

# Department of Government

*Georgetown University*



## Graduate Program Handbook

2016 - 2017

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The Department of Government offers a Ph.D. degree in four areas of political science: International Relations, Comparative Politics, Political Theory and American Government. In addition, the Department offers M.A. degrees in American Government, Conflict Resolution, and Democracy & Governance. The material in this Handbook is intended to explain the requirements and expectations of these degree programs.

**Although the Handbook includes many requirements that are specific to the Department of Government, it is meant to complement and clarify the requirements set out in the Graduate Catalogue and the Graduate School Bulletin and does not supersede them. Please consult the Graduate School Bulletin for the latest Graduate School Policies.**

## **I. ADVISORS AND PROGRESS TOWARDS DEGREE**

All students will be assigned advisors in their first semester. It is up to the student to initiate contact with a potential advisor and develop a relationship with that faculty member. It is quite possible (even likely) that as students' interests and relationships with faculty evolve over the course of the program, they may find a different faculty member whom they would like as an advisor, and who is willing to serve in this capacity. This is a natural process of evolving intellectual interests and does not in any way reflect badly upon either the student or the initial advisor. While it is possible that the initial advisor may eventually become a reader or even the mentor on the student's thesis committee, there is no presumption that this will be the case.

The Ph.D. program is structured to enable and encourage timely completion of the Ph.D. thesis. The 48 hours of course work required is typically completed at the end of two years, and the Department allows students with prior graduate coursework to transfer these credits as appropriate. For the typical Ph.D. candidate, the program requires that all requirements but the Ph.D. thesis be completed by the end of the third year, and the thesis topic will usually be approved by the end of the third year as well. Ph.D. students are ordinarily required to defend their Ph.D. thesis in no more than 7 years overall from matriculation and in no more than 5 years from completion of all course work and qualifying exams. The deadlines for joint degree programs requiring a total of more than 60 credit hours differ somewhat. Joint degree students should consult the Director of Graduate Studies for details.

If a student's dissertation has not been successfully defended and accepted by the Graduate School by these time limits, the student will be terminated from the graduate program, unless an extension of time to complete the degree has been approved. Students may petition the department and the Graduate School for an extension of the deadline to complete the Ph.D. The Graduate School will readily grant a first extension of up to one year on the recommendation of both the student's mentor and the program's Director of Graduate Studies (DGS). Further extensions will be granted only in extraordinary circumstances, and only on the recommendation of the mentor, the DGS, and a standing committee to be appointed by the Dean to review all such requests.

## **II. GENERAL REQUIREMENTS**

The Department of Government offers Ph.D. students instruction in four major fields: American Government, Comparative Government, International Relations, and Political Theory. Students who enroll in the Ph.D. program are encouraged to attend full-time (at least 9 credits per term). Students must take **a minimum of 48 hours of course**

**work in order to qualify for the Ph.D.** Based on their course work and prior to writing their dissertations, all students must complete comprehensive examinations in one major and one minor field of study. **Students must receive a grade of B or better in each course in order for the class to count towards the Ph.D.** All students in the program are subject to annual review. Any Ph.D. student whose cumulative GPA falls below 3.5 and any student with more than two incompletes needs the approval of the DGS and his or her Field Chair in order to continue in the program. Standards for funded students are higher (see Section XVII below).

Students in the sub-fields of American Politics, Comparative Politics and International Relations have to fulfill the general requirements listed below. THESE REQUIREMENTS DO NOT APPLY TO STUDENTS IN THE SUBFIELD OF POLITICAL THEORY. Political theory students are required to complete two minors, but they will only be tested in one. See section VII for more details on the requirements in Political Theory. **Any student entering in the Fall of 2013 or later has to complete the “New System” requirements. Students that entered before have the option of pursuing the new or the old system.**

#### **A. New System**

- B. *Major Field Requirement:* Students should take four classes (12 credits) in a major field (IR/Comparative/American Government). Students are required to pass a comprehensive exam in their major field. This exam will normally be taken in a student's third year in September/October or February.
- C. *Distribution Requirement:* Students are required to take three GOVT 700 level classes (9 credits) in a substantive field other than their major field; meaning Political Theory, Comparative Politics, American Government, and/or International Relations. One of these courses should be GOVT 780. Transfer credits cannot be used to satisfy the distribution requirement.
- D. *Methods Requirement and Optional Minor:* Students are required to take two qualitative and/or quantitative methods classes (6 credits), one of which must be GOVT 701, or an approved equivalent quantitative methods class. Students have the option to complete a methods minor, which involves taking four methods classes (two of which must be 701 and 702 or their approved equivalents) and a minor exam.
- E. *Electives:* The remaining electives should be 600 and 700 level classes in the student's major field or other fields, including Methods. At least one of the Electives has to be in a subfield outside of a student's major field or methods. Students need advanced approval of the DGS to count classes below the 600 level and these exceptions shall be granted only in exceptional circumstances.
- F. *Research Paper Requirement:* Students are required to submit one research paper in order to advance to ABD status. The paper should demonstrate a capacity to produce research at a level expected of students preparing to write a high quality PhD dissertation. The paper should have the format and the length of an article in the field. The paper should be delivered before the start of the first semester of the third year. The paper can be based on a paper written for a class but does not need to be in the student's major field. The paper will be reviewed by a committee of two professors assigned by the DGS. One of the committee members may be the professor of the class for which the paper was originally written. Papers are graded qualified, not qualified, or qualified with distinction. If a paper is graded not qualified, students may submit a revised version or another paper, once only within six months of receiving the unqualified grade. If a resubmitted research paper is graded not qualified a student may not advance to candidacy but is still eligible for a terminal MA degree.
- G. *Optional Minor.* Students have the option to complete a minor exam in one of the core subfields: American Government, Comparative Politics, Political Theory, or International Relations. This will involve three classes (from electives and distributional requirement) and a minor exam in the subfield.

#### **B. Old System**

- A. *Theory and Methods Requirement.* Students in the sub-fields of American Politics, Comparative Politics and International Relations are required to fulfill a five course sequence in “Theory and Methods.” Students in Political Theory are not required to take the Theory and Methods sequence (see section VII for requirements in Political Theory). The Theory part of the Theory and Methods sequence includes two courses in Political Theory, one of which must be the “gateway” course in Political Theory, GOVT 780 (or an elective course for those who opt out of GOVT 780 with the approval of the Political Theory field chair). The second course can be any graduate course in Political Theory, including Philosophy of Social Science. The Methods part of the sequence includes two courses in Statistics, GOVT 701 and GOVT 702. The fifth course in the “Theory and Methods” sequence can be any 500 level or above elective in Political Theory or Research Methods. Courses not clearly designated as Theory or Methods must be approved by the Director of Graduate Studies.
- B. *Major Requirement.* Students must take six courses and pass a comprehensive exam in their chosen major field of International Relations, Comparative Politics, or American Politics. More detail will be provided below in the discussion of the respective subfields.
- C. *Minor Requirement.* Students must take three courses in a minor field (a “gateway” course and two electives). Gateway courses serve the dual purpose of preparing majors for high-level study and research in the relevant field and giving minors a professional introduction to the field. They provide graduate level surveys of the key literature, concepts, and controversies in the contemporary scholarly study of each field. Although no single course can comprehensively address all of the relevant literature, research programs, or history of ideas of a field, the gateway courses aim to convey the body of knowledge broadly shared by scholars in each field. The gateway courses help students prepare for their comprehensive exams, but more important, they prepare students for what these exams represent: the ability to participate in the scholarly discourse in the field at a high professional level. After successfully completing a gateway course, the student should be able to not only understand but critique the arguments put forth in essentially any journal article, book, or conference panel in the field. The gateway courses are GOVT 720 in American Politics, GOVT 760 in International Relations, GOVT 740 in Comparative Politics, and GOVT 780 in Political Theory. For joint degree students the joint program itself will constitute the minor. With the approval of the Director of Graduate Studies, program exams or coursework in the joint programs (typically including programs in Law, German and European Studies, Russian and East European Studies, and Security Studies) will satisfy the requirement for a written exam in the minor field so that no separate exam is necessary.

You should determine your specific program of study after a review of the field requirements and in consultation with your advisor. Should you have any questions about field requirements, you should direct your inquiries to your advisor or to your major Field Committee Chair. Questions about general requirements and joint degree programs should be directed to the Director of Graduate Studies. For an illustration of a typical program, see Appendix 1. Additional non-course requirements outlined in subsequent sections include the First Year Workshop, Ph.D. qualifying appraisal, the language requirement for students in all fields except those in American Government, the thesis proposal colloquium, and the thesis defense.

### **III. FIELD REQUIREMENTS: POLITICAL THEORY**

The courses in political theory are designed to impart: (1) an informed understanding of the traditions of thought that have been influential in shaping the political experience of the West; (2) an acquaintance with the issues and concerns that define the agenda of political theorists today; (3) the critical skills necessary to analyze and use theoretical literature with the appropriate scholarly sophistication; and (4) an understanding of the bearing of Political Theory upon the empirical concerns of the discipline of Political Science. Georgetown also offers a wide variety of other resources that are of value in the study of political theory, and the Department encourages its students to take

advantage of those resources. The Department of Philosophy, the Public Policy Institute, the Law Center, and the Kennedy Institute all have faculty who regularly teach and write on subjects of interest to theorists, and members of the theory faculty themselves play an active role in such other programs as the Center for Democracy and Civil Society and the Center for Jewish Civilization.

Students majoring in political theory will typically take at least eight courses (24 credit hours) in the field. Although these courses need not include GOVT 780 Fundamentals of Political Theory, students who have significant deficiencies in their knowledge of the literature in Fundamentals may wish to take it. Regardless of whether or not a student enrolls in this course, however, he or she will need to know the material it covers at the time of the comprehensive examination. Students are also required to take GOVT 781 Political Theory Research Methods Seminar.

In selecting other courses for the major, students are free to choose from the available offerings. They should be attentive, however, to the need to establish the multiple specializations that will be required for the comprehensive examination. This usually means that students choose courses that prepare them to answer questions in four discrete subject-areas (for example, ancient political thought, medieval political thought, socialism, continental political thought, American political thought, liberalism, feminism, ethics, etc). These four subject areas should be discussed with the Political Theory Field Coordinator. In addition, students are encouraged to develop reading courses on subjects that are not otherwise covered in the course offerings.

All Political Theory graduate students in the Department must take two minors (three courses each). Political Theory majors may complete one of their two minors outside of the Department. It is not uncommon, for example, for Theory students to take one of their minors in Philosophy. The Department in question, however, must be one that offers graduate-level instruction; and at least one of its faculty must be willing to serve as a member of the student's comprehensive examining committee. Before undertaking a minor from outside of the Department a student must obtain approval from the Political Theory Field Coordinator.

Political Theory majors must fulfill their language requirement with reading knowledge of one language. Statistical fluency, even if necessary for a student's research, shall not constitute a language. A second language may be necessary for a student's research. In that event, a demonstrated competence in that language may be required by the student's Ph.D. Chair, in consultation with the Political Theory Field Coordinator.

Ph.D. Students minoring in Political Theory must take at least four courses, including GOVT 780 Fundamentals of Political Theory and GOVT 781 Political Theory Research Seminar. A student with sufficient knowledge of the history of Western political thought may request a written waiver of GOVT 780 Fundamentals of Political Theory from the Political Theory Field Coordinator. In the event that such a waiver is granted, the student will nevertheless be responsible for completing four graduate courses in Political Theory.

### Comprehensive Examinations in Political Theory

Major comprehensive examinations cover four subject areas (see above) as well as the political theory reading list. Minor examinations cover three subject areas, usually based on the students' course work, as well as a selection from the reading list (usually five or six works) as determined by the Field Coordinator in consultation with the student. In preparing to take either a major or a minor comprehensive examination in political theory, it is the student's responsibility to meet (several months in advance of the examination) with the Field Committee Coordinator to review the relevant details. In consultation with the student, the Coordinator will decide on an examining committee and establish the structure of the examination. Once the committee is established, the student should consult with the committee members, who will advise the student as to specific preparation. Upon successful completion of the written comprehensive examination, students majoring in Political Theory may be required to take an oral comprehensive examination.

1. Students have four days (four consecutive 24-hour periods) in which to complete the examination and return it to the appropriate officer of the Department of Government.
2. Answers should be provided in typewritten form, and none of them should exceed 4500 words (about 15 double-spaced typewritten pages) in length.
3. Students may consult whatever resource materials they choose, including books and notes, but they are not to receive any assistance from anyone else in preparing their answers. They are expected to certify in writing that they have received no such assistance.
4. Students are expected to write four different essays, each on a separate topic.
5. Two of these topics are drawn from a general set of questions composed by all of the theory faculty and used in all the theory examinations administered on the occasion when the student takes the exam. These questions change from term to term (and year to year), and they focus on topics arising out of a list of classic texts provided by the faculty as well as the readings done in the research methods course (GOVT 781).
6. The remaining topics are drawn from another set of questions on more specialized topics which reflect the interests of the students taking the exam.
7. These examinations are graded by a committee named annually by the field chair and composed of at least three members of the theory faculty.

#### **IV. FIELD REQUIREMENTS: AMERICAN GOVERNMENT**

The American Government graduate curriculum is designed to provide advanced skills and knowledge regarding both institutions and political behavior in American politics. These skills include the methodological skills necessary to do advanced research in political science and to evaluate the literature critically.

American field also benefits considerably from interaction with the broad and deep social scientific community in Washington DC. Our faculty members have close connections with faculty at political science departments at other DC-area universities, as well as Georgetown colleagues in the Georgetown Public Policy Institute, the Business School and the Economics Department. There is also substantial interaction with Government Department faculty in the international relations, comparative politics and theory subfields.

#### **Ph.D. in American Government**

Ph.D. major course work in American Government consists of 18 credits (6 courses) under the old system and a minimum of 12 credits (4 courses) under the new system\*. This includes the following requirements:

1. All students are required to take the gateway course:  
GOVT 720      Approaches and Topics in American Politics
2. All students are required to take the following research seminar:  
GOVT 721      Research in American Politics and National Institutions
3. In choosing their remaining courses in the major field, students should give principal consideration to the *basic core* courses. These courses provide the basis of the major comprehensive examination, and should be selected in consultation with an advisor. Students must take at least 2 courses from the *American National Institutions* courses and 2 courses from the *Political Processes and Behavior* courses. The basic core courses are:



*American National Institutions*

GOVT 629	<u>Bureaucratic Politics</u>
GOVT 723 or 623	<u>Legislative Process</u>
GOVT 724	<u>Judicial Politics</u>
GOVT 725 or 625	<u>American Presidency</u>

*Political Processes and Behavior*

GOVT 726 or 626	<u>Presidential Electoral Politics</u>
GOVT 630	<u>Public Opinion and Voting Behavior</u>
GOVT 730	<u>Public Opinion</u>
GOVT 731	<u>Political Behavior</u>
GOVT 727	<u>U.S. Political Parties</u>
GOVT 734 or 634	<u>Media in American Politics</u>

**\*All students beginning in Fall 2015 or later are required to take the four-course American Government core curriculum:**

GOVT 721: American Government Seminar I Taught every other Fall Semester  
GOVT 722: American Government Seminar II Taught every other Spring Semester  
GOVT 723: American Government Seminar III Taught every other Fall Semester  
GOVT 724: American Government Seminar IV Taught every other Spring Semester

Each of these courses is taught once every two years. It is not expected that all students will take these courses in the same order.

GOVT 721, 722, 723 and 724 are designed to collectively cover most of the readings the American Government faculty has assigned to the reading list for comprehensive exams. Their precise content will evolve in response to the literature. Over the course of the four semesters, students will have courses focusing on American National Institutions, and Political Processes and Behavior, as well as on Research Design.

In the unusual event that a student is not able to take all four courses over the course of two years, due to a leave of absence, fieldwork or other unavoidable constraints, the American Government Field chair and the Director of Graduate Studies may identify an elective that can serve in the place of one of the four courses. Such a replacement course cannot be a transfer course taken at another institution prior to the student's beginning their coursework in the Georgetown Ph.D. program.

The department also regularly offers additional electives in American politics, which students may take in addition to the required four courses.

GOVT 629 Bureaucratic Politics  
GOVT 723 or 623 Legislative Process  
GOVT 724 Judicial Politics  
GOVT 725 or 625 American Presidency  
GOVT 726 or 626 Presidential Electoral Politics  
GOVT 630 or 730 Public Opinion and Voting Behavior  
GOVT 731 Political Behavior  
GOVT 727 Political Parties  
GOVT 734 or 634 Media in American Politics

**Comprehensive Examinations in American Government**

All students who major in American Government are required to take a written comprehensive examination in the major field. The examinations consist of two parts: the first is designed to test the breadth of the student's knowledge across the entire field; the second is designed to test the depth of the student's knowledge in specific areas such as legislative process, political behavior, the courts, etc. In addition to the written examination an oral examination may be required at the discretion of the examiners.

### Minor Field

In addition to minors in Comparative Government, International Relations, and Political Theory, American Government majors may choose Public Policy, Public Administration, or Methodology as a minor field. In addition, students may design a special minor field; as long as the field strengthens the overall program and is approved by the student's advisor and the Director of Graduate Studies.

## **V. FIELD REQUIREMENTS: COMPARATIVE GOVERNMENT**

Comparative government refers both to an established field in political science as well as to one of the principal methods of political inquiry. Students who major or minor in this field are expected to demonstrate competence in the uses of comparative approaches and methodologies, typically applied to the study of domestic politics in countries other than the United States. Students enjoy a substantial degree of flexibility in designing their programs, with the obvious caveat that they are expected to work closely with their advisors in putting together a sequence of courses that will prepare them for the comprehensive examination and--in the case of majors--for writing acceptable dissertation proposals.

Students majoring in Comparative Government generally take six courses in the field, although only 4 are required under the new system introduced in fall 2013. A minor can be satisfied by taking three courses. In addition to the general departmental requirements, the gateway course, GOVT 740 Methodology of Comparative Politics is required of both majors and minors in Comparative Government.

### Comprehensive Examinations in Comparative Government

The comprehensive examination tests a student's broad knowledge of the methods and substance of the comparative politics subfield, but it also provides an opportunity for a period of intensive reading in preparation for writing the dissertation proposal. Students should approach the comprehensive exam as both an end and a beginning: as a summation of the student's formal coursework and as a head start on background reading for the dissertation.

The exam for majors consists of two parts. Part I is devoted to general theories and methods in comparative politics. Part II covers specific topical or regional areas. Students write on four questions, one chosen from Part I and three from Part II. Exams are read and graded by at least three members of the department, including the field chair. In addition to the written examination, an oral examination may be required at the discretion of the examiners.

The exam for minors is identical to that for majors, except that minors write on only three questions: one from Part I and two from Part II.

Comparative Government majors who are completing "outside minors" in specialist fields (e.g., history, public policy, one of the School of Foreign Service M.A. programs, etc.) follow the standard Government Department procedure for outside minors.

## **VI. FIELD REQUIREMENTS: INTERNATIONAL RELATIONS**

The requirements for the International Relations major field are designed to expose students to the academic literature in IR in preparation for the creation and execution of their own dissertation research project. Core courses provide an overview of the key questions, major intellectual traditions and research programs in the field or particular areas within it. IR field requirements combine field, core and additional courses as follows:

1. International Relations majors must take six IR courses (18 credit hours) or 4 IR courses (12 credit hours) under the new system.
2. Two of these courses must be the IR theory field courses 760 and 761. Students must also take the core Ph.D. seminar in at least two sub-fields (from among sub fields A, B, C, and D). Additional elective courses should be chosen after consultation with the IR Field Chair and the student's mentor.
3. Most electives should be chosen from the offerings in the Department of Government at the 600 or 700 level. Classes from outside of the department should be cleared with the International Relations Field Chair.
4. IR Minor course work consists of three courses. GOV 760 and 761 are required of all minors, as is one core course from among the four sub-fields A, B, C, or D, described below.

Offerings of core courses vary from year to year, although every effort is made to offer *all* IR core and subfield core courses within a two year timeframe. Students should identify the courses they need and take them as soon as they are offered. If they have any concerns, they may consult with the International Relations Field Chair to ensure they are on track to complete field requirements in advance of their exams.

#### Core IR Theory Courses:

GOVT 760	Foundations of International Relations ( <i>Gateway Course</i> )
GOVT 761	International Relations: Applied Theories and Approaches ( <i>Major Field Seminar</i> )

#### Sub-field A: International Law, Norms, and Institutions

GOVT 776	Seminar: International Legal Philosophy
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#### Sub-field B: International Security

GOVT 763	Seminar: International Security
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#### Sub-field C: International Political Economy

GOVT 762	Seminar: International Political Economy
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#### Sub-field D: Foreign Policy Processes

GOVT 764	Seminar: American Foreign Policy
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#### Comprehensive Examinations in International Relations

## **IR MAJOR EXAM FORMAT A**

On day one, students will take an in-class exam on overall IR field issues. This is followed, on a separate day, by a second exam, covering the student's choice of questions from two of the IR subfields A, B, C and D, described above.

Specifically:

1. The first day of major IR exams will focus on general IR theory questions, and consist of 2 sections. Each section will include 2 questions, and students will be required to answer 1 out of the 2 questions in each section, for a total of 2 answers. This part of the exam will be 4 hours in length.
2. The second part of the major comprehensive exam will be given on the very next day and will focus on IR subfield knowledge. Each major-field student will answer questions from two separate subfields from among A, B, C or D (international law, norms and institutions; international security; international political economy; and foreign policy processes). Each subfield will include two questions, from which students will answer one. The subfield exams will largely, but not exclusively, be based on previous years' syllabi from the appropriate subfield core course.

## **IR MINOR EXAM FORMAT:**

1. IR minors will take the same exam as the majors, with one exception. The first day will be identical, covering IR general field issues, answering two questions over 4 hours. The second day, however, will be shorter. Minor students will only be required to answer one subfield question (from subfields A, B, C, or D) from a choice of two, in a two hour in-class exam.

For more information on comprehensive examinations, see Section XIII.

## **VII. MINOR FIELD IN POLITICAL THEORY OR METHODOLOGY**

A minor in Political Theory or one in Methods consists of 2 additional elective courses in the chosen minor (over the 2 theory and 3 methods courses required in the Theory and Methods sequence) plus a gateway course in a third field. The methods minor (which under this provision would total at least 5 methods courses) also has a distribution requirement of at least one course in each method (statistics, formal modeling, and qualitative methods). The theory minor must include 781 Political Theory Research Seminar. The comprehensive exam for the methods minor will be administered by the Director of Graduate Studies in consultation with the faculty teaching methods courses. For the exam, the student should inform the Director of Graduate Studies which two of the three methods (statistics, formal modeling, qualitative methods) the student has chosen to address on the exam (competency in the third method is satisfied by a grade of "B" or better in the relevant courses). Students should note that those choosing a minor in theory or methods will essentially gain one additional free elective, as their sixth, elective course in the Theory and Methods sequence will count toward their minor field.

Students interested in methodology are also encouraged to attend special programs around the country, such as the Inter-university Consortium for Political and Social Research (ICPSR) summer program in quantitative methods, or the Consortium on Qualitative Research Methods (CQRM) training institute at Arizona State University in January. The Department of Government conducts an annual competition for funding to attend the ICPSR summer program at the University of Michigan. This funding will help support the costs associated with attending the program for one or two graduate students. Students interested in this program should consult with Professor Noel. Students interested in the CQRM program should consult with Professor Bennett.

**Students Minor in Political Theory must take the following courses:**

5 courses total in theory (2 required plus 3 additional):

\_\_\_\_\_ GOVT 780 -- gateway course in PT

\_\_\_\_\_ GOVT 781 -- PT Research Methods Seminar

--elective (PT graduate level course)

-- elective (PT graduate level course)

-- gateway course in a 3rd field (meaning not PT or your major field of study)

-- take and pass the PT minor field exam

**Students Minor in Methodology must take the following courses:**

6 courses total in methods (2 required plus 4 additional):

\_\_\_\_\_ GOVT 701

\_\_\_\_\_ GOVT 702

-- elective (methods graduate level course)

-- elective (methods graduate level course)

-- elective (methods graduate level course)

-- gateway course in a 3rd field (meaning not a methods course or your major field of study)

-- take and pass the Methods minor field exam (must be tested in 2 of the 3 methods)

\*\* Of the methods courses taken, at least one must be taken in each method (statistics, formal modeling, and qualitative methods).

**VIII. JOINT DEGREE PROGRAMS**

By virtue of the strength of Georgetown's other departments and programs, the option for taking joint degrees is a distinct comparative advantage of the Government Department. While at many universities joint programs are "joint" in name only, and students must independently fulfill all the requirements in both programs, the Government Department at Georgetown has worked hard to eliminate redundant requirements in its joint programs. Thus the joint program satisfies the minor field requirement, saving students nine credit hours, and in most cases no separate Government Department comprehensive exam for the joint program minor is necessary. The Department has also reduced other redundant requirements specific to each joint program wherever possible. Students in all of the joint-degree programs, with the exception of the joint J.D./Ph.D. in Government and joint M.P.P./Ph.D. in Government, are required to take a total of about 60 credit hours of course work (which is equivalent to only 1 extra semester beyond the two years of course work for the Ph.D.). Students should consult with the Director of Graduate Studies and the representatives of the joint programs to work out the specifics of their curriculum. The Department of Government offers joint degree programs in the following fields: M.A. in German and European Studies/Ph.D. in Comparative Government or International Relations; M.A. in Latin American Studies/Ph.D. in Comparative Government; M.A. in Russian and East European Studies /Ph.D. in Comparative Government; M.A. in Security Studies/Ph.D. in International Relations; J.D. from the Georgetown Law Center/Ph.D. in Government (any field); M.A. in Arab Studies/Ph.D. in Comparative Government, and M.P.P./Ph.D. in American Government, Comparative Government or International Relations. **Please see Appendix 4 for specific joint degree requirements.**

Note that outside M.A. degrees only count as minors if taken as part of a joint degree at Georgetown or if approved in writing before first year review.

**IX. ADVANCED STANDING AND TRANSFER CREDIT**

Many students come to Georgetown with graduate credit from other universities relevant to their program of study. Students with an M.A. degree may apply for advanced standing in the Ph.D. program. Students with graduate

credit but no M.A. may request that credits be transferred. Note that transferred credits should be in political science or closely related field and should be at an advanced level commensurate with Ph.D. coursework. Transfer credits within a major or minor field in particular should provide training relevant for passing comprehensive examinations and conducting research within the field; transfer credits are not allowed for field seminars in major and minor fields. Requests for transfers that leave students without adequate course preparation here at Georgetown for comprehensive exams will not be approved.

The procedures are as follows:

1. Read the Graduate School Bulletin and the Department of Government Graduate Handbook for rules governing advanced standing and transfer of credits. Advanced standing is granted in cases where students come into the Ph.D. program with a relevant M.A. A student may request up to 12 credits of advanced standing. In the case of students with graduate credits but without an M.A. the Graduate School generally allows 25% of the credits required for a degree to be transfer credits, so that a Ph.D. student can transfer up to 12 credits, but this requires approval from the Director of Graduate Studies, and students are normally discouraged from transferring in more than 9 credits. Note, however, that students with advanced standing or transfer credits may have to take more than the 48 credits required for the Ph.D. to meet department and field course distribution requirements.
2. You must wait until you have completed four courses in the program (usually your second term) to request advanced standing or transfer credits. Since you will want to know earlier than this what courses are likely to transfer, you should meet with the Director of Graduate Studies in your first term to identify courses that would potentially transfer and the requirements they would fulfill. All requests for advanced standing or transfer credits should ideally be made and approved before the student's Ph.D. qualifying appraisal.
3. Initiate the request by documenting the courses you wish to have considered for transfer credit or advanced standing. In addition to a transcript, you should provide course syllabi. For tutorials or research courses, write a brief description of the literature you covered and/or your research. Then arrange these materials with a cover sheet listing the courses and the requirements you would like them to fulfill, and give this package to the Field Coordinator in your major field of study. Note that Georgetown operates on a semester system; if the requested transfer courses were taken on a quarter system, they will convert to semester credits at a ratio of five quarter hours to three semester hours.
4. After you have discussed transfer or advanced standing credit with your Field Coordinator and have received approval for your request from the Field Coordinator, you should then provide all of the materials with the Field Coordinator's approval (signature on your request) to the Director of Graduate Studies. The Director of Graduate Studies will then forward a recommendation to the Departmental Graduate Program Administrative Officer, who will arrange for letters to you and the Graduate School documenting the credits toward advanced standing or transfer credits and the requirements they fulfill. The Graduate School makes the final decision on advanced standing and transfer credit, and views the Department's letter as a recommendation.

## **X. INCOMPLETES**

The Department follows Graduate School regulations for completion of course work as published in the online version of The Graduate School of Arts and Sciences Catalogue. The regulations read as follows:

It is expected that students will complete all coursework by the end of the semester in which that coursework is taken. In special circumstances, an instructor may grant a student permission to delay submission of work up to one semester after the course ends. *Instructors are not bound to grant such requests, nor are they bound to grant an entire semester to complete this work.* When an

instructor has granted such permission, he or she will assign the student a grade of "Incomplete" ("I") for the course; this grade will appear on the student's official transcript until a final grade is reported.

**The student must submit the completed work to the instructor in a timely manner, sufficient to enable the instructor to review the work and to send a final grade (recorded on a Grade Change Authorization form) to the Graduate School before the last day of classes in the semester following the semester in which the Incomplete grade was given.**

Some departments and programs do not permit the "Incomplete" option. Students should determine early in their first semester of study the policy of their department or program.

If an "I" is assigned by the instructor and not subsequently changed to a grade by the instructor, it will remain permanently on the transcript.

The Department of Government places the following additional restrictions on Incompletes (though if special circumstances apply, a student may receive a temporary waiver from the DGS).

- Students with one or more Incompletes may not take their comprehensive exams unless they receive written permission with a stipulation of a completion timetable signed by the faculty member who taught the course in which the student still has an Incomplete, the student, and the DGS.
- Students with one or more Incompletes (at the time of the application deadline) will not be eligible to teach pro-seminars or summer session courses.
- More than two Incompletes will cause funded students to lose their fellowships and will prevent unfunded students from being eligible to receive funding.

Note that the one-semester delay includes the summer months. For example, a student who takes an Incomplete at the end of the Fall semester has until the end of the following summer to finish the work; and a student who receives an Incomplete at the end of the Spring semester must finish it by the end of that Fall semester. Any removal or reinstatement of funding would only take place before the beginning of a new semester, not in the middle of a semester.

## **XI. Ph.D. QUALIFYING APPRAISALS**

After completing 12 credit hours of course work, Ph.D. students are evaluated by a *qualifying appraisal*, with the purpose of deciding whether a student should continue in the Ph.D. program as determined by the student's intellectual potential and scholarly performance. The appraisal is conducted by a meeting of the field committee in the student's major field. The recommendation of the committee is normally reported within one week of the appraisal.

Appraisal materials should be prepared by the student in consultation with his or her advisor and submitted to the Graduate Program Administrative Officer. The materials should include a transcript showing course grades, two letters of evaluation and a paper written for a Georgetown graduate course in the student's major field. While all recommendations are welcome, at least two letters must be from ordinary faculty in the Department of Government (i.e., not adjunct or visiting faculty), and should be from professors who are familiar with the student's work and/or are in the major field. Students should also suggest names of faculty members whose seminars they have taken or who would otherwise be able to provide evaluations of their work. Negative decisions may be appealed to the Department Chair., who may ask the student to take a written qualifying exam that will be graded by the Field Committee.

Students who have passed their Ph.D. qualifying appraisal but have not yet defended their dissertation proposal will be assigned in the spring to an individual faculty member with whom to meet and assess their progress to date and plans for completing high quality dissertation in a timely manner.

## **XII. COMPREHENSIVE EXAMINATIONS**

One of the principal objectives of the Department of Government is to develop a graduate program of national excellence. Among other things, this means that the Department seeks to prepare its graduate students for highly competitive teaching and advanced research positions. One of the Department's most important tools of preparation is the comprehensive examination.

Ph.D. students are required to take comprehensive examinations in one major and one minor field. M.A. students are required to take a comprehensive exam in their major field only. The purpose of comprehensive examinations is to demonstrate a student's broad familiarity with the literature in his or her fields of study. Although course work is a valuable preparation for the comprehensive, it is rarely sufficient. Students are also expected to show that they are familiar with a common minimum core in each exam field. The starting points for preparing for the Ph.D. comprehensive exams in a field are the gateway courses (GOVT 720 in American Politics, GOVT 760 in International Relations, GOVT 740 in Comparative Politics, and GOVT 780 in Political Theory) and 700-level core courses. In addition to reviewing the latest syllabi of the Ph.D.-level courses, students should consult the latest available version of the suggested reading list (which is to be considered a starting point, not an exhaustive list, for exam preparation). The level of accomplishment a student is expected to demonstrate in these exams varies. The student is expected to have a higher degree of mastery of subject matter in the major field than in the minor field. Recognizing this, however, does not obviate the high standard to which students are held in their minor examinations.

All students will take their exams (language or major/minor comprehensive) on the set dates, usually in September/October and in February. Exceptions are only for religious holidays or serious illness, and they can only be granted by the DGS. Ph.D. comprehensive exams may also be assigned to classrooms (rather than faculty offices), as determined by the Field Chairs.

**It is the student's responsibility to register for comprehensive exams, and to obtain guidance from the graduate administrator and, as necessary, from the Field Chair or Director of Graduate Studies.**

**As of Fall 2009, comprehensive exams in each subfield and level (major or minor field) will be the same for all students taking the exam in a given term. Exam questions will not be tailored for each student. Exams may allow for multiple questions, so that all students will not necessarily answer the same questions. Each subfield will form a three-person committee that will write and grade the exams. Subfields are encouraged to create reading lists to help students prepare for the comprehensive exams.**

Students have access to a file of past comprehensive exams maintained by the Graduate Program Administrative Officer, and may photocopy past comprehensive exams as part of their own preparations for comprehensives.

In cases in which the field committee determines the need to conduct additional assessment of a student, an oral examination may follow the written comprehensive on a timely basis. Oral questions focus not only on the written part of the examination but also on more general issues. The oral provides the student an opportunity to demonstrate his or her mastery of the major field.

The committee as a whole reads and grades each exam question. Results are normally announced within two weeks of the examination. If a student fails the examination, he or she will have the opportunity to meet with the field committee to discuss the examination. If questions persist after this meeting, the student may appeal the field committee's decision to the Department Chair. Any failures are registered in the student's file.

Ph.D. students who fail a comprehensive examination have one more opportunity to take and pass that examination. Students who take exams in February must retake the failed exam in the following September/October.



Students who take exams in September/October must retake a failed exam in the following February. A waiver of this requirement and the granting of additional time to prepare for the retake require the approval of the Field Chair as well as the Director of Graduate Studies. If a Ph.D. student fails the examination a second time, he or she is discontinued from the Graduate Program.

### **XIII. LANGUAGE REQUIREMENT**

With the growth, diversification, and globalization of the study of politics, competence in more than one language, as well as in several methodologies, is increasingly important to a long and productive scholarly career. Ph.D. students in Comparative Politics, International Relations, and Political Theory are therefore required to demonstrate research competence in a second language as determined by written examination. Research competence is defined as the ability to understand scholarly literature and other materials relevant to dissertation work in political science. Students in American Politics are strongly encouraged to develop a second language in order to develop a comparative perspective on American politics and to read some of the non-English literature on American politics, but they are not required to pass a written language exam. Students in the field of International Relations may receive a waiver of the language requirement at the discretion of the Director of Graduate Studies if they demonstrate that a second language is not necessary for their thesis research and their longer-term research program. Students in the Conflict Resolution and Democracy & Governance M.A. programs are also required to demonstrate basic communication skills in a language other than English, given the importance of knowing more than one language in our increasingly globalized world.

Determinations of capabilities are normally made by examination. Native speakers of foreign languages may fulfill their language requirement by showing fluency in English. In such cases, fluency in English is assumed if the student has at least a B+ average at the time of the Ph.D. qualifying appraisal, the minimum grade required to continue in the Ph.D. program. M.A. candidates who are native speakers of foreign languages may fulfill their language requirement by showing competence in English. Competence in English is assumed if the M.A. candidate achieves a "B" average in course work. Students who wish to fulfill the language requirement in this manner must submit a written request to the Director of Graduate Studies.

Where a professor within the Department is fluent in the language to be examined, the examination will be given by the Department and the exams graded by the professor. The Director of Graduate Studies determines who will grade the language examinations. Where no member of the Department faculty is fluent in the language a student chooses, he or she must make alternate arrangements through the Director of Graduate Studies to find someone to administer and grade the examination.

Language examinations are given in conjunction with the comprehensive exams during the academic year. In the reading capability examination, the student is given two to three pages of scholarly political analysis to be translated in the space of two hours. All language examinations will be held in a common classroom. Students are allowed to take a hard-copy dictionary into the examination with them; on-line or electronic dictionaries or translation aids are not allowed. Results of the examination are announced within two weeks. If the student fails the examination on the first try, he or she is allowed another effort, usually the next time that the language examinations are given. At the discretion of the Director of Graduate Studies, successful performance on language exams in regional M.A. programs at Georgetown that are comparable to the Government Department's own language exams can be used to meet the language requirement.

Students may prepare for language examinations by taking courses, but they will not receive credit toward their Government Department graduate degrees for language courses, and the Department will not provide funding for these courses.

Languages normally offered are Arabic, Chinese, French, German, Italian, Japanese, Portuguese, Russian,

and Spanish. Students who wish to substitute another language must receive permission from the Field Coordinator of their major field and the Director of Graduate Studies.

#### **XIV. FIRST YEAR WORKSHOP**

All Ph.D. students are required to take and satisfactorily complete GOVT 700, a first year workshop on graduate political science. The goal of the workshop is to introduce students to one another, to the faculty, and to the field of political science as it is practiced on the highest professional level.

#### **XV. DISSERTATION COMMITTEES, PROPOSALS AND DEFENSES**

Assuming typical progress, students should assemble a dissertation committee of at least three members no later than the semester after completion of comprehensive exams. The Dissertation Committee should usually include individuals who, collectively, can help with each of three dimensions of the student's research: theoretical, methodological, and empirical. Often, the thesis advisor or mentor can provide support on two or all of these fronts, and the remaining members of the committee can be chosen to provide added depth and breadth to the advisor's strengths.

By the end of the semester after that in which comprehensive exams are complete, Ph.D. candidates are required to give a public colloquium on a brief (10 pages double-spaced maximum) written statement of their thesis topic. The audience would include, whenever possible, the full thesis committee. All graduate students, the Director of Graduate Studies and relevant field chair are strongly encouraged to attend, and the thesis chair can invite relevant experts from other departments and institutions. The goal is to provide an opportunity for a collective work session, so the candidate should emphasize debatable theoretical and methodological questions, as well as providing preliminary answers to them. After a 10-15 minute presentation by the candidate, questions from the audience, and discussion, totaling up to one and one-half hours, the thesis committee will deliberate briefly in private. The committee will then convey to the thesis candidate its decision approving the thesis topic or requiring changes to it, and its advice on pursuing the next stages of research. Colloquia will be advertised and written topics circulated at least a week in advance by the graduate administrator. Colloquia ordinarily take place during regular term times in the fall and spring, but can be arranged for other times with the approval of the thesis committee.

Then, after making revisions as the result of this presentation and in consultation with the Dissertation Chair, the student will submit their proposal to the Director of Graduate Studies for approval. In the event of failure in the comprehensive exams, the student will normally present the dissertation proposal after passing the retake of the comprehensive examination and prior to the beginning of the next semester.

The official proposal form for the Graduate School, which is separate from the colloquium version, should include a succinct statement of the problem, related literature, procedure, method of research, primary or secondary sources, as well as an indication of the theoretical contribution the dissertation will make to political science. A proposal must be clearly and concisely written, and it should reflect the student's capacity to do original research. This form is obtained from and must be filed with the Graduate School. **The Dissertation Chair and the Director of Graduate Studies both review the final dissertation proposal and must approve it before submitting it to the Graduate School.**

The Dissertation Committee will typically include faculty members who are particularly interested in the student's work or who have a special competence in the area or topic. The mentor has principal responsibility for assisting with the dissertation in the early phases. Upon mentor's recommendation a draft version of the dissertation will be distributed to other members of the Committee for their suggestions, comments, and criticisms. The mentor must be a tenured or tenure track member of the department. Where appropriate and subject to approval by the mentor, one outside person (from another department, university, or research institute) who has a Ph.D. in a relevant field may be a member of the dissertation committee. In the case of four-person committees, two members may be

from outside the Department.

Students should be aware of the arduousness of preparing the dissertation. Most dissertations require successive revisions and re-writings. Though a dissertation can be written within a year, it typically requires two or more years to complete, during which time the student continues to be formally enrolled in the Graduate School.

Once the dissertation is complete, there is a Dissertation Defense at which the student presents the results of his or her research and is questioned about the implications of the work for the field of political science by the Dissertation Committee. Before a dissertation defense can be scheduled, the student's committee must certify by majority vote that the dissertation is "ready for defense." That is, the committee must certify that there is a reasonable expectation that the student will be able to address any questions about or shortcomings in the dissertation, and that only minor revisions will be required after the defense. A dissertation defense must be publicly announced, and the dissertation must be available for public review, at least two weeks prior to the event. At minimum, a dissertation defense must have a public presentation by the candidate which any member of the academic community may attend, and during which anyone in attendance may address questions to the candidate. The dissertation defense typically begins with a very short (10-15 minute) presentation by the candidate, followed by a period during which the committee alone may ask questions. After this, the dissertation chair asks if there are any questions from others in attendance. Every dissertation defense is followed by a closed meeting of the committee during which it deliberates and decides whether or not the defense was successful. The candidate will be considered to have passed the dissertation defense when the committee certifies by majority vote that the defense was "successful." That is, the committee must certify that the candidate has satisfactorily addressed any questions about and shortcomings in the dissertation, and that no major revisions are required. Any time a student fails a dissertation defense, a make-up or "retake" of the defense is permitted. Students failing the defense of the thesis for the second time will be dismissed from the program without the Ph.D. degree.

The Graduate School provides a set of guidelines for thesis writing and style, which students should obtain before beginning to write. The thesis should conform to the Chicago style, as detailed in the University of Chicago Press *Chicago Manual of Style* or Kate Turabian's *Manual for Writers of Term Papers, Theses and Dissertations*.

## **XVI. THESIS RESEARCH ENROLLMENT**

Upon completing course work in the Ph.D. program, a student must enroll for 999 Thesis Research in each semester until the dissertation is defended. Summer registration is not required unless a student defends the dissertation during the Summer term. Please consult the Graduate School Bulletin for current policies.

## **XVII. FUNDING FOR THESIS RESEARCH AND WRITING**

Depending upon the availability of funds, the Department will offer tuition Scholarships for Thesis Research to a number of students. Criteria for awarding Thesis Research Scholarships include, but are not limited to the following: students will be considered for one semester of Thesis Research funding after completion of the Comprehensive Examinations to allow for preparation of the dissertation proposal; if the proposal is submitted in a timely fashion the student may be considered for additional years of scholarship support. Fellowship students may also be considered for additional years of Thesis Research funding after having exhausted their fellowship funding. Continued Thesis Research funding may be granted under exceptional circumstances, subject to approval by the Chair and members of the Admissions and Fellowships Committee.

Students are strongly encouraged to seek outside fellowship opportunities **even if they already have a**

**Department fellowship.** An outside fellowship shows that a student can compete with students from other universities, increasing their professional standing upon graduation. The Department benefits from increased name recognition and expanded resources. If a student on a Department fellowship wins outside funding, it allows the Department to fund other graduate students in the program. Sources of outside fellowships include the Social Science Research Council, the Brookings Institution, the Council for International Exchange of Scholars (the Fulbright program), American Council of Learned Societies, the MacArthur Foundation, the Ford Foundation, the U.S. Institute of Peace and numerous other foundations. (Information on these fellowships and grants is available in the Department office and the Graduate School, as well as in the publications of the American Political Science Association.) There are possibilities for pre- or post-doctoral grants at major research centers such as The Center for International Affairs at Harvard, Center for International Studies at MIT, CISAC at Stanford, CSIS in Washington, the Harriman Institute at Columbia, and similar centers at Princeton, USC, UCLA, and other universities. Students are encouraged to work closely with their advisors in framing and drafting their proposals. Most fellowship applications are due in late fall or early winter and students should plan accordingly.

Students who wish to earn modest supplemental income and gain teaching experience should note that openings are occasionally available for teaching undergraduate courses for the Department during the academic year and in Summer School. Announcements of these openings will be made on a regular basis by the Department Chair and/or the Graduate Program Administrative Officer. Advanced graduate students who have completed comprehensive examinations and who wish to be considered should submit applications for these opportunities as soon as they are announced. Students who would like to be considered to teach courses throughout the year should openings arise should write the Field Chair indicating their interest in teaching, their areas of competence and other qualifications. They may also have faculty members write letters of reference on their behalf.

Availability of these openings is subject to budgetary resources, specific course needs, and curriculum priorities. Applicants should have a strong record of academic performance and, where possible, prior service as a teaching assistant. Announcements of summer teaching opportunities and decisions about Summer School teaching are made late in the Fall semester; decisions about teaching during the academic year are made early in the Spring semester. Note that because preference is given to faculty who wish to teach during the summer, there are usually many more applications for summer teaching than there are positions available.

The Department also holds an annual competition for two programs which provide teaching opportunities for advanced doctoral students. The first of these programs provides for several pro-seminars, or seminars for a dozen or so upper level undergraduates, each year. Ordinarily at least two seminars are offered in the fall and two in the spring. Students selected to teach these seminars would be paid at a level appropriate to their rank B which means, in the case of fellows, compensation in at the same rate as teaching/research assistants.

The second program, created by the Department of Government, provides two Jill Hopper Memorial Fellowships. Recipients of the Hopper Memorial Fellowships teach a pro-seminar one semester of the academic year, and are released from ordinary fellowship obligations the other semester in order to work exclusively on their dissertation. These fellowships provide a stipend equivalent to the regular fellowship amount plus a scholarship for Thesis Research covering both semesters.

These two opportunities are limited to our most advanced students. Only those who have completed their comprehensive exams or will have done so by the end of the Spring semester are eligible. Those selected to do this kind of teaching will ordinarily be assigned a mentor, and they will be expected to consult extensively with that person in the design of the course. The Department spreads the offerings across the several sub-fields, but not in a mechanical way. As much as possible, we want to fund the best proposals.

## **XVIII. GRADUATE ASSISTANTSHIPS**

Graduate assistants are expected to work a maximum of 15 hours per week for the professor to whom they are assigned. While graduate fellowships do not preclude students from additional employment outside the university, the responsibilities of graduate fellows take precedence over any other employment. Some professors prefer to use their assistants for research, while others use them for teaching and grading assistance. In a recent questionnaire, teaching assistants indicated that they required (on average):

- 2-3 hours each week for class reading assignments.
- 2-3 hours each week to prepare for discussion sections.
- About 20 hours to grade 50 essay exams.
- 20-25 hours to grade 50 8-10 page papers.
- 4-5 hours to grade 50 multiple choice exams.

These figures are, of course, rough approximations that will vary considerably from circumstance to circumstance. Work hours include time spent attending classes, holding discussion sections and office hours, doing research for faculty, photocopying, etc. Graduate assistants are not expected to perform any personal favors or to undertake tasks not related to academic pursuits by the professors to whom they are assigned. Any complaints in this regard should be directed to the Director of Graduate Studies, the Department Chair, or the Departmental Ombudsman.

Graduate assistants are reviewed by the Admissions and Fellowships Committee at the close of every semester, after grades have been turned in. They are expected to demonstrate a high level of accomplishment in their work for a professor, either as a teaching or research assistant, or in their course work. Course work standards include, but are not limited to, maintaining a 3.67 GPA, and having no more than two cumulative "Incompletes." The Admissions and Fellowships Committee may consider other factors relating to academic progress when deciding whether to continue funding a graduate assistant. Inquiries, letters, or other material relevant to the review should be directed to the Chair of the Admissions & Fellowships Committee.

Graduate assistants who have not completed their comprehensive examinations by the end of their third year will not normally be considered for a fourth year of funding. Although continuation of assistantship support for a sixth year is unusual, graduate assistants who have not made substantial progress on their dissertations will not be considered for a sixth year of funding.

The Department encourages graduate assistants involved in teaching to have their performance evaluated at the end of each semester where appropriate. Evaluation forms are available from the Graduate Political Science Association's (GPSA) representative.

Assignments of graduate assistants to professors are made at the beginning of the Fall term and in early December for the Spring term. These assignments are not permanent, and they can be modified at the request of a student and/or professor to the Graduate Program Administrative Officer or the Chair of the Admissions and Fellowships Committee. Within the bounds of possibility, every effort will be made to accommodate such requests. It is particularly helpful for a graduate assistant to approach a professor with whom he or she would like to work, so that the professor may notify the Graduate Program Administrative Officer or the Chair of the Admissions and Fellowships Committee. Department policy is that Teaching Assistants cannot be assigned to more than two sections of a large introductory course. We seek to avoid assigning first year students to the large introductory courses during their semester in the program. If at all possible, no first year students in their second semester will be assigned to a large introductory course outside of their area of concentration. Teaching Assistants in their second year and beyond may be assigned to any course, regardless of their concentration.

## **XXV. REQUIREMENTS FOR THE M.A.-IN-PASSING**

Students in the Ph.D. program may apply for an M.A.-in-passing upon completion of the course requirements.



**APPENDIX 1. TYPICAL PROGRAM FOR THE PH.D.**

Typical Ph.D. program in American Government, Comparative Government, and International Relations

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>	<b>Fourth Year</b>
Fall	First Year Workshop GOVT 701 GOVT 780 Gateway course in major field Elective	Distribution requirement Major requirement Elective Elective	<i>language exam</i> Thesis proposal colloquium	Thesis Research
Spring	Methods class Major requirement Distribution requirement Elective	Major requirement Distribution requirement Elective Elective <i>Comprehensive Exam</i>	Thesis proposal colloquium (if not done in Fall)(	Thesis research

Typical Ph.D. Program in Political Theory

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>	<b>Fourth Year</b>
Fall	First Year Workshop Major requirement Minor requirement GOVT 780 General Elective	Minor requirement Major requirement GOVT 781 Major requirement	Major and minor Comprehensive Exams <i>language exam</i> thesis proposal colloquium	Thesis research
Spring	Major requirement Minor requirement Major requirement Minor requirement	Major requirement Minor requirement Minor requirement Open elective	Thesis proposal colloquium	Thesis research

\*\* GOVT 741 for Comparative Government majors  
GOVT 761 for International Relations majors  
GOVT 721 for American Government majors

**APPENDIX 2. CHECKLISTS FOR M.A. AND PH.D. REQUIREMENTS**

**AMERICAN GOVERNMENT Ph.D. REQUIREMENTS  
(For students entering on or after Fall 2015)**

**Theory and Methods Requirements (15 hours/5 courses - satisfies one of two minor fields):**

- \_\_\_\_\_ GOVT 780 Fundamentals (Gateway Course in Political Theory)
- \_\_\_\_\_ GOVT 701 Analysis of Political Data
- \_\_\_\_\_ GOVT 702 Advanced Political Analysis
- \_\_\_\_\_ *Elective* (Political Theory Graduate Level Course)
- \_\_\_\_\_ *Elective* (500 level or above course in Political Theory or Research Methods)

**Minor Field Requirements (9 hours/3 courses):**

- \_\_\_\_\_ Gateway Course
- \_\_\_\_\_ *Elective*
- \_\_\_\_\_ *Elective*

**American Government Ph.D. Major Requirements (12 hours/ 4 courses):**

- \_\_\_\_\_ GOVT 721 American Government Seminar I
- \_\_\_\_\_ GOVT 722 American Government Seminar II
- \_\_\_\_\_ GOVT 723 American Government Seminar III
- \_\_\_\_\_ GOVT 724 American Government Seminar IV

**Other Ph.D. Requirements:**

- \_\_\_\_\_ 4 General Elective Courses (12 hours)
- \_\_\_\_\_ Qualifying Appraisal
- \_\_\_\_\_ Major Comprehensive Exam (written; oral exam may be required at the discretion of the examiners)
- \_\_\_\_\_ Minor Comprehensive Exam
- \_\_\_\_\_ Dissertation Proposal Colloquium
- \_\_\_\_\_ Dissertation Defense
- \_\_\_\_\_ Language Requirement
- \_\_\_\_\_ Research Paper
- \_\_\_\_\_ First Year Workshop

Successful completion of GOVT 701 *Analysis of Political Data* satisfies the Language Requirement.



## COMPARATIVE GOVERNMENT Ph.D. REQUIREMENTS

### Theory and Methods Requirements (15 hours/5 courses - satisfies one of two minor fields):

- \_\_\_\_\_ GOVT 780 Fundamentals (Gateway Course in Political Theory)
- \_\_\_\_\_ GOVT 701 Analysis of Political Data
- \_\_\_\_\_ GOVT 702 Advanced Political Analysis
- \_\_\_\_\_ *Elective* (Political Theory Graduate Level Course)
- \_\_\_\_\_ *Elective* (500 level or above course in Political Theory or Research Methods)

### Minor Field Requirements (9 hours/3 courses):

- \_\_\_\_\_ Gateway Course
- \_\_\_\_\_ *Elective*
- \_\_\_\_\_ *Elective*

### Comparative Government Ph.D. Major Requirements (18 hours/6 courses):

- \_\_\_\_\_ GOVT 740 Methodology of Comparative Politics (Gateway Course)
- \_\_\_\_\_ *Elective*
- \_\_\_\_\_ *Elective*
- \_\_\_\_\_ *Elective*
- \_\_\_\_\_ *Elective*
- \_\_\_\_\_ *Elective*

### Other Ph.D. Requirements:

- \_\_\_\_\_ 2 General Elective Courses (6 hours)
- \_\_\_\_\_ Qualifying Appraisal
- \_\_\_\_\_ Major Comprehensive Exam (written; oral exam may also be required at the discretion of the examiners)
- \_\_\_\_\_ Minor Comprehensive Exam
- \_\_\_\_\_ Language Requirement
- \_\_\_\_\_ Dissertation Proposal Colloquium
- \_\_\_\_\_ Dissertation Defense
- \_\_\_\_\_ Research Paper
- \_\_\_\_\_ First Year Workshop

**INTERNATIONAL RELATIONS Ph.D. REQUIREMENTS**  
**(For students entering on or after Fall 2008)**

**Theory and Methods Requirements (15 hours/5 courses - satisfies one of two minor fields):**

- \_\_\_\_\_ GOVT 780 Fundamentals (Gateway Course in Political Theory)
- \_\_\_\_\_ GOVT 701 Analysis of Political Data
- \_\_\_\_\_ GOVT 702 Advanced Political Analysis
- \_\_\_\_\_ *Elective* (Political Theory Graduate Level Course)
- \_\_\_\_\_ *Elective* (500 level or above course in Political Theory or Research Methods)

**Minor Field Requirements (9 hours/3 courses):**

- \_\_\_\_\_ Gateway Course
- \_\_\_\_\_ *Elective*
- \_\_\_\_\_ *Elective*

**IR Major Requirements (18 hours/ 6 courses - 2 courses must be seminars):**

- \_\_\_\_\_ GOVT 760 Foundations of International Relations (*Gateway Course*)
- \_\_\_\_\_ GOVT 761 International Relations: Applied Theories and Approaches (*Major Field Seminar*)

IR Majors must take **one core course in at least two sub-fields** (from among sub fields A, B, C, and D, as described below). Additional courses should be taken after consultation with the Field Chair and the student's mentor.

Sub-field A: International Law, Norms, and Institutions- Core Course

- \_\_\_\_\_ GOVT 776 Seminar: International Legal Philosophy

Sub-field B: International Security – Core Course:

- \_\_\_\_\_ GOVT 763 Seminar: International Security
- And/or GOV 777 Seminar: Substate Violence

Sub-field C: International Political Economy – Core Course:

- \_\_\_\_\_ GOVT 762 Seminar: International Political Economy

Sub-field D: Foreign Policy and Policy Process – Core Course:

- \_\_\_\_\_ GOVT 764 Seminar: Foreign Policy (Lieber)
- And/or Foreign Policy Processes (Bennett)

Additional Courses:

- \_\_\_\_\_ IR Elective
- \_\_\_\_\_ IR Elective

**INTERNATIONAL RELATIONS Ph.D. REQUIREMENTS  
(For students entering on or after Fall 2008) (Cont'd)**

**Other Ph.D. Requirements:**

- \_\_\_\_\_ 2 General Elective Courses (6 hours)
- \_\_\_\_\_ Qualifying Appraisal
- \_\_\_\_\_ Major Comprehensive Exam (written; oral exam may also be required at the discretion of the examiners)
- \_\_\_\_\_ Minor Comprehensive Exam
- \_\_\_\_\_ Language Requirement
- \_\_\_\_\_ Dissertation Proposal Colloquium
- \_\_\_\_\_ Dissertation Defense
- \_\_\_\_\_ Research Paper
- \_\_\_\_\_ First Year Workshop

For students wishing to minor in International Relations, the following courses must be taken:

**IR Minor Field Requirements (9 hours/3 courses):**

- \_\_\_\_\_ Gateway Course GOVT 760
- \_\_\_\_\_ Gateway Course GOVT 761
- \_\_\_\_\_ One Subfield Core Course (either GOV 776, 763, 762, or 764)

## POLITICAL THEORY Ph.D. REQUIREMENTS

### Political Theory Major Field Requirements (8 courses)

\_\_\_\_\_ GOVT 780  
\_\_\_\_\_ GOVT 781  
\_\_\_\_\_ PT elective  
\_\_\_\_\_ PT elective  
\_\_\_\_\_ PT elective  
\_\_\_\_\_ PT elective  
\_\_\_\_\_ PT elective  
\_\_\_\_\_ PT elective

\*\* When choosing electives, students should choose courses that prepare them to answer questions in four discrete subject-areas; these four subject areas should be discussed with the PT field coordinator.

### Minor #1 – untested (3 courses)

\_\_\_\_\_ gateway course  
\_\_\_\_\_ elective  
\_\_\_\_\_ elective

### Minor #2 – tested (3 courses)

\_\_\_\_\_ gateway course  
\_\_\_\_\_ elective  
\_\_\_\_\_ elective

\*\* PT majors may complete one of their two minors outside the department – not uncommon to minor in Philosophy.

### General Electives (2 courses)

\_\_\_\_\_ elective  
\_\_\_\_\_ elective

## Political Theory Majors Minor in Methods

### PT Major Field Requirements (8 courses)

- \_\_\_\_\_ GOVT 780
- \_\_\_\_\_ GOVT 781
- \_\_\_\_\_ PT elective
- \_\_\_\_\_ PT elective
- \_\_\_\_\_ PT elective
- \_\_\_\_\_ PT elective
- \_\_\_\_\_ PT elective
- \_\_\_\_\_ PT elective

\*\* When choosing electives, students should choose courses that prepare them to answer questions in four discrete subject-areas; these four subject areas should be discussed with the PT field coordinator.

### Minor #1 – (3 courses)

- \_\_\_\_\_ GOVT 701
- \_\_\_\_\_ GOVT 702
- \_\_\_\_\_ Game theory elective (methods grad level course)

### Minor #2 – (3 courses)

- \_\_\_\_\_ gateway course
- \_\_\_\_\_ elective
- \_\_\_\_\_ elective

\*\* PT majors may complete one of their two minors outside the department – not uncommon to minor in Philosophy.

### General Electives (2 courses)

- \_\_\_\_\_ qualitative methods elective (methods graduate level course)
- \_\_\_\_\_ elective

\*\* take and pass the Methods minor field exam (must be tested in 2 of the 3 methods) if this will be your tested minor

In both cases – tested and untested, we are waiving the gateway course in a 3<sup>rd</sup> field requirement for PT majors minoring in Methods.

### **APPENDIX 3. JOINT DEGREE REQUIREMENTS**

The Department of Government offers seven joint degree programs: M.A. in German and European Studies/Ph.D. in Comparative Government or International Relations; M.A. in Latin American Studies/Ph.D. in Comparative Government; M.A. in Russian and East European Studies /Ph.D. in Comparative Government; M.A. in Security Studies/Ph.D. in International Relations; J.D. from the Georgetown Law Center/Ph.D. in Government (any field); M.A. in Arab Studies/Ph.D. in Comparative Government, and M.P.P./Ph.D. in American Government, Comparative Government or International Relations.

Students minoring in security studies and/or in the joint degree program cannot take a core course in security studies—they must take two courses from the remaining sub-fields. These students also cannot test in security studies on their IR major field exam.

Please see the program grids for each of the joint programs offered by the Department of Government for more information on course requirements.

(NB: Suggestion for revisions and additions to this Handbook are welcome. These should be given to the Director of Graduate Studies or the Department Chair).

Also, see the Department of Government web pages for information on Department Officers and Staff.

### **APPENDIX 4. ADDITIONAL GRADUATE STUDENT RESOURCES**

Graduate students of the Department of Government should be advised that the University offers many additional information resources regarding policies specific to the Graduate School of Arts and Sciences and student support services at Georgetown University.

Graduate School Bulletin: <https://grad.georgetown.edu/academics/policies>

Sexual Assault Policy: <http://sexualassault.georgetown.edu/>

Academic Resource Center: <https://academicsupport.georgetown.edu/>  
(including policy support for students with disabilities)

Counseling and Psychiatric Services (CAPS): <https://studenthealth.georgetown.edu/mental-health>