paper is due to the committee by the first day of classes of the 3rd year. The committees will grade these submissions within the first two weeks of the semester. At this point, students will either receive a “revise and resubmit” or a “reject and resubmit” from their committee. A reject and resubmit is a judgement by the faculty that the paper does not reflect satisfactory progress towards the research paper. Students receiving this evaluation will be placed on academic probation, and a failure to significantly improve the project will result in dismissal from the program. In extraordinary circumstances, a “conditional accept/high pass” can be granted.

Students will enroll in a year-long Research Workshop in their 3rd year. The Fall semester of this workshop is devoted to helping students revise their papers for final submission.

The final papers are due to the DGS and both readers by the start of the 6th semester. Students are required to defend this paper publicly. The DGS will organize a public presentation for all third year papers within the first three weeks of the semester. Students must submit a form with advisors’ signatures after the formal presentation to the departmental Administrative Assistant responsible for graduate affairs.

The third year committee will evaluate the quality of the research paper and its potential for submission and acceptance at a peer-reviewed journal. Students who received a “reject and resubmit” in the first round should anticipate stricter scrutiny from faculty at this stage. The paper can be graded as pass or fail. A failing grade in this defense by students who previously received a “reject and resubmit” will result in dismissal from the program. A failing grade without a prior “reject and resubmit” will result in the student being placed on probation until they resubmit and successfully pass the third year paper requirement, which has to occur before the end of the Spring term. Failing to do so will result in dismissal from the program.

In the event of disagreement between the Chair and the Reader, the DGS will select a Third Reader in consultation with the faculty in the student’s area of study to evaluate the paper and decide about the final grade. The Third Year Paper Chair and the Reader(s) will inform the student and the DGS about the final grade, together with an explanation, within two weeks after the defenses have been completed.

Dissertation Committee and Prospectus Requirement
Students are required to form a dissertation committee consisting of at least three faculty members by the start of the 6th semester/January of 3rd year. Forming a committee requires selecting a Dissertation Chair and at least two other faculty members and submitting the Dissertation Committee Proposal Form, which consists of signatures of all committee members. With the assistance of the DGS, students will make sure the composition of the committee also meets The Graduate School requirements.

Students will enroll in a year-long Research Workshop in their 3rd year. The Spring semester of this workshop is devoted to helping students develop their dissertation prospectuses.

Students are required to have defended the dissertation prospectus no earlier than the first day of their 8th semester and no later than the last day of their 8th semester. Dissertation prospectus defenses will be announced in advance and will be open to the public. Students who fail to schedule a defense or fail the defense will be put on probation and may re-defend their prospectus by August 1st. Failing to schedule or failing the re-defense results in dismissal from the program.

Students are encouraged to apply for the NSF Dissertation Improvement Grant and other outside funding agencies to pursue additional financial support for their dissertation research.

Summary Timeline
(Please see Specific Expectations for Each Year in Program for more details)

- End of 2nd Semester: Evaluation of class performance and meeting with the DGS
- End of 3rd Semester: Required coursework (with the exception of the Research Workshop) completed
Summary Timeline, cont.
- Beginning of 4th Semester (January): Qualifying exam; submit Third Year Paper Proposal Form (seeking Chair and Reader)
- End of 4th Semester: Major and minor field requirements completed; defend Third Year Paper prospectus to Chair and 2nd Reader
- Before the start of 5th Semester (August): Submit Third Year Paper
- Beginning of 6th Semester (January): Resubmit and defend Third Year Paper; submit Dissertation Committee Proposal Form
- End of 8th Semester: Defend Dissertation Prospectus (Resubmitted prospectus must be defended before the start of the 9th semester)

Dissertation and Defense
The requirements for completion of the dissertation are described in the general Degree Requirements by the Graduate School of Arts and Sciences, which are applicable to all Washington University doctoral candidates and available here: https://graduateschool.wustl.edu/degree-requirements-0.

Graduation
Students need to graduate by May of their 6th year. Failure to do so results in the student being placed on probation. The student then has a chance to finish their dissertation by the August of their 7th year. Failing that, they will be dismissed from the program.

Foreign Language Requirement
There is no uniform foreign language requirement set by The Graduate School or by the department. The extent and substance of foreign language competence required shall be determined by The Graduate Committee in consultation with the student and his/her advisor.

Mentored Teaching and Research Experience Responsibilities
Students collaborate with a faculty member in a mentored teaching experience or in a mentored research experience, depending on their stage of development.

Mentored teaching responsibilities vary from course to course, but in all cases they may consist of attending class and grading papers and assignments. Examples of other responsibilities include running discussion sections or reviews, disseminating course materials, and holding office hours.

Research experiences vary across faculty members, but in all cases consist of participating in research activities.

Graduate students are expected to participate in the mentored teaching experience an average of 13.5 hours per week. In some weeks this will be considerably less, and in other weeks (usually around midterms or finals) considerably more hours.

Faculty are expected to set expectations on the grading at the beginning of the semesters and graduate students should plan accordingly for weeks of heavier grading or other responsibilities.

According to the Probation and Dismissal Policy, poor performance in fulfilling mentored teaching or research responsibilities will result in the student being placed on probation. Lack of improvement while on probation will result in dismissal from the program.
Teaching Certification Requirement

All students need to meet The Graduate School’s teaching requirement by the time they graduate. This requirement includes:

- Participating in departmental intellectual life which includes, but is not limited to, meeting with outside speakers, attending talks and in-house conferences, presenting their own research, assisting in graduate student recruitment, helping to organize in-house conferences (such as CPAC, etc.);
- Participating in an MTE for a “core” class in your field of study (this includes intro classes, QPM, or other classes considered “core” by the DGS);
- Giving at least one supervised guest lecture or presentation;
- Participating in the mentored teaching experience or teaching a class with regular interaction with students

Funding

Typically, funding decisions for the second, third, and fourth year students will be based on the first year evaluation and/or the annual review of all graduate students.

Students can apply for up to two semesters to work on their dissertation to be taken in their 4th year or later. Typically, students will apply for dissertation work for their 5th year in the program. Students wishing to work on their dissertation in their 4th year need to (a) be ready to conduct fieldwork while on fellowship and (b) have applied for the NSF dissertation improvement grant in June of their 3rd year.

We have a 5-year PhD program. Funding is available for the 6th year, but requires a funding application (see next section), including a justification by the student’s dissertation chair. Funding is not available beyond the 6th year. Students who do no plan to seek academic employment should finish the program in 5 years and not seek funding for the 6th year.

Applying for Funding Beyond the Fourth Year

All students in their fourth year and beyond must apply for funding. Forms will be made available to students in early March. Requests for continued funding will be due three weeks after the continuing funding forms are made available. In addition, by this deadline, all students applying for funding must have fulfilled the following requirements to receive support from the university.

- All coursework for the Ph.D. is completed; there are no incompletes on the transcript.
- A form, signed by all members of the student’s dissertation committee, certifying that student’s dissertation prospectus is completed and publicly defended has been filed with the Administrative Assistant.
- The Title, Scope, and Procedure form has been filed with the Administrative Assistant.
- As part of the application, students need to submit a progress report on their dissertation, plans for the following year, and a detailed letter of support by their dissertation chair.

Students can petition the DGS for an exception.

Funding for Graduate Student Travel

The department is committed to providing some funding for graduate students to present their research at professional conferences. Generally, students will only pursue conference participation after they have completed their qualifying exam.

Summer Funding

In order to receive summer funding, students must submit an application to the Administrative Assistant. Application forms will be made available in early February, and will be due three weeks after the summer funding applications are made available. The amount of the award can vary from year to year.

Summer money will be provided for the following activities:

- Formal research assistance for a faculty member. Faculty can use students as regular research assistants or on collaborative projects. Faculty members are encouraged to involve students fully in the research process. The expectation is that students will use their remaining time to work on their own research projects. Students are encouraged to stay on campus during most of the summer.
Funding, cont.

Summer Funding, cont.

- Attending a structured training institute (such as ICPSR, EITM, foreign language training, etc.) with approval of a faculty member. For short programs, such as EITM, students will be expected to work as a research assistant for 14 hours a week for the remainder of the summer.
- Fieldwork or dissertation research that is supervised and approved by the student’s advisor and the DGS. This option is only available to advanced students.

Students who choose not to take departmental money can pursue funding from various centers on campus that support graduate students, or find other employment. Students who plan to do paid part-time work in addition to summer funding must let the Administrative Assistant know at the time of applying for summer funding.

Outside Fellowships

Students who are planning to apply for outside fellowships should inform the DGS and the Administrative Assistant before they apply.

Students who are awarded an outside fellowship need to provide the Administrative Assistant with the following information as soon as possible:

- Name of fellowship and the organization from which it was awarded
- Dates for which the fellowship was awarded
- The dollar amount of the fellowship
- Whether or not the fellowship cover any tuition or health subsidies

Paid Work on Campus

Graduate students may do paid part-time work on campus under certain conditions. The Graduate School has explicit rules governing the maximum number of hours per semester and during the summer. Also, please note that the rules differ for foreign and U.S. students. Students may obtain additional employment up to a maximum of 220 total hours during the fall semester (August 1-December 31) and 220 total hours during the spring semester (January 1-May 31). International students on F-1 and J-1 visa status must further limit their employment to a maximum of 6 hours in any individual week.

Students who accept summer funding from The Graduate School and/or who register for any summer coursework are limited to 144 total hours of employment for the period June 1-July 31. Further restrictions on summer employment may apply but will vary from year to year.

The department typically does not allow first-year students or students working on their dissertation to do paid part-time work. This requirement can be waived in exceptional circumstances with the consent of the DGS.

In order to do paid part-time work, a student must complete the Part-Time Employment Request Form, which can be found in the main office, Seigle 207. It is critical that this form is completed prior to commencing paid work.

Please see the department staff with any questions regarding paid part-time employment.

Campus in the fall
MA in Statistics
PhD Students in Political Science can apply for a tailored MA degree in Statistics. Completing this program should not add any more time to a student’s time to degree. The current coordinator for this program is Professor Betsy Sinclair. Please consult with Professor Betsy Sinclair if you are interested in pursuing this degree.

Job Market Coordination
The Administrative Assistant, the DGS, and the Department Chair will actively coordinate placement for our graduate students.

Application Materials
The department will provide assistance with sending job application packets. Students must contact the Administrative Assistant to request sending packets. The Administrative Assistant will make sure all packets are complete, and the letters are up-to-date.

Practice Job Talks
Each student is required to give a public practice job talk before the department will send their job market packets. These talks take place in September after the APSA meeting so students will have time to make changes before an interview.

Communication
Students should keep the Administrative Assistant informed of their contacts from other departments, scheduled interviews, and the like. The Administrative Assistant will serve as the information clearinghouse for the department, and will notify the faculty of all interviews.

The DGS and the Administrative Assistant will communicate to the students any more specific arrangements with regard to the job market coordination.

Academic Exchange Programs
The department has three academic exchange programs:

The University of Mannheim exchange allows one Washington University Ph.D. student per year to take classes or conduct research for either a full academic year or for one semester.

The purpose of this exchange is to gain additional training or use the exchange as a platform for further dissertation research. Normally, students should be beyond their second year of study and be in good standing in the department (including no incompletes). Students interested in the exchange should contact the DGS.

The Washington-Illinois Student Exchange (WISE) is an annual conference, which allows up to three students (3rd year and beyond) to present their independent research to faculty and students at the University of Illinois at Urbana-Champaign. A call for applications for WISE is made some time in the Fall semester. Each student needs a faculty sponsor to apply. The WISE annual conference is held in the Spring semester.
Specific Expectations for Each Year in the Program

YEAR 1
Requirements
1. AUGUST: Students will be on campus by August 1 and participate in the Math Camp before the Fall semester classes start.
2. FEBRUARY: Students will turn in an application and find a faculty sponsor to receive summer funding.

Course Requirements
1. Students will take four courses each semester.
2. Students will take the following 4 courses in their 1st year: Math Modeling (5052), Research Design (540), Game Theory (505) and QPM1(581).
3. Students need to choose their other courses with an eye towards completing the requirements in a major and a minor field. Field-specific courses should be completed in the 1st year.

Recommendations
1. SEPTEMBER: By the end of their first month, students should introduce themselves to faculty members in their fields to discuss their research interests. Students are encouraged to continue these meetings throughout the first year.
2. SUMMER: In addition to working with a faculty member, students should pursue advanced training in areas of interest, such as the department's short course on Python.
3. ALL YEAR: Students should participate in departmental, intellectual and professional development activities. This includes, but is not limited to, meeting with outside speakers, attending talks and in-house conferences, presenting their own research, attending professional development workshops, assisting in graduate student recruitment, participating in organizing in-house conferences, such as CPAC.

YEAR 2
Requirements
1. JANUARY: Students will take a qualifying exam covering the required courses.
   Students will identify two faculty members who will constitute the committee for their third year paper.
2. FEBRUARY: Students will turn in an application and find a faculty sponsor to receive summer funding.
3. MAY: Students will meet requirements in a major and minor field by the end of the Spring semester.
   Students will also defend their 3rd year paper prospectus to their committee by the end of the Spring semester.

Course Requirements
1. Students will take three courses each semester.
2. Students will take QPM2 (582) in the Fall semester.
3. Students will complete the course requirements in a major and a minor field.

Recommendations
1. DECEMBER: By the end of their first semester, students should begin to identify a topic for their third year paper and have identified two faculty members who will serve on their third-year committee.
   Also, eligible students should apply for the NSF Graduate Research Fellowship. Every students should fill out the application.
Specific Expectations for Each Year in the Program, cont.

Year 2 Recommendations, cont.

2. **FEBRUARY**: Students should discuss with faculty advisors potential research projects for which they will receive their summer funding. Students should plan to spend their summers on campus working full time on research unless they are undertaking fieldwork.

3. **MAY**: Students should have collaborative papers with faculty members in preparation to submit to a peer-reviewed journal.

4. **SUMMER**: In addition to working on research with faculty, students should be working under the supervision of their committee to produce a third year paper. Successful students will have completed at least a first draft by July 1.

5. **ALL YEAR**: Students are expected to participate in departmental intellectual and professional development activities. This includes, but is not limited to, meetings with outside speakers, attending talks and in-house conferences, presenting their own research, attending professional development workshops, assisting in graduate student recruitment, participating in organizing in-house conferences, such as CPAC.

**YEAR 3**

**Requirements**

1. **AUGUST**: Students will submit a third year paper to their committee by the start of the semester.

2. **JANUARY**: All students will re-submit their third year paper and will defend it in a presentation to the all faculty/graduate students. Students will have identified their dissertation committee members.

3. **FEBRUARY**: Students should discuss with faculty advisors potential research projects for which they will receive their summer funding. Students should plan to spend their summers on campus working full time on research unless they are undertaking fieldwork.

**Course Requirements**

1. All third year students will take a year-long seminar focused on developing and refining their 3rd year paper, as well as drafting their dissertation prospectus.

2. Students have the option to enroll in additional courses.

3. Students seeking an MS in Statistics will need to continue taking courses to fulfill this requirement.

**Recommendations**

1. **AUGUST**: Students interested in earning an MS in Statistics should consult with the methods faculty and complete and required paperwork.

2. **FEBRUARY**: Students should incorporate comments from their 3rd year paper defense and submit the paper to a peer-reviewed journal.

3. **MARCH**: Students in comparative politics should discuss the possibility of doing fieldwork with their committee.

4. **JUNE**: Students should plan to apply for the NSF Doctoral Dissertation Improvement Grant. Students seeking funding for fieldwork should also consider applying for additional funding to support their research.

5. **SUMMER**: Students should continue to work with faculty to get collaborative projects under review. However, students should also plan to make significant progress on their dissertations. Students should remain on campus to meet with their chair to discuss progress on the dissertation.

6. **ALL YEAR**: Students are expected to participate in departmental intellectual and professional development activities. This includes, but is not limited to, meetings with outside speakers, attending talks and in-house conferences, presenting their own research, attending professional development workshops, assisting in graduate student recruitment, participating in organizing in-house conferences, such as CPAC.
Specific Expectations for Each Year in the Program, cont.

YEAR 4

Requirements
1. FEBRUARY: Apply for summer funding.
2. MAY: Students will defend their dissertation prospectus by the end of the Spring semester.
3. ALL YEAR: Students will make adequate progress on their dissertation as directed by their dissertation advisory committees.

Recommendations
1. DECEMBER: Students should aim to have one or more papers from their dissertation under review at a peer-reviewed journal. Students should have one or more papers ready to submit to the annual APSA conference for the following year, which is helpful for success on the job market.
2. MAY: Students should seek advice and guidance from their chair and committee on what paper will be their job market paper. This project should receive top priority over the summer.
3. SUMMER: Students will work with their committee on advancing their research and preparing for the job market.

YEAR 5

Requirements
1. MAY: Students will defend their dissertation before the end of the Spring semester. Exceptions will be granted on a case-by-case basis by the DGS in consultation with the student’s committee.
2. ALL YEAR: Students will make adequate progress on their dissertation as directed by their dissertation advisory committees.

Recommendations
1. AUGUST: Students should submit all of their job market materials (cover letter, CV, research statement, teaching statement, and writing samples) to their dissertation chair to receive feedback for further revisions.
2. SEPTEMBER: All students should prepare a job talk for presentation to the faculty for feedback. Feedback from student’s chair should be solicited well in advance of the talk.
3. JANUARY: Students unsuccessful on the job market should pursue publishing their dissertation and other works in progress.
4. ALL YEAR: Students should put working papers under review. Students should consider development of a post-dissertation research agenda.