

## Department of Political Science - University of Oregon

### PhD Program Requirements

AY 2023-24

This document pertains to student requirements and procedures. For Graduate Employee information, refer to the GTF Collective Bargaining Agreement and the General Duties and Responsibilities Statement (GDRS); both can be found on the department website.

It is the responsibility of each student to be aware of, monitor, and meet, all departmental, graduate school, and university requirements relevant to making progress towards and completing their degree. No departmental requirements shall conflict with the Graduate School PhD degree requirements. All program requirements (coursework, research paper, comprehensive exams, and dissertation) must be successfully completed within seven years of initial enrollment into the program, although students are expected and encouraged to complete their requirements more quickly.

### Coursework Requirements and Procedures

Students must complete a minimum of 100 political science graduate credit hours towards the degree and must be enrolled in a minimum of three (3) political science graduate credit hours each term (9 for students holding a GE appointment), excluding summer. Courses must be taken for graded credit and receive a grade of B or better, with the exception of PS 615, 616, and open-ended variable-credit coursework (described below), to be counted towards the degree. The following requirements count towards this 100-credit minimum:

#### Seminar Requirement – Minimum of 20 credits

- 5 credits must be from PS 620 (State of the Discipline). This seminar must be taken during the first term of enrollment.
- A minimum of 10 credits must be from required field core seminars that thematically parallel the student's comprehensive exams. Seminars should be taken at the earliest availability. See Appendix I for field core seminars required by each subfield.

#### Methods Requirement

In order to demonstrate proficiency in quantitative and qualitative research methods, students must do the following:

- Earn 8 credits from the combination of PS 545 and PS 546 during the first academic year. If PS 545 and/or 546 are not offered during a specific year, the Graduate Coordinator will notify students of the quantitative methods courses that will count towards this requirement.
  - Students who have successfully completed coursework in statistics at or above the level of PS 545/546 may request a waiver of this requirement by submitting transcripts and syllabi to the Director of Graduate Studies. This request must be submitted at least two weeks prior to the term when the first course of this requirement is offered. The Director of Graduate Studies will consult with relevant faculty, as appropriate.

- Earn 10 credits from the combination of PS 612 Qualitative Methods and PS 613 Interpretive Methods.
  - The courses will generally be offered in alternating years. Students should take one course in each year of their first two years in the program, subject to available offerings. Students should take these courses at the earliest opportunity.
  - Students who have successfully completed coursework in qualitative or interpretive methods at or above the level of the required courses may request a waiver of this requirement by submitting transcripts and syllabi to the Director of Graduate Studies. This request must be submitted at least two weeks prior to the term when the first course of this requirement is offered. The Director of Graduate Studies will consult with relevant faculty, as appropriate.
- Earn 5 credits from PS 614 Research Design. Complete during the first academic year that the course is offered; typically offered in Spring term.

#### Supervised College Teaching (PS 615)

- First-year Political Science graduate students (GEs and non-GEs alike) are required to take this 1 credit course in Fall term. Enrollment is limited to first-year students.
- PS 615 credits will count towards a students' degree.

#### Professional Development (PS 616)

- First-year Political Science graduate students (GEs and non-GEs alike) are required to enroll in PS 616 in Winter and Spring terms. PS 616 is a 1 credit course that will focus on practical questions relating to research and professional development.
- Students must take PS 616 in both Winter and Spring terms as different topics are covered in each term.
- Credits count towards a students' degree.
- Students in later years have the option to register for this course if the topic differs from when they previously completed PS 616.

#### Variable-Credit Graduate Courses

The department recommends that graduate students register for 15 or 16 credits per term in order to progress through the program in a timely manner. Along with 500 and 600 level classes, students can register for "open-ended" variable-credits. These course numbers allow students to obtain credit for academic effort outside the workload of standard classes. Prior to registering for variable-credit coursework, the student and supervising faculty member negotiate the number of credits that will be received, and the method of evaluation for the work. The number of credits for such work is based upon the estimated workload for the term, which includes independent work by the student and the time spent in consultation with the faculty member. An *Authorization to Register* form must be completed and approved by both faculty and student.

- PS 601 -- Research [P/NP] 1-16 credits

Research credits are used for conducting individualized research, or for collaborative research between a graduate student and a faculty member. If the workload includes writing a substantial paper and being evaluated on this written work, 4-5 credit hours may be appropriate.

- PS 603 -- Dissertation [P/NP] 1-16 credits

Dissertation credits are taken following advancement to candidacy, and are the only credits taken by a student while the dissertation is being completed. A minimum of 18 Dissertation (PS 603)

credits are required. No more than 18 will be counted towards the degree. Students must enroll in a minimum of 3 PS 603 credits during the term of defense.

- PS 605 -- Reading [Grade or P/NP] 1-16 credits

Reading credits are used for work such as exploring topics in-depth, preparing for comprehensive examinations, or preparing a conference paper or journal article.

### Transfer Credit

The department recognizes that previous course work is beneficial and may accelerate a student's progress through the program. However, each student must complete all requirements toward the degree regardless of prior coursework at another institution. Thus, we do not accommodate transfer credits.

### Language Requirement

Political Science does not have a language requirement, but it is strongly recommended that all students prepare themselves in at least one foreign language.

### Concurrent Degrees

Students planning to pursue a concurrent degree in another program must submit a written request explaining how the concurrent degree will benefit their political science studies. The department head, in consultation with the Director of Graduate Studies, will review these requests. In principle the department will support concurrent degrees when they strengthen a student's studies in political science. However, credits from a concurrent degree program will not count towards the political science degree.

## **Second Year Paper**

Students must complete an article-length research paper that contains original research of publishable quality no later than their sixth term of enrollment (excluding summer). Research shall begin no later than Fall term of the second year and must be completed by the following Spring term. These Second Year Papers must contain original research and will be judged by a standard of readiness for submission for publication at a scholarly peer reviewed journal. In other words, the Second Year Paper must follow the format of a peer-reviewed scholarly article and contain original research of sufficient quality that it can reasonably be expected that peer reviewers would recommend the paper be accepted for publication with relatively minor revisions. Second Year Papers will be evaluated relative to this standard as follows: high pass, pass, low pass, or fail.

One purpose of the Second Year Paper requirement is to provide doctoral students a framework for producing publishable research over the course of an academic year, since it is virtually impossible to do so in the context of a ten-week course. Students may not submit papers produced in other classes for their Second Year Paper assignment. Students may use class assignments to work on one aspect of a Second Year Paper, such as a literature review or a case study. However, the Second Year Paper must further develop work done in another class, both to avoid [academic misconduct](#) (related to multiple submission of work) and to produce original research of publishable quality.

Failure to complete the Second Year Paper during the Spring term of year two will result in a grade of “Fail.” At that point, students will be placed on academic probation and will have until the Friday of week 5 of the following Fall term to complete a passable Second Year Paper. Failure to meet this second deadline will lead to a vote by faculty for dismissal from the program.

A Master’s degree will be awarded to students who pass the Second Year Paper, provided they have completed all of the department’s first and second year coursework requirements (see Appendix II) and have met the minimum Graduate School requirements for the Master’s degree.

#### Deadlines and procedures:

- Fall term (of students’ second year), no later than Friday of week 5, students must declare their Second Year Paper topic and committee by emailing the Graduate Coordinator at [gradcoordes@uoregon.edu](mailto:gradcoordes@uoregon.edu), copying your committee members. The email should contain a brief (1-2 sentence) description of the paper topic and the names of two Political Science faculty members who will serve as first and second reader, respectively.
  - Both committee members must be tenure-track faculty members within Political Science.
- Spring term, no later than Friday of week 2, students must [apply for their Master’s degree](#) via Gradweb.
- Spring term, no later than Friday of week 5, students must submit the final draft to their committee members.
- Spring term, no later than Friday of week 7, students’ papers must be accepted as finished by both committee members.
- Spring term, no later than Monday of week 8, committee members will notify students of their evaluation.

### **Comprehensive Examinations**

Students must take 1 Major and 1 Minor comprehensive examination in two different department fields (see Appendix I for field requirements):

- The Major comprehensive exam will include a written exam and an oral exam.
- The Minor comprehensive exam will include only a written exam.

#### Prior to Arranging Exams

- The PS core seminar(s) required by each field must be completed prior to taking an exam in that field.
- Meet with the field chair to begin planning for the exam at least one term prior to exam term.
- All course requirements (seminar courses, research methods, quantitative methods, and a minimum of 82 credits applicable to the degree) must be completed prior to (or during) the term of the final comprehensive exam.

#### Arranging Exams

- Exams may be taken in week 5 or 7 during fall, winter, or spring terms. If taking more than one examination in a term, one exam will be week 5, the other week 7.

- A completed [exam contract](#) must be submitted to the [gradcoordes@uoregon.edu](mailto:gradcoordes@uoregon.edu) by Wednesday of week 3 (for week 5 exams) or Wednesday of week 5 (for week 7 exams). Once contracted, the themes or dates cannot be changed without a formal written request and the consent of the Field Chair and Director of Graduate Studies.

### Written Exams

- Exam lengths vary based on field and whether it's a major or minor exam. See Appendix I for each field's exam requirements.
- Regardless of exam length, exams will be emailed to the student at 8:15 a.m. on day 1 and will be due by 4:30 p.m. on the exam's final day.

### Academic Integrity

- Exams are open book, but while taking the exam, students may not discuss it with others. Students must properly cite the work and ideas of others. After submission, the exam will be put through plagiarism software, with any findings of academic misconduct reported to the Dean of Students. Confirmed misconduct will lead to a failing grade on the exam, and will be considered by the department for further sanctions, which may include a vote by the faculty on disqualification from the program.

### Oral Exams

- Within one week of completing a major written examination, notification of oral exam status will be communicated to the student by the field committee chair.
- Oral exams are held within two weeks after the written exam. Oral exams are general in nature and may include material from the written examination.
- It is the responsibility of the student and committee to arrive at a date and time for the oral exam.
  - Students must notify the Graduate Coordinator of exam date and time for room space and documentation.

### Evaluation of the Exams

- The field chair will email exam results to the student (copying the Graduate Coordinator) within a week of the oral exam (for major exam) or the written exam (for minor exam). Exams are evaluated as high pass, pass, low pass, or fail. A single grade will be given for the major exam. The chair of the committee may decide to distribute comments on a major written exam prior to the oral examination.

### Failed Examinations

- Any examination that is not completed during the contracted term, or not turned in on time, will receive a grade of Fail.
- Students who have otherwise made satisfactory progress in the program may repeat failed major and/or minor comprehensive examinations once, but are only permitted a maximum of two attempts on each exam. Thus, a student who switched exam fields after failing a major exam would only have one attempt at another major exam, and similarly with minor exams.
- Should any comprehensive examination be failed twice, the department will recommend disqualification to the Graduate School.

### Post-Comprehensive Exam

- Upon successful completion of all coursework and comprehensive exams, students are advanced to Ph.D. candidacy.

## **Dissertation**

### Registration - PS 603 (Dissertation)

- A minimum of 18 Dissertation credit hours are required for the degree.
- A maximum of 18 Dissertation credit hours may be applied toward the degree.
- A minimum registration of 3 Dissertation credit hours is required in a student's final term.

### Committee

- Students must select a dissertation committee, and have it approved by the department, within one month following advancement to candidacy (i.e., after completing their last comprehensive exam). For students who advance at the end of Spring term, they must have their committee selected and approved within the first month of Fall term.
- The committee should be structured as follows:
  - Chair: The student will choose a chair, and the student and chair shall agree on three other faculty members to form the rest of the committee (all of which will supervise the writing of the dissertation); the chair must be a PS faculty member.
  - Core Members (2): One core member must be from the PS faculty. The remaining member may be a tenured PS faculty member, tenured-faculty from another UO department, or an individual approved by the political science department as a "department representative."
  - Institutional Representative: The UO requires that each committee include one PhD-holding faculty member from another UO department to act as an "institutional representative."

### Prospectus

- The student shall meet with their dissertation committee to present and defend a Dissertation Prospectus.
- The Prospectus must be successfully defended by the conclusion of the academic term following advancement to candidacy. For students who advance at the end of Spring term, their Prospectus must be defended by the conclusion of Fall term. Students who fail to meet this deadline will be placed on academic probation and will have one additional term to successfully defend their prospectus. Students who fail to meet this second deadline will be placed in bad academic standing, and will have one last term to successfully defend their prospectus. Failure to meet this third deadline will lead to a vote by faculty for dismissal from the program.
- Upon successful defense of the Prospectus, students who begin the process of composing their dissertation must comply with University requirements for dissertation preparation, procedure, form, and style, as specified in the current University of Oregon Catalog and the [University of Oregon Style and Policy Manual for Theses and Dissertations](#).

### Oral Defense

- The dissertation must be successfully defended at a public Oral Examination no later than seven calendar years from the student's first term of enrollment.
- All members of the dissertation committee must have a final draft of the dissertation in hand at least three weeks prior to the formal defense.
- The dissertation committee will recommend one of the following to the department after the oral defense:
  - Failure
  - Conditional pass with revisions and a second oral examination required
  - Pass with no or minor revisions required and no second oral examination required
- The dissertation chair will supervise the revision process after the oral examination, and not sign the dissertation until these revisions are satisfactorily completed.
- Successfully defended dissertations must adhere to [University requirements for Graduate School submission](#), as specified in the current University of Oregon Catalog and the [University of Oregon Style and Policy Manual for Theses and Dissertations](#).

## **Appendix I Requirements by Field**

### General Information

- Each field is guided by a committee, consisting of those faculty members who teach in the area. Each field committee determines committee membership and the requirements for comprehensive exams in that field. The student is responsible for speaking with the field committee chair to identify current committee membership policy.
- All fields will have Core Seminar(s) that are designed to cover the major areas in the field's comprehensive exam. The number and substance of Core Seminars, like the format of comprehensive exams, are at the discretion of each field. All Core Seminars will be offered at least every other year, unless no appropriate faculty member is available to teach them. They will be required before a student takes the field's major or minor comprehensive exam.
- No intersection between any two of a student's committees may include more than two faculty members.

### **Comparative Politics (revised 6/2020)**

*Required Core Seminars: 3 - PS 628 State and State-Society Relations, PS 629 Comparative Political Economy, PS 630 States and Regimes,*

### Comprehensive Exam Format

Students shall have four weekdays to complete their major examination, and three for their minor. The field chair will email the exam to the student at 8:15 am on day 1, and students must return the exam by 4:30 pm (emailed to the field chair) on the final day of the exam.

While taking the exam, students are not allowed to discuss it with other people. The exam is open-book, but students must give credit or have proper citations for the work and ideas of

others. After submission, the exam will be put through plagiarism software, with any findings of academic misconduct reported to the Dean of Students. Confirmed misconduct will lead to a failing grade on the exam, and will be considered by the department for further sanctions, which may include a vote by the faculty on disqualification from the program.

The major exam will have three sections:

- i. Core: broad theoretical questions that engage epistemological, methodological, conceptual themes (see Core part of reading list), and rely on mastery of all three substantive thematic areas of the reading list (see three thematic sections of reading list). Write one essay from choice of two questions.
- ii. Cross-regional questions. Write one essay from choice of three questions. The three questions will be drawn identifiably from the three areas of the core seminars (and the three related thematic areas of the reading list), and will all ask for essays that engage empirics from two regions of the world (see regional list and instructions below).
- iii. Regional focus questions, tailored by student regional focus (see below). Students will write one essay from a choice of two questions. Questions may be on any theme. Students should expect these two questions to draw on the two thematic areas least related to their primary intellectual focus (e.g., a student with main interest in political economy and development should expect question in this section to speak to states & regimes and state-society relations).

Regarding regional focus (for question 3): When applying to take the exam, students will announce a primary regional focus from the following options: Western Europe, Eastern Europe and Former Soviet Union, Northeast Asia, Southeast Asia and Oceania, South Asia, North Africa and Middle East, Sub-Saharan Africa, Latin America, North America. They will write one essay from a choice of two questions. Questions can be on any theme.

Minor Exam:

The minor exam is comprised of the first two sections of the major exam. Students do not need to declare regional focuses because they do not take the regionally-tailored part of the major exam.

### **International Relations (revised 6/2022)**

*Required Core Seminars: 2 - PS 624 International Relations, PS 626 International Political Economy*

All students taking either a major or a minor comprehensive exam in international relations must have read and show a mastery of the literature under the Core Theme on the [International Relations Reading List](#) as well as of the literature on TWO additional themes for MAJOR exams or ONE additional theme for MINOR exams.

The Reading List identifies required readings as well as strongly recommended readings. It should be noted that the Reading List is intended as a starting point to prepare students for each theme. As part of writing a contract with their committee, the student should also develop a list of readings for each theme that reflects the committee's and student's assessment of important



new works not yet on the Reading List. The committee expects students' exams to reflect all relevant work in the field, whether or not those works are on the Reading List. Students are reminded that good comprehensive exams demonstrate the student's knowledge of important cases and the student's ability to apply theory to particular empirical contexts.

The International Relations field includes the following themes in addition to the Core theme: International Political Economy, International Security, and International Environmental Politics.

Students may also take an exam on the theme of "Foreign Policy and Decision Making." To develop an appropriate reading list for that theme, the student is required to contact the field committee chair no later than week 1 of the prior Spring term for a Fall term exam or week 1 of the prior Fall term for either a Winter term or Spring term exam.

### Additional Information

The goal of the comp exam process in International Relations is to foster your knowledge of the field. Successful preparation should leave you "knowing the field" well enough to identify interesting questions for a dissertation, have an understanding of available theories and cases for answering that question, and have a sense of the "look and feel" of compelling and convincing arguments in the field. Preparation for the exam should also position you so that you are 60-80% of the way to being prepared to teach an introductory undergraduate course in International Relations.

The IR field committee has produced a document entitled "Strategy for taking comprehensive exams in International Relations". All students interested in taking a comprehensive exam in International Relations should contact the field chair for a copy and read this document at the earliest opportunity.

### Comprehensive Exam Format

Students shall have three weekdays to complete their major examination, and two for their minor. The field chair will email the exam to the student at 8:15 am on day 1, and students must return the exam by 4:30 pm (emailed to the field chair) on the final day of the exam.

While taking the exam, students are not allowed to discuss it with other people. The exam is open-book, but students must give credits or have proper citations for the work and ideas of others. After submission, the exam will be put through plagiarism software, with any findings of academic misconduct reported to the Dean of Students. Confirmed misconduct will lead to a failing grade on the exam, and will be considered by the department for further sanctions, which may include a vote by the faculty on disqualification from the program.

### Major Exam:

This exam will have three sections

- (a) Core Theme: answer 1 (of 2 or more) questions provided by the committee, which will cover the full breadth of the Core Theme on the Reading List.
- (b) Additional Theme #1: answer 1 of 2 (or more) questions provided by the committee that will cover the full breadth of the student's chosen additional field.

- (c) Additional Theme #2: answer 1 of 2 (or more) questions provided by the committee that will cover the full breadth of the student's chosen additional field.

**Minor Exam:**

The minor exam is comprised of the first two sections of the major exam.

Exam committees will consist of three members decided upon by the field chair in consultation with the subfield committee members.

**Political Theory (revised 6/2020)**

*Required Core Seminar: 1 - PS 622 Political Theory*

**Comprehensive Exam Format**

Students shall have four weekdays to complete their major examination, and three for their minor. International Students for whom English is not their native language will have an additional day to complete the comprehensive examination (five days for a major; four days for a minor). The field chair will email the exam to the student at 8:15 am on day 1, and students must return the exam by 4:30 pm (emailed to the field chair) on the final day of the exam.

- If the student prefers to pick up and deliver exam in paper form rather than email, they must consult with the field chair before day 1 of the exam. The same delivery and return times will apply.

For a major examination, the Committee requires a student to offer the core theme (History of Political Thought) and four additional themes. For a minor examination, the student will offer the core theme and two additional themes. On the examination, questions may integrate material from more than one theme prepared by the student; or may be specific to one theme. Students majoring in the field will answer three out of five questions, including answering a question on the core theme. Students minoring in the field will answer two out of three questions.

Minor exam takers may be required, at the discretion of the examination committee, to meet and discuss their written exam work prior to a grade being given.

The field offers fifteen different themes: History of Political Thought; Republicanism and the Public Sphere; Natural Right, Natural Law, and the Social Contract; Philosophy of Social Science and Interpretive Methodology; Politics of Identity; Comparative Political Theory; American Political Thought; Critical Theory and Post-Structuralism; Liberalism, Utilitarianism, Communitarianism; Democratic Thought and Equality; Feminism; Justice and Law; Marxism, Socialism, and Anarchism; Theories of Affect, Aesthetics, and Embodiment; and Critical Race Theory.

**United States Politics (revised 6/2022)**

*Required Core Seminar: 1 - PS 607 American Politics Pro-Seminar*

Students wishing to pass comprehensive exams in the US subfield must take three substantive seminars:

1. REQUIRED core seminar, PS 607: American Politics Pro-Seminar
2. One 600-level U.S. political science seminar
3. Either one additional 600-level U.S. political science seminar or one 500-level U.S. political science course.
  - a. PS 625 Public Policy Seminar does not count towards the U.S. requirements, even if it is taught by U.S. faculty.
  - b. If students are uncertain about whether or not a course will count, they should consult the field chair via email before enrolling. Students should keep a record of approvals in this regard to ensure that they are on track. (Field chairs will also keep track of approvals.)

The field chair will review student coursework prior to signing the student's comprehensive exam contract, to ensure students have met the three-seminar requirement. The comprehensive exam contract along with the U.S. Politics Comprehensive Exam Coursework Worksheet should be signed by the subfield chair and submitted by the student to the Graduate Coordinator for records retention purposes prior to the exam.

#### Comprehensive Exam Format

Students shall have three weekdays to complete their major examination, and two for their minor. The field chair will email the exam to the student at 8:15 am on day 1, and students must return the exam by 4:30 pm (emailed to the field chair) on the final day of the exam.

While taking the exam, students are not allowed to discuss it with other people. The exam is open-book, but students must give credits or have proper citations for the work and ideas of others. After submission, the exam will be put through plagiarism software, with any findings of academic misconduct reported to the Dean of Students. Confirmed misconduct will lead to a failing grade on the exam, and will be considered by the department for further sanctions, which may include a vote by the faculty on disqualification from the program.

Major exam students will answer 3 of 5 questions, requiring knowledge of U.S. political institutions, culture, and behavior and drawn from the U.S Politics Reading List and required coursework.

Minor exam students will answer 2 of 4 questions, requiring knowledge of U.S. political institutions, culture, and behavior and drawn from the U.S Politics Reading List and required coursework.

#### **Public Policy (revised 6/2022)**

*Required Core Seminar: 1 - PS 625 Public Policy*

The public policy subfield is available only as a Minor field, not as a Major field. Prior to taking a comprehensive exam in public policy, all students must have taken and passed at least two courses:

- PS 625: Graduate Seminar in Public Policy (required), and
- At least one of the classes in the following list, when offered by a faculty member in the department's Public Policy subfield (consult the list at [polisci.uoregon.edu/fields/public-policy](http://polisci.uoregon.edu/fields/public-policy))
  - PS 566: Legalizing Civil Rights in Post-Warren Era
  - PS 567: US Presidency
  - PS 571: Intergenerational Justice
  - PS 577: International Environmental Politics
  - PS 584: US Supreme Court
  - PS 595: US Political Economy
  - PS 630: States and Regimes

In the event that these courses are not offered before the student takes the exam – or if the student was otherwise unable to take one of these courses – the student should contact the chair of the policy field to explore other options to fulfill the course requirements. These alternate options must be approved through an exception process. After students have reached an agreement with the field chair on an exception process, contact the Director of Graduate Studies for approval.

The public policy subfield will organize an annual roundtable on preparation for the policy exam. All prospective public policy students should attend. Consult the public policy field chair for details.

Students taking a comprehensive exam in public policy are expected to have read the public policy literature as defined by the Public Policy Core Reading List. All students must demonstrate their mastery of that Core Reading List as well as additions to that list that reflect the student's particular interests, developed in consultation with the full Public Policy field committee. Students should begin this consultation well in advance of the anticipated term of examination.

All students taking the MINOR exam must master additional readings covering EITHER a key theoretical subfield within Public Policy OR a substantive area of expertise. Students taking a minor exam will answer two (2) questions.

The Public Policy Committee offers a reading list for the “pre-specified” subtheme of “Law and Public Policy.” The reading list for this subtheme can serve as either a theoretical subfield OR a substantive area of expertise.

The Core Reading List will be posted on the Department of Political Science website. This list is intended to serve as a *starting point* for student preparation for the core theme. In addition, an archive of reading lists for theoretical subfields and substantive areas will be maintained as students who take the comp exam develop them in consultation with the committee. Again, these lists are intended to serve as *starting points* for student preparation for the corresponding theme.

For all comprehensive exams, *questions* will be solicited from all current faculty on the Public Policy Field Committee. The completed examination will be *evaluated* by three Field Committee

members to be determined by the Field Committee chair in consultation with all members of the Field Committee.

As part of writing a contract with their committee, the student will develop a list of readings for either a theoretical subfield or a substantive area, or both. That list or those lists should reflect both the field committee's and the student's assessment of important new works in the field covered by the theme. The committee expects students to make reference to all appropriate and relevant work in the field, whether or not those works were included in the students contracted reading list. Good comprehensive exam answers demonstrate empirical knowledge of important cases as well as the student's ability to explore and understand the application of a theory to a particular empirical context.

### Comprehensive Exam Format

Students shall have two weekdays to complete the MINOR examination. The field chair will email the exam to the student at 8:15 am on day 1, and students must return the exam by 4:30 pm (emailed to the field chair) on the final day of the exam.

- If the student prefers to pick up and deliver exam in paper form rather than email, they must consult with the field chair before day 1 of the exam. The same delivery and return times will apply.

Those taking the MINOR exam must do (a) and either (b) or (c) below.

- (b) Core: answer 1 of 2 (or more) questions provided by the committee, which will cover the full breadth of the Core Reading List.
- (c) Theoretical subfield: answer 1 of 2 (or more) questions provided by the committee that may cover the full breadth of the Theoretical Subfield Additional Readings. The list of additional readings will be developed through a consultation between the student and the committee chair and members. This list will include no less than 20 readings (books, articles, chapters) designed to help the student develop a theoretically-informed mastery of a key theoretical field within public policy (e.g., agenda setting, bureaucracy, regulation, political economy, implementation, decision making, and policy evaluation).
- (d) Substantive area: answer 1 of 2 (or more) questions provided by the committee that may cover the full breadth of the Substantive Area Additional Readings. The list of additional readings will be developed through a consultation between the student and the committee chair and members. This list will include no less than 20 readings (books, articles, chapters) designed to help the student develop a theoretically-informed and sophisticated knowledge of a particular substantive area of expertise (e.g., health care, poverty, environment, business regulation, immigration, science and technology policy).

### Plagiarism

While taking the exam, students are not allowed to discuss it with other people. The exam is open-book, but students must give credits or have proper citations for the work and ideas of others. After submission, the exam will be put through plagiarism software, with any findings of academic misconduct reported to the Dean of Students. Confirmed misconduct will lead to a

failing grade on the exam, and will be considered by the department for further sanctions, which may include a vote by the faculty on disqualification from the program.

## **Appendix II Progress towards Doctoral Degree**

The department is committed to helping each graduate student complete their degree in the manner most likely to foster their future professional success. Our graduate program requirements, processes, and procedures are designed to help students do so. Academia is extraordinarily competitive and professional success is only likely for those whose performance is extremely strong in graduate school. Students should set their goals according to the expectations for success outlined below. The following section details the minimal requirements for continuation in the program. The University refers to the latter as defining conditions of “satisfactory progress,” but students must understand that performance near these minimal requirements is not satisfactory with respect to their future career prospects.

It is important to note that success in completing degree requirements as determined by the Department and the UO is far from sufficient to guarantee success in the academic job market or the broader job market for PhDs. For most students, the PhD degree is only the first credential to obtain a job and begin a professional career whether in an academic or non-academic environment. Success in the job market for PhDs requires students to develop strong communication and presentation skills; wide professional networks involving other researchers who share similar interests (not necessarily in the same discipline of Political Science) in other universities in the US and around the world; and a good knowledge of the market for PhDs that include not only universities but think tanks, research institutes, consulting firms, and government agencies at state and federal levels. Students are advised to begin as early as their second year to seek out those opportunities outside of the program and the UO that will help them succeed in the highly competitive job market for PhDs once they graduated. Students should not be deterred by rejections but should learn from and build on the experiences by reformulating their research questions, revising and resubmitting their applications, and rewriting and revising their papers.

### Expectations for Success

Professional success as an academic calls for performance far beyond “satisfactory progress.” Above all, it depends on students producing high-quality **published** scholarship that is capable of receiving external recognition beyond UO. To be on a trajectory over that bar, the department expects to see students reaching the following points and engaging in a wide range of professional activities along the way:

- Forge relationships with appropriate faculty mentors during the first and second year of the program. Tap into existing professional networks of faculty in the Department and other UO departments and centers to build career networks.
- Complete most courses (and particularly field seminars) with grades of ‘A.’

- Receive few, if any, incompletes.
- Complete all comprehensive exams with a grade of pass or high pass (and prior to the end of their ninth term).
- In terms of workload, take at least two substantive seminars per quarter during their first two years.
- Actively participate in departmental colloquia, workshops, job talks, and other events that offer opportunities to sharpen their professional skills and that contribute to the department's sense of intellectual community.
- Present a version of the second-year Research Paper at a conference and submit it for publication in their third year.
- Beginning in their second year, seek opportunities for non-UO fellowships and scholarships, for presenting research at the American Political Science Association (APSA) and other national and international conferences, and for publishing research papers and other writings.
- Begin discussing ideas for a dissertation prospectus with faculty as early as possible, and certainly before completing comprehensive exams.
- Continue to be active in professional circles beyond the Department and the UO by regularly participating in national and international conferences, revising and submitting seminar papers for publication, publishing early versions of chapters in the dissertation if possible, and applying for external fellowships and scholarships.
- Complete dissertation and defend during year 6.

### Minimal Requirements

Each student is responsible for remaining aware of, monitoring, and meeting all departmental, graduate school, and university requirements relevant to making progress towards and completing their degree.

To meet minimal department requirements for "Satisfactory Progress" *students must:*

- Maintain a cumulative GPA of 3.40 or better
- Complete at least 3 political science graduate credits toward degree each term (9 for students holding a GE appointment)
  - Grades below a B and "Incomplete" credits do not count toward this minimum or degree
- Have no more than 5 "Incomplete" credits at any point
  - The student will be responsible for negotiating and submitting (to the Graduate Coordinator) an *Incomplete Grade Contract*. The student is responsible for meeting the terms of that contract by the agreed-upon deadline. The faculty member is responsible for ensuring that a grade is reported no later than three weeks after receipt of all work.
  - This policy does not apply to Dissertation (PS 603) credits, since these are automatically converted to Pass when the Graduate School accepts the dissertation.
- Follow the timeline below:
  - Year 1: complete quantitative methods courses (PS 545, PS 546, or courses indicated by the Graduate Coordinator), PS 615, PS 616 (two offerings), PS 612 Qualitative Methods or PS 613 Interpretive Methods (whichever is offered this year), PS 614 Research Design (if offered in Year 1), PS 620, and as many field core seminars as possible.

- Year 2: complete seminar requirement, begin research paper in Fall and defend by the end of Spring term, PS 612 Qualitative Methods or PS 613 Interpretive Methods (depending on which was not offered in the first year), PS614 Research Design if not offered in Year 1. Apply for Master's degree.
- Year 3: complete major and minor comprehensive exams
- Year 4: form dissertation committee and defend prospectus by the end of the term following advancement to candidacy
- Year 7: complete dissertation and defend
- Meet all deadlines and requirements established by the Graduate School and/or the Department; this includes deadlines for submitting administrative paperwork.
- Maintain a pattern of satisfactory progress, as noted above, throughout academic history in the department.

The department recognizes that over the course of their graduate careers and for a variety of acceptable reasons some students may fail to meet one or two of the requirements by the specified deadlines. The department has designed its procedures to help students avoid such missteps and to regain their footing should this occur.

In addition, the department realizes that, despite these efforts, some students may display a pattern of failing to meet “satisfactory progress” requirements. These students will have previously been notified of their progress in the program through quarterly status reports. Under such conditions, the department may find that allowing the student to continue in the program does a disservice to the student and the graduate program as a whole, and may require disqualification from the program. This will be determined through faculty vote; students will be notified of when the vote will occur.

### Annual Review

In spring term of each year, the department will undertake a review of each student's progress in the program both with respect to minimal requirements and expectations for success. The purpose of this review is to: a) give all students clear and regular feedback on their progress toward degree, b) identify students who are diverging from a trajectory of expectations as early as possible so that appropriate assistance can be offered, and c) provide faculty with better information about how to improve every student's chance of success in the program and the profession.

No later than week 11 of Spring term, the department faculty, sitting as a committee of the whole, will evaluate each student's performance and progress. That evaluation will draw on the following sources of information:

- Students' quarterly status as tracked by the Graduate Coordinator.
- Input from faculty who have taught the student in a seminar or directed reading.
- Input from advisors or committee members on research papers, comprehensive examinations, and/or dissertations.
- Input from any faculty member who has had academic contact with the student in other settings.



The faculty will take particular care in evaluating students completing their second year in the doctoral program. This “end-of-second-year” review will be used to identify any students whose pattern of degree progress to date suggests that they are unlikely to complete a strong dissertation within the schedule established by departmental, college, and university guidelines and requirements.

Students whose second-year paper quality and academic progress indicate that there may be significant difficulty in completing a PhD, may be advised or required to leave the program with a terminal Master’s degree. In some such cases, a second-year research paper that is graded in week eight (8) as a fail could be revised to serve as the Master’s Terminal Project before the end of the term in which it is originally submitted. However, in most cases at least an additional term will be necessary to revise a failed second-year research paper to qualify for the terminal Master’s degree.

Faculty will make recommendations to the Director of Graduate Studies regarding the content of feedback for each student. All students will receive timely feedback from the Director of Graduate Studies that identifies areas where students are making good progress, areas for improvement, and/or strategies for addressing areas of concern and deficiencies.

In what the department expects to be rare cases, any annual review may lead to a faculty vote to advise or require a student to leave the program if their record displays a *pattern* of poor grades, failure to maintain satisfactory progress, and/or meet program requirements or deadlines. These students will have been previously notified of their progress in the program through quarterly status reports.