

PhD HANDBOOK 2014-2015



UNIVERSITY *of*
DENVER

JOSEF KORBEL SCHOOL *of*
INTERNATIONAL STUDIES

Throughout the year revisions are made to this document. Be sure to check for updates to this document on our website.

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PROGRAM REQUIREMENTS

Summary of Requirements

The Doctor of Philosophy Degree

1. Formal Admission at Josef Korbel School of International Studies to this particular program.
2. Program Statement
3. Core Curriculum (4 courses)
4. 2 Fields (5 courses each)
5. Methodology [3 courses INTS 4500 (Social Science Methodology), INTS 4010 (Epistemology) *or* INTS 4522 (Philosophy of Social Science)].
6. Foreign Language Proficiency
7. Written and Oral Comprehensive Exams
8. An accepted Dissertation Prospectus
9. Dissertation Defense
10. 135 hours of total graduate credits including at least
 - 120 graduate class credits*
 - 90 DU credits
 - 60 Josef Korbel School of International Studies course credits
 - 6 quarters DU graduate registration
 - GPA at least 3.5
 - Completion in no more than 7 years (6 years if entering with a Master's degree)
11. Graduation

*Excludes credits for PhD research seminar

The Ph.D. degree is designed as a 5-7 year program provided the student a) enters with a closely related Master's degree and b) is able to devote full-time study during the entire period. The student working toward this degree must earn a grade point average above 3.5 for a minimum of 135 hours of graduate credit, of which 90 hours must be earned at the University of Denver. In addition, each student must meet the core curriculum and fields training, methodology and foreign language requirements and pass written and oral comprehensive exams, file an approved prospectus, and successfully write and defend a dissertation.

Ph.D. Coursework Requirements

1. International Studies Core: Four courses (20 credits)

- INTS 4324 International Political Economy
- INTS 4501 Comparative Politics in the 21st Century
- INTS 4900 International Politics
- PLUS one Political Theory course from the following list:
 - INTS 4820 Democracy and War (formerly called “Ancient Political Theory”)
 - INTS 4821 Early Modern Political Theory
 - INTS 4515 Nineteenth Century Political Theory
 - INTS 4544 Classics in Comparative Politics: Weber, Durkheim
 - INTS 4822 Contemporary Political Theory
 - INTS 4599 Ethics and International Affairs (*offered only in Summer*)

2. Fields: Students are required to take five courses in each of two fields, as specified below (50 credits).

Please note:

For all new PhD students and students who entered the program in Fall 2013 or after:

The International Politics (IP) and International Political Economy (IPE) fields have been merged into the International Relations (IR) field. So for your purposes, there are three fields: Comparative Politics (CP), International Relations (IR), and Political Theory (PT).

For PhD students who entered the program BEFORE Fall 2013:

The IP and IPE fields remain separate, and the IR field does not exist. So for your purposes, there are four fields: CP, PT, IPE, and IP.

Comparative Politics (CP):

- INTS 4501 Comparative Politics in the 21st Century
- INTS 4327 Advanced Issues in Comparative and International Political Economy*
- INTS 4349 Comparative Public Policy and Finance
- PLUS two additional courses in Comparative Politics

Consult with Martin Rhodes and Tim Sisk before selecting your CP courses.

International Relations (IR) (from AY2013-14):

- INTS 4648 Theories of Security and World Politics
- INTS 4320 International Monetary Relations or INTS 4310 International Trade
- INTS 4903 Social Construction of International Society or INTS 4622 Global Governance
- INTS 4327 Advanced Issues in Comparative and International Political Economy*
- PLUS one additional course from an approved list (see Martin Rhodes for details).

Political Theory (PT):

- INTS 4820 Democracy and War (formerly called “Ancient Political Theory”)
- INTS 4822 Contemporary Political Theory//Thought
- INTS 4821 Early Modern Political Theory

- And one additional Political Theory course. For questions regarding this field, see Alan Gilbert or Micheline Ishay.

International Political Economy (IPE):

- INTS 4310 International Trade
- INTS 4320 International Monetary Relations
- INTS 4327 Advanced Issues in Comparative and International Political Economy*
- INTS 4370 Political Economy of Globalization
- INTS 4324 International Political Economy

For questions or problems in this field, see Rachel Epstein and Martin Rhodes.

International Politics (IP):

- INTS 4900 International Politics
- INTS 4903 Social Construction of International Society
- PLUS three additional courses in International Politics

Consult with Jack Donnelly and Karen Feste before selecting your IP courses.

3. Methodology: Three courses

- INTS 4010 Epistemology
- INTS 4522 Philosophy of Social Science (offered every other year)
- INTS 4500 Social Science Methods

Methodology training beyond these required courses is a matter of individual needs and interests, and students should consult their advisor or potential dissertation committee chair and members about available options. A limited fund is available to fund students to study methods courses outside of DU, at for example, methods summer schools. Awards for this purpose will be made on a competitive basis and only when students and their advisors can prove that such training is vital for completion of the Ph.D. dissertation.

4. Extended Research Papers

Please note that PhD students are required to write **TWO** extended research papers during their period of fulfilling course work requirements. Each paper should be written in **ONE** of your two fields. Each field will attach different requirements to these papers, and in some fields there will be particular advanced classes for which these papers should be written. But all fields will require that students demonstrate a capacity for independent research in writing the extended research papers. Please note that at some point the titles of these papers and the courses for which they are written should be included in your Program Statement (see p. 59 in the Appendix).*

4. Electives: to reach a total of 135 credit hours earned.

5. Foreign Language Proficiency: Non-native English speakers should pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 95 (internet based), 240 (computer-based) or 587 (paper-based) and native English speakers need to demonstrate proficiency in one foreign language. See p. 10 for more information about how to fulfill the Foreign Language Proficiency Requirement.

6. Internships: PhD students cannot use internship credits towards the degree.

* INTS 4327 Advanced Issues in Comparative and International Political Economy is an advanced research course that combines the study of comparative and international political economy with research methods. Many PhD students write one of their two extended research papers while taking this course. ***Offered only every other year; not annually***

Independent Study

All students who wish to do an independent study must first approach the professor of their choice about the project they wish to pursue. Following that meeting they may either download the Independent Study Form from our website or come in to the Student Affairs and pick one up. Independent Study must be in accordance with University rules (see below).

If you wish to have an Adjunct member of the faculty supervise your independent study you must first get approval from the Associate Dean.

Students are limited to 5 credits of Independent Study.

For more information contact the Director of Student Affairs or the Associate Dean.

University Rules Regarding Graduate Level Independent Study

Independent study provides opportunities for the capable student to do special work under individual supervision in areas not covered by class offerings. The topic and outline must be agreed upon by the student with the approval of the instructor and department concerned. The following policies apply:

- 1) Independent study projects (e.g., 5991) appear on the student's transcript with the specific topic as the course title.
- 2) Academic grades (A-F) are assigned.
- 3) Projects must be undertaken within the academic term in which they are registered.
- 4) The student must be in academic good standing (e.g. 3.0 GPA)
- 5) Independent study may not be taken instead of, or to modify a regular course offered by a department.
- 6) Graduate students obtain applications from the Office of Graduate studies or their academic unit. Partial applications will NOT be processed.
- 7) Independent studies must be at least one credit hour and generally do not exceed five hours. The responsibilities of the instructor of record are: a) see the grades are submitted; b) approve the course of study; c) approve the credentials of other faculty involved; d) agree to assume responsibility if problems arise.

Course Waivers

Occasionally your degree may require you to take a course that substantially duplicates a course you have taken at an earlier point in your academic career. If this is the case, and you can document the duplication, you may petition the Associate Dean to have that requirement waived. You will not receive credit towards the degree, but neither will you be required to repeat work that you have already done.

Waivers typically arise in two areas.

International Studies Core Courses: If you have taken a course substantially similar to a required International Studies Core course, you may petition for a waiver of that requirement. Your transcript must show a grade of B or better in the course in question and you must provide a syllabus that demonstrates that the course covered at least half of the material in the Core course as it is currently being offered or has been taught in the preceding two years.

Statistics: You may petition to waive INTS 4051 (Statistics II) by demonstrating that you have taken a comparable graduate or undergraduate statistics course and received a grade of B or better in that course.

However, please note that it is important to discuss any course waivers with the PhD Program Co-Directors, to avoid waiving courses that may be essential for comprehensive exam preparation. Students have sometimes jeopardized their comprehensive exam performance by not taking advantage of the full array of courses when preparing for them. **All course waivers at the PhD level have to be approved by the Office of Graduate Studies.**

Program Statement

The Program Statement (template found in the appendices) outlines a student's planned course of study at Josef Korbel School of International Studies. Preparing a Program Statement facilitates orderly and coherent selection of courses and requires students to become aware of their particular degree requirements. Students are strongly encouraged to file an initial program statement in their first or second quarter of study with Susan Rivera and update it periodically as necessary.

DUE DATE: End of the student's 2nd completed quarter

<u>Start</u>	<u>Due</u>
Summer Quarter	Fall Quarter (Mid-November)
Fall Quarter	Winter Quarter (Mid-March)
Winter Quarter	Spring Quarter (Early-June)
Spring Quarter	Fall Quarter (Mid-November)

First Year Student Checklist: **(Complete within the first month of starting coursework)**

- ✓ Check with Admissions to confirm that your file is complete.
- ✓ Check with the DU Health Services to make sure that your immunizations are up-to-date.
- ✓ Pick up Pioneer ID Card at the Pioneer Office in Driscoll Hall.
- ✓ Check in with Student Financial Services in University Hall to make sure loans are secured.
- ✓ Log onto <http://myweb.du.edu> to become familiar with the system and make sure your address is correct.
- ✓ Check out the e-reserve system on the Penrose Library website, <http://www.penlib.du.edu>

Foreign Language Proficiency

All Master's Program students at Korbel, except the Peace Corps Master's International and Peace Corps Fellows Program and the Conflict Resolution degree program, are required to show foreign language proficiency in order to graduate.

****You may not register to graduate until you have met your language proficiency requirement, so please plan ahead accordingly.****

For Non-Native English speakers:

Passing the Test of English as a Foreign Language (TOEFL) with a minimum score of 213 (new system) or 550 (old system) will fulfill the foreign language requirement. *However, any incoming international student whose native language was English (such as a native English speaker from the U.K.) would be required to pass proficiency in a language other than English; all others satisfy the requirement with their TOEFL scores.*

For Native English speakers: you must do one of the following to fulfill the foreign language requirement:

- 1) Provide documentation of a high school diploma from a program conducted in a language other than English.
- 2) Provide documentation of a bachelor's degree in a foreign language (*major--not a minor!*) field of study.
- 3) Provide documentation of passing a graduate degree proficiency exam in a foreign language at another university before starting at JKSI – the exam must be the STAMPS4 exam and must have been successfully passed ***within 3 years*** of entering the JKSI program.
- 4) Pass a language proficiency test offered through The Center for World Languages and Cultures (CWLC) at DU. The CWLC offers tutoring, language groups, proficiency testing and other language resources. Their website is <http://www.du.edu/cwlc>. Their email is cwlc@du.edu.
 - a. The main type of language test offered at the CWLC is the STAMPS4S test. The STAMP4S test is available in Arabic, Chinese, French, German, Italian, Japanese and Spanish.
 - b. The paper Translation and Reading test is used for Latin and Russian.
 - c. The language tests are offered at various times each quarter. A schedule of testing times can be found here: http://www.du.edu/ahss/cwlc/testing/grad_proficiency.html
 - d. You need to register for the test ahead of time. The cost is \$50 and you can pay by cash (exact change) or check (made out to “University of Denver”). You need to register online, at least 72 hours in advance, to be able to take the test.
 - e. **You can take a language test once per quarter and a total of 3 times.**
 - f. **Language tests are not offered during summer quarters.**
 - g. The CWLC offers proficiency testing in Arabic, Chinese, French, German, Italian, Japanese, Latin, Russian and Spanish.

- h. The CWLC also has exams, but not regular graders, in Indonesian, Modern Greek, Portuguese and Swedish. Please refer to the CWLC's Exam Policies and Procedures for more information, found at this address:
http://www.du.edu/ahss/cwlc/testing/grad_proficiency.html
 - i. If you have proficiency in a language **not** tested by The Center for World Languages and Cultures and would like to be tested, please come in to Student Affairs in Ben Cherrington Room 101.
 - j. **Online Language Tools at Penrose Library to assist in preparation for Proficiency Exam:** Students are able to prepare for their proficiency exam using online resources available at Penrose Library. You can get information about these tools (which are free of charge to you) at this site:
<http://bianca.penlib.du.edu/search/h?SEARCH=http://bianca.penlib.du.edu/search/h?SEARCH=Language%20Learning%20Most%20Useful&searchscope=8>
- 5) Pass a 3000 or 4000 level language course offered by DU.
- a. DU offers language courses in Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Latin, Russian and Spanish.
 - b. To look for current language offerings at DU, please visit the Registrar's webpage at <http://www.du.edu/registrar>. Plan ahead, since not all languages offer a 3000 or 4000 level course each quarter.
 - c. You will **not** receive credit for a language class taken at DU and you will have to pay the extra tuition.
 - d. Please stop in and talk with Student Affairs before registering for a language course at DU to make sure the course will meet the Language Proficiency requirements.
- 6) Berlitz Language Learning and Cultural Training
- a. To complete the foreign language requirement, you may take a language class at Berlitz in Denver. You must complete and pass a level 4 language course.
 - b. Berlitz offers many different languages and many different course options. For more information, their website is: <http://www.berlitz.us/> and their phone number is 888.645.5447.
- 7) Bridge Language School
- a. To complete the foreign language requirement, you may take a language class at the Bridge Language school in Denver. You must complete and pass a level B1.
 - b. For more information, their website is <http://www.bridge.edu> or you can contact them at 303-777-7783.
- 8) Alliance Francaise
- a. The Alliance Francaise offers French courses and informal lunchtime French conversation sessions at various levels. These courses typically carry a fee of \$95-\$365, depending on which one(s) you select (see: <http://www.afdenver.org/shop/product-category/classes/french-for-adults/>).
 - b. Private tutoring in small groups is also an option—for pricing please see <http://www.afdenver.org/private-french-classes/>.
 - c. Their website is as follows: <http://www.afdenver.org/mission/>. Please contact (303) 831-0304 for more information.

Other Resources for Language Proficiency:

Colorado Free University

Colorado Free University offers a wide array of adult education classes in the Denver metro area. Our programs include [Spanish Lessons and Classes](#) and other foreign language classes. Visit <http://www.freeu.com/>

Student Conversation Tables

In past years, Korbel students have organized informal foreign language conversation tables that allow participants to practice their spoken foreign language skills and prepare for the proficiency exam. If you are interested in this option, you are encouraged to inquire around Korbel (and perhaps check your class's Facebook page) for more concrete information.

Ph.D. Comprehensive Exams

All students must pass written and oral comprehensive examinations in two fields. These exams are not limited to the materials covered in courses but range across the entire field. Copies of old exams are available in Suite 101.

Comprehensive exams may be taken only after 120 hours of graduate credit have been earned (including transfer credit), all field and concentration requirements are met, all grades of incomplete have been removed, all language and methods requirements have been met, and the admission committee has formally and in writing accepted the student into the program.

Exams are given three times a year, in October, January and April. Those intending to take an exam in any particular quarter must register prior to posted deadlines with Student Affairs (Suite 101).

Students should take both field exams at the latest by the Spring quarter of the 'third year' (i.e., the year after completion of coursework). Exceptions require the explicit written approval of both the Associate Dean and the Ph.D. Director. Students may take one or both exams 'early' with the agreement of their faculty advisor and field director. Failure to take an exam by the Spring of the third year will count as a first failure of the exam.

Depending on the field, the field exam consists of a written in-class exam (i.e., taken without books or notes) or a take-home exam, as well as an oral exam (field exams will be in a 'take home' format in both International Political Economy and Political Theory). Examiners for both the written and oral exams are tenured or tenure-track Josef Korbel School of International Studies faculty, except when the necessary expertise is unavailable within that group.

Written field exams are prepared and evaluated by designated field groups composed of (usually three or more) professors. In the case of in-class exams, students are required to type their written exams at designated times on PCs in the Josef Korbel School of International Studies computer lab. Take-home exams are completed within a prescribed time frame. Student names do not appear on the written exams.

Separate oral exams are given in each field. Ordinarily, a three professor committee for each field will be designated in the Spring to give all oral exams in that field in both sittings the following year.

The committees for the 2014-2015 academic year are:

- IP: Erica Chenoweth, Karen Feste, and Deborah Avant
- IR: Erica Chenoweth, Rachel Epstein, Deborah Avant
- CP: Martin Rhodes, Devin Joshi, Tim Sisk/Aaron Schneider
- IPE: Rachel Epstein, Haider Kahn, Martin Rhodes

(Please note that changes in committee composition may occur during the 2014-2015 year)

A student will not be permitted to sit for the oral exam in a field if the written exam is evaluated by two or more of those reading the exam as 'fail' and less than two evaluate it as 'pass.' Oral exams in each field will be evaluated as (1) Pass with Distinction; (2) Pass; (3) Conditional Pass; or (4) Fail. For a conditional pass, the committee will specify in writing what necessary additional work should be completed and when before the student may advance to candidacy. Failure to meet these conditions as specified will result in the grade for the exam being changed to Fail.

Each student will have two opportunities to pass each field examination. A student who fails one or both exams twice will be automatically terminated from the Ph.D. program.

If a student does not pass a field exam on the first sitting, he or she will be required to sit for the written and oral exam in that field the next time it is offered.¹ Exceptions must be explicitly authorized in writing by both the Ph.D. Director and the Associate Dean. Failure to sit for the second written or oral exam at the designated time will count as a failure of the exam and lead to immediate termination from the Ph.D. program.

A student advances to Ph.D. candidacy after passing the written and oral comprehensive exams, including discharging any stipulated conditions.

- **Political Theory Comprehensive Exam (PT)**

Please note that this revision is applicable to all incoming students for the 2010-2011 academic year and beyond. Students who were a part of the program before the 2010-2011 academic year have the option of taking the Political Theory exam based on the old format OR the format that follows.

Political Theory Qualifying procedures

- 1) Students will be required to present two qualifying papers, one on a single thinker, one on a topic that crosses at least two of the four periods covered in the course work.
- 2) Students will take written and oral comprehensive exams in two of the four periods. The written part of the exam will be done in a take-home format.
- 3) Students will have to cover at least three historical periods both in their qualifying papers and their take-home comprehensive exam.

Guidelines for Qualifying Papers:

- a) Both Qualifying papers must be done before the quarter in which the written comprehensives are taken.
- b) Qualifying Papers must be written under the supervision of a faculty member and on a specific topic approved by that faculty member. The finished paper will then be read by a second faculty member. The requirement is completed when both papers have been approved by two faculty members.
- c) At least three different faculty members must be involved in supervision of the two papers.
- d) At least three of the faculty members supervising the papers must be selected from the list of those in the political theory field. If the fourth faculty member is not chosen from that list he or she must be approved by the Director of the Political Theory Field.
- e) Normally papers will run between 7500 and 9500 words, though there are no specific rules regarding length.
- f) Qualifying Papers may begin as term papers in classes, but are expected to indicate a knowledge and insight into their subject that goes beyond that represented in a term paper.

¹ The one exception is if a student takes the exam “early.” In that case, the student must re-take the exam either of the next two times it is offered.

- g) Students can register for independent study or use their Comp Preparation Hours to prepare their papers.
- h) On completion of their papers, students and supervising faculty are encouraged to meet to discuss the issues raised in the papers.

- **Take home PhD comprehensive exam in the field of International Political Economy (IPE)**

The PhD comprehensive exam in the field of International Political Economy (IPE) has been given as a take home since the fall of academic year 2008-2009. The take-home format applies to all students, regardless of the year in which they entered the PhD program.

The rules for the exam are as follows:

- a) Students will have 72 hours to complete the exam from the time of distribution at the site of their choosing (i.e. at home, on campus or elsewhere). The exam is open book and open note, but does not allow for the use of alternative internet sources. The exam must be an original work—that is, students are not allowed to cut and paste from earlier work and are prohibited from engaging in any kind of exchange with other individuals during the exam that is about the exam.
- b) The exam will consist of three parts: one question in IPE, one question in the Political Economy of Globalization (PEG) and one question in international monetary relations (an additional question on trade will be introduced in the future. Students must answer one question in each of these three areas. There may or may not be a choice of questions in the respective areas.
- c) Each answer, and the exam as a whole, will be page limited. The page limit for each answer is 15 pages. Those pages must be double spaced, in 12 point font, with typical margins (not less than 1 inch on all sides). A bibliography for each question may also be attached beyond the 15 page essay. Thus the overall page limit for the exam is 45 pages, plus whatever bibliographic information is relevant.
- d) In order to warrant a passing assessment, the answers to the questions posed must be well argued, well organized and well written. Student essays must answer the questions directly and fully, taking into account the full range of literature and theory pertinent to the subject. In sum, in order for students to pass the exam, they must demonstrate their capacity to teach in the field of IPE and their ability to use the IPE literature in their research.
- e) An oral exam will continue to constitute an essential part of the assessment, giving students an opportunity to defend their arguments and use of evidence before a faculty committee.
- f) Should a student fail the IPE exam on the first attempt, the student will be allowed to take the next take-home exam in the following period (as is the current practice).
- g) An electronic copy of the exam must be submitted to Susan Rivera before the 72 hour deadline. The committee will not accept any late exams. That is, a late exam will count as a failed exam. Any violation of the procedures outlined above regarding original work, sourcing or communication with others about the exam during the exam will result in immediate expulsion from the program. Specifically, if any student is found to have used previous written work in the exam, internet sources (other than academic journal

articles found on line and book sources on line) or communicated with other individuals during the exam about the exam content, that student will be removed from the program.

PhD Research Seminar

All PhD students present in Denver should attend. It is a mandatory requirement for those receiving PhD funding. The purpose of the PhD Research Seminar is to provide an intellectual hub for the PhD program and will serve multiple purposes for PhD students:

- Students will present their prospectuses (once in a sufficient state of development), as well as chapters from their dissertations;
- Students will also be able to present versions of conference papers that they have in preparation;
- Members of faculty will also present their own research and research designs to give PhD students an idea of the issues that social scientists always confront when undertaking research;
- Invited speakers will lecture and run discussions on particular kinds of research methodology and methodological issues;
- Special sessions will be held that provide advice on, among other issues (a) writing a prospectus, (b) transforming a prospectus into a dissertation; (c) conducting various kinds of field research, (d) using particular kinds of research tool (interviews, focus groups etc.); and (e) accessing and using various kinds of data.

The PhD Research Seminar will take place weekly or fortnightly. The precise organizational arrangements for each year will be finalized and communicated to all PhD students just before the start of the fall quarter.

PhD Committee Chair and Members

A: Selecting Committee Members

-The committee is composed of a minimum of **four** and a maximum of **seven** members (one of the four is the oral defense committee member who serves as the chair of the defense, the other three must be tenured or tenure-track from the candidate's graduate program—other committee members beyond this may be added, see section on special committee members)

-The dissertation (thesis) director must be a tenured or tenure-track member of the candidate's graduate program. It is the thesis director's responsibility to ensure that the student's research meets appropriate academic standards for the discipline in which the degree is being conferred.

-Minimally three committee members from the candidate's graduate program are voting members, including the dissertation director. The chair of the oral defense committee is a non-voting member and must be from a program, department, school or college other than that of the candidate. *All members of the committee must be full-time appointed faculty at DU and have research records appropriate to the student's area of specialization.*

-Faculty from appropriately related programs who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate program has the majority representation and a two-thirds majority of the members, excluding the director, hold the earned doctorate.

-When a doctoral degree is interdisciplinary, faculty representation from all disciplines must be reflected on the committee.

-The committee member who serves as the chair of the oral defense does not need to be chosen until the PhD candidate moves to apply for graduation and submits the dissertation to the oral defense.

B: Special Members of the Committees

-On rare occasions, students may request to add an adjunct faculty member, post-doctoral appointee, a professor from another institution, or another qualified person—including someone without a doctorate but with other appropriate qualifications—as a special committee member. A special member may not be considered a substitute for one who meets the university requirements; rather, the special member should be considered as an addition to the core committee.

-Students also may request that a non-tenure track, full-time appointed DU faculty member serve as committee chair.

-These requests must be supported by a strong rationale, have the support of the student's program and be approved by the Associate Provost for Graduate Studies. The Request must include: a statement of rationale, the proposed special member's CV and the Thesis/Dissertation Oral Defense Committee Recommendation form.

-These are not voting members unless approved by the Associate Provost for Graduate Studies.

C: Oral Defense of Dissertation (application and committee)

-Formal notification of the oral defense should be filed in the Office of Graduate Studies no later than **four weeks** before the defense date and in accordance with the university schedule of deadlines when graduation candidacy is in the same quarter as the defense. Form found at:

<http://www.du.edu/media/documents/graduates/oralexam.pdf>

-The oral defense committee should be approved as soon as the dissertation proposal has been approved or defended but no later than the first day of the term in which the student expects to complete his/her degree.

- Chair of oral defense committee: The committee member from outside of the student's graduate program represents the Associate Provost for Graduate Studies and serves as chair of the oral defense committee. The oral defense committee chair must be a tenured or tenure-track member of the DU faculty.
- It is the responsibility of the student to find an appropriate oral defense committee chair to serve who meets these requirements.
- The role of the chair is to provide a non-specialist's perspective on the quality of the dissertation. The chair must be familiar with the standards for doctoral research and should have some general knowledge of the topic of the student's dissertation.

Links to:

-Graduate Policy Manual: Office of Graduate Studies

<http://www.du.edu/currentstudents/graduates/graduationinformation.html>

-Student Affairs and PhD Portfolio Pages with PPTs that explain requirements

<http://portfolio.du.edu/issta>

<http://portfolio.du.edu/jksisphd>

-Links to formatting guidelines for dissertation: Formatting Guidelines:

<http://www.du.edu/media/documents/graduates/formatting/pdf>

Prospectus

General Information

Each student is required to prepare a research prospectus outlining work to be carried out for the dissertation study. The document must be approved by the student's dissertation committee. That approval, in writing, can only be given following the completion of an oral 'prospectus conference' between the student and the committee. It is very important, therefore, that a student agrees on a committee chair and two other committee members before proceeding too far with their prospectus (if necessary one committee member can come from elsewhere at the University of Denver, or from another university). Early advice on the prospectus and the feasibility of the dissertation topic is essential for writing a prospectus that can be readily transformed into a dissertation within a reasonable time period.

A dissertation prospectus contains a description of the topic for study, a clear research question or puzzle, a critical review of the relevant literature, a viable and rigorous research design, a discussion of the practicalities of the research (how and where the research will be conducted) and a timetable for each stage of research, writing and completion. A variety of research genres are used in international studies scholarship; for example, hypothesis-testing, theory construction, analytic modeling, descriptive studies, conceptual efforts and so on. Any one or more of these might be appropriate for a student's Ph.D. dissertation, depending on the subject matter, background and analytic skills of the student, and the views of the dissertation committee.

All PhD students are required to attend the PhD Research Seminar which will provide input into prospectus writing and dissertation writing (see page 17).

All Ph.D. students are required to take three courses that will assist them with Ph.D. research methodology - INTS 4500 (Social Science Methods), INTS 4010 (Epistemology), and INTS 4522 (Philosophy of Social Science – offered every other year).

Writing a Prospectus

It is not essential that in writing your prospectus you seek to produce a 'complete and exhaustive' preliminary statement that the dissertation will eventually fully comply with (that's the best way never to finish your prospectus). A prospectus is a road map – but unlike most maps it is almost inevitable that at some point you will have to redraw it when you encounter unanticipated problems in implementing the original design. Students should therefore not fall into the trap of spending too a long period of time (i.e., more than five-six months maximum full time) working on their prospectus. A prospectus is a plan (a research design) for a dissertation – not the dissertation itself. In order to expedite the process of prospectus writing it is very important that you identify an advisor or potential committee chair as soon as possible when you begin work on a prospectus. Choosing the right advisor/committee chair, or establishing a productive relationship with them, can be difficult. The Ph.D. Program Co-Directors can help you with this. Further input into prospectus writing will be available through the PhD research seminar (see above).

Dissertation

General Information

Each candidate for the Ph.D. degree is required to write a dissertation based upon soundly conceived and skillfully executed research which will make an original contribution to knowledge in the field. It should contain material that has potential for publication, be well written, transfer data in an accurate manner, and be free of error. Grades of 'pass' are assigned once the dissertation is accepted.

All PhD students are required to attend the PhD Research Seminar which will provide input into prospectus writing and dissertation writing (see above).

The student selects a dissertation topic and a faculty committee that is normally composed of an advisor and two readers. The supervisor (committee chair) and at least one reader must be drawn from the tenure-track faculty. An outside reader may also be selected by the student to participate in the evaluation of a dissertation. Such individuals will receive no remuneration for their services, nor will they be expected to participate in the oral defense of the dissertation, although they may at the request of the committee.

The dissertation committee, which is not in any way linked to the Ph.D. comprehensive exam committee, is responsible for overseeing the production of the student's dissertation, including preparation of a prospectus, supervision during research, and participation in the final evaluation of the completed work. Dissertation committees must be available to the student to discuss the dissertation and assist intellectually with all problems that arise with it. While the initiative for this is the student's responsibility, committee members must be readily accessible.

Normally, a student may expect written comments from a faculty member less than a month after submitting portions of the manuscript. It is important that student and faculty establish a specific time period that is considered reasonable for this purpose, with the understanding that this might need to be changed because of other responsibilities. Students should not expect professors to examine their work in the summer, unless they have spoken with the faculty member to confirm their availability. If a student believes that a committee member is not reading material in a timely fashion, s/he should contact either of the two Directors of the Ph.D. Program (Jack Donnelly and Martin Rhodes), who can intervene.

Faculty members who leave the Josef Korbel School of International Studies may continue to serve on dissertation committees, but no remuneration is available for this service. Committee replacement is carried out with the input of the student; if made before prospectus approval, the new member may request changes in the project, while if it occurs after prospectus acceptance, the project is considered approved.

If a student desires to change the committee after submitting a prospectus, the request should be transmitted to the Associate Dean. Changes in committees can take place only when a student substantially reformulates the topic of the dissertation and shifts its intellectual focus. If a student believes that the quality of academic work has not been judged fairly and professionally by any member of the committee, a grievance may be filed.

The student must assume responsibility for determining when the quality of work is complete and acceptable enough to be submitted for judgment by his/her dissertation committee. The student and the committee determine the schedule and what form the student is to follow in submitting the draft

dissertation. The student has two opportunities to submit an acceptable dissertation. If the student's second, full draft of the overall dissertation is judged to be unacceptable by the committee, the student will no longer be a candidate for the Ph.D. at Josef Korbel School of International Studies.

Upon completion of an acceptable draft, an oral dissertation defense will be held. With the consent of the dissertation committee, a doctoral candidate will apply to the Office of Graduate Studies to schedule the examination, and submit an appropriate number of copies of the dissertation to the committee. In the oral exam, a student may demonstrate the strengths or weaknesses of the written work. The final judgment, however, will be of the worth of the written work in light of the oral exam--not of the oral performance independent of the dissertation.

A dissertation will be graded as follows: (1) pass with distinction; (2) pass; or (3) referred. In the first two cases, the dissertation will be accepted as presented. If the examining board requires changes, these will be given to the candidate in detail. The advisor is responsible for ensuring that the appropriate modifications are made in a complete and satisfactory manner. When such changes are completed, the dissertation will be accepted without further examination. If a dissertation is referred, the candidate will have one further opportunity to submit the dissertation for examination. The candidate will receive a detailed explanation of why the dissertation was referred and the required changes to be made. The revised dissertation will be resubmitted to the examining board, which will decide whether or not a second oral examination is necessary. Each dissertation presented for final approval must conform to general university requirements and it is the student's responsibility to ensure that the finished dissertation is appropriately prepared.

Rules on dissertation manuscript preparation are available from the Graduate Studies office.

Writing a Dissertation

As for dissertation writing itself, students need to be very conscious of the trade-off between getting a dissertation 'right' and getting it done. In order to get a dissertation written in reasonable time (spending longer than seven years in a PhD program will do you no favors when you finally start applying for jobs) requires (a) that the scope of your dissertation does not exceed your resources, both material and academic (i.e., make sure that your research topic can be done without expensive additional training and without field work that you cannot possibly engage in); and (b) that you make sure that your committee chair has the expertise required to supervise your dissertation (in some cases the core expertise may lie with your other committee members) and that he or she is prepared to engage with you in making the dissertation 'work'. You and your chair should set a notional deadline for finishing the dissertation right from the outset so that the process is not seen as 'open ended'. The questions you should therefore be regularly asking yourself and your chair, especially when writing the prospectus and in the first phase of research, are "is this research topic feasible; am I on track or straying off course; how can I get the research and writing done as efficiently as possible within a given period of time?"

Rather than seeing your dissertation as an open-ended 'intellectual journey' try to be pragmatic, disciplined and professional. In other words, yes your dissertation should be sufficiently interesting to you to sustain your passion and engagement over the period of research and writing; and yes, you should be trying to make a contribution to your field; but no, you will not change the world, and if you aim too high you are likely to fail. Also note that a successful dissertation often requires constant re-calibration, so do not try to get everything 'right' from the outset. The first draft of a dissertation will often be too long and disorganized – inevitably so. The second draft can only be written when the first, imperfect draft is in place. Thinking of the dissertation in those terms will prevent you spending too long getting the first draft in place and allow time for getting the dissertation 'right' when you write the subsequent version.

Normal Progress

University rules allow a student entering with a Master's degree **seven years** to complete the degree. Students entering only with a Bachelor's degree are allowed **eight years**. In order to ensure compliance with these rules, normal progress through the program is defined below. **ANY STUDENT FAILING TO MAKE NORMAL PROGRESS IS SUBJECT TO IMMEDIATE TERMINATION FROM THE PROGRAM.**

The following definition assumes that the student enters with a Master's degree. Add one year if entering only with a Bachelor's degree.

Year 1: Coursework

Year 2: Coursework. All students must have completed 120 hours of graded coursework at the end of two years.

Years 2-3: Comprehensive exams. All students must have sat for comprehensive exams by the end of the Spring of their third year.

Years 2-3: Prospectus. All students should have an approved prospectus well before the end of their third year in the program. There is no reason why a dissertation should not be researched and written in three years of full-time work, if the research design is well structured, if the subject is manageable, and if you work closely with your committee chair and members. Aim to get out of the program by your seventh year at latest.

The final bound dissertation must be completed and an application for graduation submitted within the University's year time limits: 7 years for students who enter the Ph.D. program with a Master's degree; 8 years for students who enter with a bachelor's degree. **Extensions beyond the seven- or eight-year deadlines (agreed to via a continuation procedure, involving the office of the Vice Provost for Graduate Studies) will only be awarded (a) if there are special circumstances that have delayed completion of the dissertation, and (b) if the PhD program Co-Directors agree with the plan for completion at the earliest opportunity with the student and his or her committee chair and members.**

Requests for extensions of either the degree time limit or the normal progress guidelines (with justification for the request) must be submitted to the Director of the Ph.D. Program.

Appeals

A Ph.D. student whose petition to seek an extension is denied by the Directors of the Ph.D. Program may appeal that decision first to the Associate Dean and then to the Graduate Studies Committee, as follows:

1. The student must submit a written appeal to the Associate Dean within 15 days of notification of denial of the petition for extension. The Associate Dean will rule on the appeal within 15 days.
2. If the Associate Dean supports the initial denial, the student must submit a written appeal to the Graduate Studies Committee (in the person of the Director of Student Affairs) within 30 days of notification of denial of his/her petition for extension.

3. The Graduate Studies Committee will review the case at its next scheduled meeting, and notify the petitioner in writing of its decision. The Associate Dean who denied the petition will not vote on this matter. Access by the student members of the Graduate Studies Committee to the materials in the petitioner's file will be governed by applicable University rules.
4. Adverse decisions by the Graduate Studies Committee may be appealed beyond Josef Korbel School of International Studies, in accordance with University rules.
5. If the appeal is received during an inter-term, and if circumstances require a decision prior to the commencement of the next term, the Dean will appoint an ad hoc committee of three faculty members to consider the appeal.

Annual Review

The purpose of the annual review of Ph.D. student progress is to identify any problems early on enough to provide help and assistance to pre-comps students and to ensure that post-comp students are staying on track.

Annual Reports

Ph.D. students shall be reviewed annually by the Ph.D. Program Director (Professor Martin Rhodes) and they and (if post-comps) their committee chairs shall submit a brief report for this purpose. The aim of the annual review is to identify students who are not making satisfactory progress or that in any other way appear to be foundering and provide them with advice to assist in their successful and timely completion of the degree or, where appropriate, a timely withdrawal from the program.

Students will submit a statement by May 1 of each year. A typical statement will be about one page, single-spaced, in length. It should review what the student believes s/he has accomplished in the past academic year, reflect briefly on any shortcoming or failings that s/he has encountered, and look forward to expectations for progress in the following year(s). This statement will become a part of the student's file.

In most instances, after reviewing the student's file, the Ph.D. Program Director will simply note internally that s/he is making satisfactory progress. Such a judgment will not be communicated to the student or anyone else.

If the student appears not to be making satisfactory progress, however, the Ph.D. Program Director will draw the attention of the student (and if post-comps, the dissertation committee chair), and where appropriate the Associate Dean, to this fact.

For students who have completed coursework, the statement should be focused principally on progress towards timely completion of the dissertation. Students who have an accepted prospectus will also have the chair of the dissertation committee submit a letter indicating his/her perceptions of the progress of the student over the past year and likely prospects for completion.

In addition, prior to the annual review, the Ph.D. Director will invite the permanent faculty to express, confidentially, any concerns about any particular student that s/he feels merit consideration by the Sub-Committee.

No application for continuous enrollment will be approved for a student who has not submitted an annual review statement.

POLICIES AND PROCEDURES

Registration

In general, DU students register for classes in all academic units on the Web (<https://myweb.du.edu>), during designated times. The principal exceptions include:

Independent Study. Students must fill out an Independent Study Registration form (available in Student Affairs at Josef Korbel School of International Studies) and submit it in person. Registration for these courses is permitted during the first several weeks of a term.

New Students will be informed of registration times and procedures during orientation.

Change of Registration (Add/Drop) During the first five days of the quarter, adds and drops alike are permitted, without permission. After the first five days, all changes require an Add/Drop form. For adds, special permission from the instructor is required. Dropping (withdrawing from) a class may be done up through the sixth week of the quarter. Later or retroactive withdrawals are not permitted. For more details, consult the Schedule of Classes.

Late Registration and Late Payment A \$100 service charge will be assessed for registrations completed on the first day of classes. A \$100 service charge is assessed for late registrations second through fifth days of the quarter (business days, Monday – Friday). Beginning on the sixth day and continuing forward a late fee of \$100 will be assessed.

Readmission Students who interrupt a degree program by not registering for one or more quarters, with the exception of the summer quarter, must apply for readmission. A readmit form can be obtained from the Graduate Admission Office in Ben Cherrington Hall. There is no fee for this application.

Courses for No Credit A student may register for no credit (NC) in any course. The tuition charge for no-credit courses is the same as for credit courses, and the courses are listed on the student's permanent record. Courses taken on a no-credit basis do not apply towards the credit hours requirements for any degree.

Auditing Courses Auditing privileges are extended only to full-time students who have the approval of the course instructor. No tuition is charged and no record of the course is made.

Continuous Enrollment A student who has already acquired the necessary credits to meet degree requirements but has not yet graduated must register for continuous enrollment, which provides access to Josef Korbel School of International Studies Faculty and staff, the library, and many other university facilities, as well as continued eligibility for financial aid and/or loan deferment. Applications for Continuous Enrollment will ordinarily only be processed in the month of May and will cover the following summer and academic year. The fee for CE is \$82/quarter (\$50 CE, \$32 tech fee). For more information or application forms, visit:

<http://www.du.edu/grad/current-students/forms.html>

Please Note: In order to meet residency requirements at the University of Denver all students must be registered a minimum of three quarters.

Please Note: Regarding continuous enrollment, we expect students to finish their dissertations within a seven-year time period. The university sets the seven-year or eight-year deadlines (see above under 'Normal Progress'). Extensions beyond the seven- or eight-year deadlines will only be awarded (a) if there are special circumstances that have delayed completion of the dissertation, and (b) if the PhD program co-directors agree with the plan for completion at the earliest opportunity with the student and his or her committee chair and members.

Faculty Advisors

Incoming Ph.D. students will be initially advised by Martin Rhodes, the Ph.D. Program Director. He will temporarily serve the students in both an administrative and faculty advisory capacity during orientation. This assignment is intended to assist the student in choosing classes for their first quarter at Josef Korbel School of International Studies. Students can, if they wish, then select a more permanent faculty advisor at the beginning of their second quarter.

NB: Faculty work on 9 month contracts and are not generally available during the summer months for advising or instruction. This includes reading and/or grading late papers, independent study assignments or dissertation chapters. Please plan accordingly.

Transfer of Credit

Students may transfer up to 45 hours of *graduate* credit from accredited institutions recognized by the University of Denver. Only graduate level work relevant to a student's program at Josef Korbel School of International Studies, taken after the Bachelor's degree, and completed not longer than 5 years ago may be accepted. In addition, only courses in which a grade of B or higher (not B-) was earned may be transferred. (Courses taken pass/fail generally are not transferable.)

To request transfer credits, fill out a "Transfer of Credit" form, available in Suite 101, have it signed by your advisor, and submit it to Susan Rivera, with a program statement and transcript attached. To avoid problems and misunderstandings, request transfers of credits during your first quarter at Josef Korbel School of International Studies.

Students who wish to transfer credits from foreign institutions toward their graduate work should note that questions of level of instruction (graduate or undergraduate U.S. equivalent) and grading comparisons (how numeric marks are related to the U.S. letter grade system) are handled by the DU Office of International Admissions, where final decisions on transfers are made.

Ph.D. students may transfer in no more than two courses that count towards each field; that is, the majority of coursework used to satisfy both field requirements must be taken at Josef Korbel School of International Studies. There are no limitations on the use of transfer credit to satisfy the concentration and methodology requirements (although it is unlikely that most students will have taken a course equivalent to the Josef Korbel School of International Studies Epistemology course).

Note: 1 semester hour of credit transfers as 1.5 quarter hours of credit.

Grades and Grading

The purpose of course grades is to provide an honest appraisal of a student's work; to communicate this appraisal clearly; and to enable professors to make plausible discriminations between performance levels of students.

'A' signifies high quality work, an outstanding performance and superior achievement. In most classroom situations, only a minority of the class would reach this level.

'B' signifies acceptable graduate level work.

'C' signifies minimally acceptable graduate work. Credit will be given, but no more than one-fourth of the hours accepted toward the degree may be a C grade. Ph.D. students who earn more than one grade of "C" should seriously reconsider their continuation in the program.

'D' or **'F'** signifies unacceptable graduate work. Credit will not be given.

The University of Denver employs the following system of numerical conversions of letter grades.

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = 0.7
B = 3.0	C- = 1.7	F = 0

All students are required to maintain at least a B+ (3.5) grade point average, which is also necessary to graduate.

Grades turned in by professors at the end of the quarter are final. Grades cannot be changed on the basis of additional work undertaken or completed after the grade report has been recorded, or by retaking the course.

A "Correction of Error in Grading" form, if a letter grade was incorrectly calculated or recorded by the professor, may be submitted, but this may take place only in the quarter following the one in which the grade was given.

Grades earned at other institutions are not included in the computation of grade point average achieved at the University of Denver.

Incomplete (“I”)

An “I” is given when assignments required for the course have not been completed because of circumstances beyond the student’s control. An incomplete may not be used to permit retaking examinations or completing additional work to improve the final grade. **The authority to grant an incomplete lies with the professor, not the student.**

The student is responsible for requesting from the instructor that a temporary grade of “I” be assigned, and must complete all outstanding work before a final grade can be assigned. The student must turn in an “Application for an Incomplete Grade”, which can be found online at: <http://www.du.edu/registrar/forms/index.html>

Incompletes for which a letter grade is not assigned within one calendar year automatically change to an “F”. Note also that once an “I” is recorded on a student's transcript, it remains there permanently, even after a final permanent grade has been assigned. **Student Affairs strongly recommends that an “I” not be outstanding for more than one quarter.**

Please note that if you have a grade of *Incomplete (I)* from any quarter prior to graduation, you must have an official letter grade **posted** no later than three weeks prior to graduation. This also applies to “*in progress*” courses such as MA theses and PhD dissertation hours. All grades of “I” must be removed (or converted to an “F”) before a student may graduate. If you have any questions, please see Susan Rivera, Director of Student Affairs.

Students with 10 or more hours of incomplete course work lose their eligibility for financial aid. **If you have 10 hours of incomplete course work on your transcript, you will not be permitted to use any financial aid to register for the following quarter.**

To contract for an incomplete grade, students complete sections I and II of the application for incomplete grade and submit the form to the instructor. If approved, the instructor specifies terms for making up the incomplete in Section III and returns a copy to the student. The instructor may submit a copy of the agreement to the Office of Student Affairs to be retained in the student file. When the work is completed, the instructor completes section IV and returns directly to Student Affairs. The form will not be accepted from the student.

Incompletes must be made up within one year of being assigned but it is preferred that they be made up before the end of the next quarter. If the work for the incomplete is not finished within one year or before graduation, whichever comes first, the “I” grade will be converted to an “F” and computed as a failing grade in the GPA. Only in the most extenuating circumstances will extensions be granted beyond one calendar year. Reasons for requests for extension may be added to Section IV and must be approved by both the instructor and the dean.

Warning

Incompletes often appear as a boon, an opportunity to spend additional time producing high quality work. In practice, they are one of the great banes of the lives of many graduate students. The anticipated extra time rarely materializes. Even worse, the “I” looms over succeeding quarters. Every incomplete that you

accumulate puts you further behind for each succeeding term. Make rare and judicious use of incompletes. They should only be used for medical or family emergencies or similar situations.

Student Status Policies

Active Student: The University of Denver defines an active student as a person who is currently registered for credits at DU or currently in Continuous Enrollment AND pursuing a degree within the time limits allotted for a degree.

Inactive Student: A student who has not registered for any credits or continuous enrollment for 2 or more years.

New Student: A first term registrant at Josef Korbel School of International Studies.

Continuing Student: Any previously registered student at Josef Korbel School of International Studies.

Readmitted Student A student who interrupts a degree program at Josef Korbel School of International Studies by not registering for 1 or more quarters (excluding summer).

Good Standing: Students who meet scholastic requirements and all University financial and behavioral obligations are in good standing. Grade reports, transcripts, attendance certificates, and diplomas are withheld for students not in good standing until all obligations have been met. Registration can be denied to any student not in good standing.

Full Time: Any student pursuing eight quarter hours or more of course work or research credit in any academic term is classified as full-time.

Regular Status: Students unconditionally approved for graduate study hold regular status, which is required for advancement to degree candidacy.

Conditional Status: Students admitted with some deficiency in undergraduate training or incomplete credentials hold conditional status. This status must be changed to regular status when the conditions governing this type of admission have been met.

Special Status: Students holding baccalaureate degrees who do not intend to pursue a degree program may be admitted with special status. No transcripts are required under special status, nor is the student required to pay the application fee. In the event that a student subsequently wishes to undertake a degree program at the University of Denver, the application fee is required. Note: No more than 15 quarter hours of credit earned in the special status may be applied to the degree.

Probationary Status: Any regular graduate student with a GPA below 3.0 is under probation. The student has one quarter to raise the grade average to the 3.0 minimum to be allowed to remain at Josef Korbel School of International Studies.

Suspended Status: Any student who engages in academic or behavioral misconduct may be suspended from the University and not permitted to register during a specified period. A suspended student who wishes to re-enroll must apply to the Office of Admission. No coursework undertaken at another institution while the student was suspended will be accepted for transfer credits.

Leave of Absence: If a student must be absent from the campus for a period of time and is unable to continue work on the degree, the student should request a leave of absence and forward the document to the Associate Dean for approval. On obtaining a leave of absence, the student should be sure to determine whether or not a formal application for readmission is required.

Continuous Enrollment: Students who have completed coursework requirements for a degree may sign up for continuous enrollment for up to 10 quarters, being eligible for financial aid for 8 of those 10 quarters. During Continuous Enrollment students are considered to be full-time. The fee for continuous enrollment is \$82/quarter (\$50 CE, \$32 tech fee). For more information see the Graduate Studies office.

Withdrawal: A student withdrawing from the University must notify Josef Korbel School of International Studies. If the withdrawal is during the academic term the student must complete an Add/Drop form, and submit it to the Graduate Studies Office. Official withdrawal during the first six weeks of the quarter will result in grades of W for all courses. After the sixth week, grades of F will be recorded for all courses, unless the professors and the Associate Dean authorize grades of W. In addition, students who wish to move to a degree program outside of Josef Korbel School of International Studies must withdraw before being admitted into the other program.

Termination: If a student maintains a GPA lower than 3.0 for two successive quarters (excluding the first quarter at Josef Korbel School of International Studies) termination from the program will result. Students may also be terminated for plagiarism, cheating, and other violations of the Honor Code.

University of Denver Honor Code

HONOR CODE STATEMENT

All members of the university community are entrusted with the responsibility of observing certain ethical goals and values as they relate to academic integrity. Essential to the fundamental purpose of the university is the commitment to the principles of truth and honesty. The Honor Code is designed so that responsibility for upholding these principles lies with the individual as well as the entire community.

The Honor Code fosters and advances an environment of ethical conduct in the academic community of the university, the foundation of which includes the pursuit of academic honesty and integrity. Through an atmosphere of mutual respect, we enhance the value of our education and bring forth the highest standard of academic excellence. Members of the university community, including students, staff, administrators and trustees, must not commit any intentional misrepresentation or deception in academic matters or professional matters.

RATIONALE

The code was developed following discussions among a broad range of constituencies within the university encompassing students, faculty, staff, administrators, and trustees. The Honor Code is a living document that will evolve with time. In order to better foster and advance an environment of ethical conduct in the academic community of the university both substantive requirements and enforcement procedures may be amended by the university, to reflect experience gained from its implementation. Students must honor this principle and know that to submit work that is not their own violates the spirit and purpose of the university and forfeits their right to continue study at the University of Denver.

AUTHORITY

Any modification of the Honor Code, other than to the procedures governing its enforcement, must be approved by the Board of Trustees upon recommendation from the Provost. Modifications and variations in procedures governing enforcement of the Code, including the use of alternative procedures in specific context as mandated by federal or state law, or subject to the approval of the Provost. In addition, upon recommendation from a Dean or the Faculty Senate, the Provost, in his or her sole discretion, may permit individual units or divisions of the university to adopt and implement area-specific descriptions of conduct in violation of the Honor Code provided that such descriptions do not authorize or condone conduct in violation of the Honor Code.

ENFORCEMENT

The "University of Denver Honor Code Procedure Governing Students" shall govern and be followed in the case of any student at the university who is accused of violating the Honor Code. The university's "Faculty Personnel Guidelines to Appointment, Promotion, and Tenure" shall govern and be followed in the case of any faculty member who is accused of violating the Honor Code. The university's "Employee Handbook of Personnel Guidelines & Procedures" shall govern and be followed in the case of any non-faculty employee who is accused of violating the Honor Code. The By Laws, or other Board policies, of Colorado Seminary or the University of Denver shall govern and be followed in the case of any trustee who is accused of violating the Honor Code. Any conflict or dispute concerning which procedure governs in the enforcement of this Honor Code shall be resolved by the Provost, or, in case of the trustees, by the Board of Trustees.

Adopted by the Board of Trustees, April 15, 2000

JOSEF KORBEL SCHOOL OF INTERNATIONAL STUDIES SUPPORT OF THE HONOR CODE

The faculty endorses the Honor Code and strongly supports the principle that academic honesty is essential for study within the university. Students must adhere to the Honor Code and know that to submit work that is not one's own will lead to forfeiture of the right to study at the University of Denver.

Students found to be cheating will ordinarily receive a failing grade for the course in which it occurred and are subject to expulsion from the university.

For a complete copy of the DU Honor Code, please see the following link:

http://www.du.edu/studentlife/studentconduct/media/documents/honor_code_2013-2014.pdf

Official Plagiarism Policy at Josef Korbel School of International Studies

The Josef Korbel School of International Studies M.A. and Ph.D. Handbooks state that the Faculty endorses the honor principle and standard that intellectual and academic honesty is essential for study within the university. Students must honor this principle and know that to submit work which is not their own violates the spirit and purpose of the University and forfeit their right to continue study at the University of Denver.

Students in our program caught cheating (on the basis of evidence submitted by a professor and analyzed by the Graduate Studies Committee) receive a **failing grade** for the course in which it occurred and are **terminated** from all degree programs.

Plagiarism occurs when one submits written work borrowing the ideas and phrasing of another author without acknowledging such usage by footnotes and quotation marks. A paper written entirely or in part by one author and submitted under the name of another also constitutes plagiarism. Examination cheating includes the use of unauthorized aids during the testing process. Constructing artificial data for a class project, thesis or dissertation through unacceptable methods is also considered cheating. All incoming students must review the official Plagiarism Booklet found at <https://portfolio.du.edu/issta> and must also sign/date the sheet stating that they have read the policy and understand it and understand the consequences of committing plagiarism.

RESPONSIBLE CONDUCT OF RESEARCH

Authorship

Authorship is an explicit way of assigning responsibility and giving credit for intellectual work. The two are linked. Some of the most common issues involve problems with authorship –exclusion, order and, at times, inclusion. Authorship practices should be judged by how honestly they reflect actual contributions to the final product.

While different disciplines may have somewhat different practices and expectations, the following provides a rough overview of authorship best practices and some unethical practices to avoid:

- **Everyone who is listed as an author should have made a substantial, direct, intellectual contribution to the work.** For example, in the case of a research report, each person listed as an author should have contributed to the conception, design, analysis, and/or interpretation of the data.
- In order to avoid or minimize conflict, research teams should discuss authorship issues frankly early in the course of their work together.
- Acquisition of funding, collection of data, or general supervision of the research group alone does not justify authorship.
- **Beware of unethical practices in which authorship is either granted or withheld for reasons not related directly to contribution to the work.** Examples of this may include, but are not limited to: authorship by authority; gift, courtesy or honorary authorship; political authorship; and ghost authorship.
- In recent years matters of authorship, attribution, and acknowledgment have become more complex and the customs prevailing in different fields have diverged. For potential differences in your field, refer to the authorship guidelines for specific journals or professional societies.

Please see below for links to additional information and discussion tools related to Responsible Authorship and Responsible Conduct of Research in general:

- Office of Research Integrity: Overview
<https://ori.hhs.gov/publicationsauthorship>
- Office of Research Integrity: Quick Guide
http://ori.hhs.gov/education/products/niu_authorship/index.htm
- International Committee of Medical Journal Editors: A common starting point for a discussion of authorship is the International Committee of Medical Journal Editors (ICMJE) guidelines.
<http://www.icmje.org/recommendations/browse/>
- Online Ethics Center for Science and Engineering: Resources for Group Mentoring in Responsible Conduct of Research
<http://www.onlineethics.org/cms/11865.aspx>
- Guidelines for Responsible Conduct of Research:
<http://www.provost.pitt.edu/documents/GUIDELINES%20FOR%20ETHICAL%20PRACTICES%20IN%20RESEARCH-FINALrevised2-March%202011.pdf>

For more information, or for a more detailed presentation on the topic of Responsible Authorship, or other topics related to RCR, please feel free to contact Emily Caldes in the Office of Research Compliance at Emily.caldes@du.edu or 303-871-4052.

Procedure for Academic Grievances and Appeals

Grades

1. When it comes to grade issues a graduate student will, where possible, attempt to resolve the issue informally with the professor before filing a written grievance.
2. The head of an academic unit or the appropriate Director/Dean shall refer grade grievances to a committee only when based on problems of process, and not on differences in judgment or opinion concerning academic performance.
3. The grievance committee will overturn an academic decision only if there is clear and convincing evidence that the decision was made in a manner contrary to applicable procedures.

Final decisions on grades are not subject to further appeal.

Academic Issues Other Than Grades

1. The graduate student must file a written grievance regarding the academic decision within two months of notification of the decision. The grievance will go first to the Associate Dean of JKSSIS.
2. The Associate Dean may initiate consultative procedures in a preliminary attempt to informally resolve the disputed issue in a timely fashion.
3. Should those procedures not resolve the situation to the satisfaction of the student, the Associate Dean shall refer the matter to a standing or ad hoc faculty/professional staff committee. When an ad hoc committee is established, the student who lodges the grievance may choose one of the faculty members. The Associate Dean may choose members of the committee who represent units or subunits other than the one in which the grievance is made. The grievance committee at this or higher levels may, at its discretion, receive from the student, relevant faculty or staff members, or other individuals, any additional evidence or argument that it deems necessary to resolve the grievance. The grievance committee will furnish a decision in writing to both parties, usually within four weeks of receipt of the grievance.
4. If the student believes that the initial process of grievance resolution has not been satisfactory, the student may appeal in writing to the Provost. The Provost may refer grievance appeals to appropriate bodies or personnel for their recommendation on the specific issue. The Provost may refer any grievance to the Graduate Council for its recommendation. If the issue is referred to the Graduate Council, its Chair will appoint three members of the Council as a Grievance Committee to hear the case and shall designate one of the committee members to serve as Chair. The findings of anyone called upon by the Provost shall be transmitted to the Provost as a written recommendation, when possible, within four weeks after the case has been referred to them.
5. The Provost is the final authority in the matter, and final action by the Provost should, when possible, take place within four weeks after the receipt of appropriate recommendations. The Provost shall provide notice of the final decision to the student, the Chair of any committee involved, the head of the unit from which the grievance originates.

Confidentiality of Information

The University of Denver collects and retains information about students for designated periods of time in order to facilitate the educational development of its students. The University recognizes the privacy rights of individuals in exerting control over what information about themselves may be disclosed and, at the same time, attempts to balance that right with the institution's need for information relevant to the fulfillment of its educational missions.

The University complies with the Family Educational Rights and Privacy Act of 1978 (FERPA) also known as the 'Buckley Amendment.' Students have a right to inspect their educational records at the University and to request amendment to those records if they believe them to be inaccurate. The University recognizes its obligation to inform the students of their rights under the Family Educational Rights and Privacy Act of 1978 (FERPA); to inform students of the existence and location of records as well as to define the purposes for which such information is obtained; to provide security for such materials; to permit students access to, disclosure of, and challenge to this information as herein described; and to discontinue such information when compelling reasons for its retention no longer exist. A 'Disclosure of Student Information' describing University of Denver policies is printed in each edition of the Schedule of Classes.

No information from records, files and data directly related to student shall be disclosed by any means (including telephone) to individuals or agencies outside the University without the written consent of the student, except pursuant to lawful subpoena or court order or in the case of specifically designated educational and governmental officials as required by FERPA. Information contained in such records may be shared within the University by University officials with a 'legitimate educational interest' in such information.

Graduation

The student must apply to graduate at this link: <http://www.du.edu/registrar/graduation/index.html> two full quarters prior to the quarter they will graduate. Failure to do so may delay graduation to a subsequent quarter. Apply only if all degree requirements will be finished before the graduation date. All hours of credit must be paid prior to graduation. The University will not certify students for graduation until they have met the minimum requirements for hours towards the degree. In some cases, students with transfer credits from institutions on a semester system have half credits (as when 3 semester credits transfer as 4.5 quarter credits). We do not 'round up' credit hours. Students may graduate with more hours than required, but cannot graduate with even a half credit less than required. There is no charge for the initial graduation application. If it is necessary to reapply, a \$25 fee will be charged.

A STUDENT MAY APPLY FOR GRADUATION ONLY AFTER

Submitting a final, accurate Program Statement
Registering and paying for all required degree credits
Completing all but the last 15 credits required for the degree
Finishing ALL Incompletes (I)
Passing Language Requirements
Passing Comprehensive Exams
Having a Prospectus Approved
Having a Dissertation Approved

Commencement Graduation ceremonies are held twice a year, in June and August. All graduating students are requested to attend. Students participating in commencement ceremonies are required to wear the appropriate academic regalia. Caps, gowns, and hoods may be rented. Participants must have met all degree requirements in order to march at commencement.

Tuition and Fees

For **2014-2015** tuition rates are as follows:

For the 2014-2015 academic year the cost/credit is now \$1,142/credit (12-18 credits = \$13,704). Per academic year the total tuition is \$41,112 (excluding fees and health insurance cost). This information can be found on the Bursar's Office website at <http://www.du.edu/bursar/>.

Students registering for more than 18 quarter hours, including non-credit courses, will be charged the hourly rate of \$1,142 per credit in excess of 18. Tuition charges are the same for all students, whether residents or nonresidents of Colorado. The University reserves the right to make changes to tuition charges or refund policies without notice. Please be aware that students taking courses at other schools on campus (e.g. University College, Daniels Business College, Sturm College of Law) may incur additional costs.

JKSIS students typically will carry a max of 15 hrs. (3 five credit hrs. quarterly) and can complete the degree within 2 full years taking 3 consecutive quarters per year, or in 5 consecutive quarters carrying 15 hrs. if they are in a 72 hr. program (MI Peace Corps or Returning Peace Corps Fellow).

The academic year consists of three quarters or nine months. If students choose to enroll for summer classes, additional tuition and fees also must be paid.

Payment: Tuition charges are payable at registration or pre-registration each quarter. Continuing students may pre-register for succeeding quarters. Students pre-registering will be billed by e-mail for tuition charges. The financial office will charge \$60 to have the registration continued after the payment deadline. Students who have not responded to any tuition notices will have their registrations canceled by the financial office at the end of the third week of classes. There is no billing by mail for students who do not pre-register. Students in good standing may pay one-third of tuition costs for the quarter at the time of registration. The remaining two-thirds are billed on the first of the following two months. The fee for deferred payment is \$60 for full-time and \$30 for part-time students.

Tuition Refunds: A student withdrawing from the University early in the quarter or withdrawing from a course with written permission of the Associate Dean may receive a partial refund based upon the time schedule published in the Schedule of Classes.

Fees and Service Charges: All fees are subject to change without notice. For 2014-2015 fees, service charges, and other expenses, visit <http://www.du.edu/registrar/>

Voluntary Medical Stop-Out, Withdrawal, and Continuous Enrollment

The Stop-Out Program is for students with a medical condition who may elect to withdraw temporarily from the University with appropriate medical documentation. The Stop-out Program assumes that the student will be returning within one academic year. If the student does not return from the Stop-Out within one academic year, the student will be given an automatic Medical Withdrawal and terminated from their program, though they may be eligible to reapply.

Non-Medical Withdrawal Program is for students who are withdrawing for non-medical reasons. Student withdrawing from the University must provide written notification to the college, school, department or institute in which he or she is enrolled. If the student decides to withdraw after enrolling in classes for the term, the student should contact the appropriate registration office for procedures for dropping all courses. Students who are approved for a withdrawal are terminated from their programs, though the student may be eligible to reapply.

Continuous Enrollment (CE): This option is only for students who have completed ALL course work (90 credit hours for the traditional degrees), but need a bit more time to complete their degree (for dissertation writing, Peace Corps assignment, etc.) Students taking CE remain active within the University's computer system. As active students, loan repayment does not begin—it remains on hold until graduation. The fee for CE is \$82/quarter (\$50 CE, \$32 tech fee). The university prefers that students take this option whenever possible as it complies most closely with federal regulations and is less administratively difficult to manage.

Please visit the following website to read the complete Continuous Enrollment Policy:
http://www.du.edu/grad/forms/ContinuousEnrollmentPolicy_003.pdf

For the Continuous Enrollment Form, please visit:
<http://www.du.edu/grad/current-students/forms.html>

Policy on Readmission to the Ph.D. Program: Decisions on readmission to the PhD program are the prerogative of the Vice Provost. The Vice Provost, however, acts only after the advice of the unit. In formulating its advice to the Vice Provost, Josef Korbel School of International Studies will look in particular at the following.

1. The circumstances of the withdrawal and the student's standing in the program at the time of withdrawal. We will be particularly concerned to see whether the student had been moving through the program with something like ordinary speed and success. If so, that will count in the student's favor. Conversely, if the student had demonstrated significant problems with respect to either the quality or timeliness of work, that will be taken as a warning sign. And those who withdrew only under looming pressure of the time deadline will be looked upon unfavorably unless they can demonstrate significantly improved prospects for success now.
2. Time away from the program. Anyone can stop out for a year – and for some people, that is the best course. Two or even three years is often not an inordinate time away, particularly if it is

planned in advance. Once we move into three years and beyond, though, the prospects for successful re-entry drop dramatically. As the time away increases, we will be increasingly skeptical of applications for readmission and particularly insistent on concrete evidence of likely success. For students that have been away several years, additional requirements, even including coursework and exam requirements for students who have previously completed comps, may be imposed to assure that upon completion of the degree the student has the expected competence in her fields.

3. Evidence of likely success. For those who have completed comps, what remains is the dissertation. We will not readmit anyone who has completed comps until she has a dissertation topic, a chair, and at least one other committee member from the tenure track faculty of Josef Korbel School of International Studies (and preferably a full committee on board). We will also require a schedule for completion of the prospectus. And we will insist that the student demonstrate that she is in a position to complete work on the dissertation within a reasonable time.
4. Other factors. We will be concerned to understand what led the student to withdraw from the program and what has led her to apply for readmission. Particularly where the reasons for withdrawal were personal or concerned family, we will expect evidence that the underlying problems have been resolved and that the student is now able to commit the time and other resources necessary to completing the dissertation with reasonable speed.

Applications for readmission will be screened by an ad hoc committee made up of the Associate Dean, the PhD Director, and one member of the PhD Committee. That committee will formulate a recommendation to the Associate Dean. The Associate Dean then will transmit the advice of Josef Korbel School of International Studies to the Vice Provost.

An application for admission will normally include a statement from the student, explaining the request, and one letter of support from a tenure-track DU faculty member. The applicant is also free to submit any additional material that she thinks might be useful to the committee.

Internally, all readmitted students will be subject to the same procedures as other students, particularly with respect to time-to-completion requirements. Students who cannot complete the degree within their initially allocated time must petition the Associate Dean for an extension, which will only be granted with the support of the dissertation committee and an agreed upon work schedule. Such extensions never exceed one year. Further renewals will require both continuing support from the dissertation committee and a substantial record of progress in the preceding year, sufficient to provide persuasive evidence that further progress can be expected in the coming year.

The purpose of all of this is to assure that those who are ready and able to complete a dissertation successfully receive the institutional support and encouragement necessary for success – and that those who reach a point in their life where they are not able to do so will remove themselves from the program, for their own benefit and for the benefit of the program. Withdrawal is not necessarily final. Readmission, however, requires persuasive evidence of likely success.

Josef Korbel School of International Studies

Policy on Readmission to the Ph.D. Program

Decisions on readmission to the Ph.D. program are the prerogative of the Vice Provost. The Vice Provost, however, acts only after the advice of the unit. In formulating its advice to the Vice Provost, we will look in particular at the following.

1. The circumstances of the withdrawal and the student's standing in the program at the time of withdrawal. We will be particularly concerned to see whether the student had been moving through the program with something like ordinary speed and success. If so, that will count in the student's favor. Conversely, if the student had demonstrated significant problems with respect to either the quality or timeliness of work, that will be taken as a warning sign. And those who withdrew only under looming pressure of the time deadline will be looked upon unfavorably unless they can demonstrate significantly improved prospects for success now.
2. Time away from the program. Anyone can stop out for a year – and for some people, that is the best course. Two or even three years is often not an inordinate time away, particularly if it is planned in advance. Once we move into three years and beyond, though, the prospects for successful re-entry drop dramatically. As the time away increases, we will be increasingly skeptical of applications for readmission and particularly insistent on concrete evidence of likely success. For students that have been away several years, additional requirements, even including coursework and exam requirements for students who have previously completed comps, may be imposed to assure that upon completion of the degree the student has the expected competence in her fields. Do note that for those wishing to pursue an academic career, future employers will not be impressed by someone who spends more than seven years in a Ph.D. program as it is an indicator of how likely a person is to be a successful researcher, writer and publisher.
3. Evidence of likely success. For those who have completed comps, what remains is the dissertation. We will not readmit anyone who has completed comps until she has a dissertation topic, a chair, and at least one other committee member from the tenure track faculty (and preferably a full committee on board). We will also require a schedule for completion of the prospectus. And we will insist that the student demonstrate that she is in a position to complete work on the dissertation within a reasonable time.
4. Other factors. We will be concerned to understand what led the student to withdraw from the program and what has led her to apply for readmission. Particularly where the reasons for withdrawal were personal or concerned family, we will expect evidence that the underlying problems have been resolved and that the student is now able to commit the time and other resources necessary to completing the dissertation with reasonable speed.

Applications for readmission will be screened by an ad hoc committee made up of the Associate Dean, the Ph.D. Director, and one member of the Ph.D. Committee. That committee will formulate a recommendation. The Associate Dean then will transmit the advice of Josef Korbel School of International Studies to the Vice Provost.

An application for admission will normally include a statement from the student, explaining the request, and one letter of support from a tenure-track DU faculty member. The applicant is also free to submit any additional material that she thinks might be useful to the committee.

Internally, all readmitted students will be subject to the same procedures as other students, particularly with respect to time-to-completion requirements. Students who cannot complete the degree within their initially allocated time must petition for an extension, which will only be granted with the support of the dissertation committee and an agreed upon work schedule. Such extensions never exceed one year. Further renewals will require both continuing support from the dissertation committee and a substantial record of progress in the preceding year, sufficient to provide persuasive evidence that further progress can be expected in the coming year.

The purpose of all of this is to assure that those who are ready and able to complete a dissertation successfully receive the institutional support and encouragement necessary for success – and that those who reach a point in their life where they are not able to do so will remove themselves from the program, for their own benefit and for the benefit of the program. Withdrawal is not necessarily final. Readmission, however, requires persuasive evidence of likely success.

STUDENT RESOURCES

Financial Aid – Financing Your Education

For the most up-to-date financial aid information, please visit DU's Central Financial Aid Office website: <http://www.du.edu/finaid/grad.htm>

FAFSA

If you are a US Citizen or Permanent Resident, be sure to complete the Free Application for Federal Student Aid, (FAFSA) as soon as possible. The fastest way to complete the FAFSA is through the online application located at www.fafsa.ed.gov. You will need the PIN you used previously or you will need to create a new one before entering the application.

FEDERAL DIRECT LOANS

Students completing the FAFSA may be eligible to borrow up to \$20,500 each academic year. Students must take a minimum of 4 credits per term to continue receiving this funding. If you have any questions regarding Direct Loans or Private Loans, please contact the Office of Financial Aid and students will be directed to the first available Financial Aid Advisor. Advisors are available via phone, email, and by appointment from 8:00 AM to 4:30 PM. They can be contacted at 303.871.4020, via email at finaid@du.edu, or you can stop by their office in University Hall, Room 210.

PLUS LOANS

The Graduate/Professional PLUS loan is available to students enrolled at least half-time in a degree-seeking graduate level program. Students must fill out the FAFSA and be awarded their full Federal Stafford Loan eligibility before applying for the PLUS loan. The requested loan amount may be equal to or less than the student's total cost of attendance (including books, fees, and personal expenses) less all other financial aid.

PERKINS LOANS

To receive Perkins funding, one must first complete the Free Application for Federal Student Aid, (FAFSA) in order to determine overall need. DU allocates a limited amount of Perkins Loan funds to JKIS, which the Financial Aid Committee allocates to new and continuing students based on greatest unmet need. Students must be enrolled at least 8 credit hours per quarter and have unmet need as determined by filing the FAFSA. Perkins Loans are available up to a maximum of \$6,000, at a subsidized interest rate while the student is enrolled. Additional Perkins funds may be available for the summer session.

WORK STUDY

US Citizens or Permanent Residents – to research available positions, please go to the following link: <http://www.du.edu/studentemployment/grws.htm>. Work study jobs range from 10-20 hours per week and the pay scale for graduate work study students is \$10-18 per hour. It is possible to secure a work study position either at Josef Korbel School of International Studies or elsewhere on campus. Students can secure only one work study position at a time. You are eligible for work study if you were offered \$20,500 in Direct Loans from the U.S. Government in Direct Loans, and if you have unmet need.

For the most up-to-date JKIS funding opportunities, please visit our website: www.du.edu/korbel

CONFERENCE ATTENDANCE FUNDING

Students who ***present a paper*** at a conference (relevant to their field of study) or conduct dissertation research can apply for reimbursement. Students must first apply for funding through the JKSSIS Graduate Student Association (GSA).

For the 2014-2015 academic year, the ***maximum*** reimbursement amounts are as follows:

- \$500 for domestic conferences
- \$1,000 for international conferences

If there is a balance remaining after receiving conference funding from GSA, the GSA board will evaluate and forward qualified applications to the Graduate Student Advisory Council (GSAC) to be considered for its Professional Development Grant.

A common application will be used to be considered for both funding opportunities and can be accessed on the GSAC website: <http://www.du.edu/gsac/resources.html>.

Additional information and forms can be found at:

<http://www.du.edu/korbel/admissions/financialaid/fellowshipawards.html>

<http://www.du.edu/gsac/resources.html>

Conference reimbursement funding is limited and not guaranteed to all students. Reimbursements will come in the form of reimbursement checks for documented, accrued expenses indicated through original receipts.

RESEARCH ASSISTANT

To apply for research assistantship positions, please submit your resume and a cover letter to Student Affairs in Suite 101 (issta@du.edu). You may either address your cover letter to a specific professor with whom you'd like to work, or submit a more general cover letter that speaks to your skills, experience, and academic/professional interests. All cover letters and resumes submitted are placed into a binder for professors' consideration at the start of Fall quarter.

Though these positions are extremely competitive, it is possible as a first year student to receive a Research Assistant position, so all are encouraged to apply as opportunities become available. **You do NOT have to be work study eligible to apply for these positions.** RA positions typically carry stipends of approximately \$1,500 per quarter for a maximum of two quarters per year.

EXTERNAL SCHOLARSHIP RESOURCES

In addition to sources of funding provided by JKSSIS and DU, we strongly encourage students to look for scholarships through external agencies. See a list at: <http://www.du.edu/korbel/admissions/financialaid/otherresources.html>.

Office of Career and Professional Development

Connecting Students with Career Opportunities

Students who begin their career development and job search efforts early in their graduate program are more successful in identifying and securing internship and employment opportunities. Employment and internship reports are available at <http://www.du.edu/korbel/careers>.

The Josef Korbel School of International Studies' (JKSIS) Office of Career and Professional Development's (OCPD) mission is to enhance career success through programming, education and networking.

We achieve this by providing: Professional development through career coaching and targeted skills development and training; Career education through courses, workshops and events and resources; and opportunities for connections between students, alumni and employers through targeted and proactive marketing and relationship management.

The OCPD provides comprehensive services to JKIS graduate students including:

Individual Career and Fellowship Coaching

Staff members meet with students through in-person appointments on a variety of topics including: identifying internship/practicum, career and fellowship opportunities, developing action plans, cultivating professional relationships through networking, building targeted employer lists, and reviewing application materials.

Courses, Workshops and other Career Preparation Programs

Career Development Courses

These noncredit courses help students focus their career plans and gain the tools needed for an effective internship/practicum or job search. The courses cover: self assessment (values, skills, MBTI), target market research and identification, networking skills, resume and cover letter writing, interviewing skills and salary negotiation and career action planning. Past course participants have commented that they gained the confidence and skills needed to launch an internship/practicum or job search.

Job Search Club

Designed for students in their final quarter and recent graduates, the Job Search Club, facilitated by staff, meets for several weeks and offers participants peer support and encouragement. Participants will be accountable for developing and carrying-out a job search strategy.

Workshops and Information Sessions

Programs on the topics of networking, writing competitive fellowship applications, applying for internship/language study funding, working a career fair, conducting a federal career search, etc. are offered throughout each quarter.

Resources

The OCPD provides current and tailored resources, when possible on-line for 24/7 access to help JK SIS graduate students conduct successful internship/practicum and job searches in the international affairs field.

KorbelCareers.com and portfolio.du.edu/korbelcareers

JK SIS students and alumni benefit from using the one-stop Office of Career and Professional Development password-protected websites. After logging in, you will find job, internship, and fellowship listings; career resources including employer reports, a list of past internship sites, and career guides by degree and location; forms needed to register and complete an internship/practicum; event announcements, event registration and more.

Please note: Matriculated students and alumni are able to access KorbelCareers.com and portfolio.du.edu/korbelcareers after attending the mandatory orientation workshop. Upon logging in, students must complete their profiles to enter KorbelCareers.com.

Career Resources in the Office of Career and Professional Development

Sample resumes and cover letters are available as well as past internship reports, employer brochures and job search books such as working abroad directories, directories of non-profit organizations, occupational information and more.

Employer Connections

JK SIS staff and faculty work pro-actively to establish relationships with prospective employers. As a member of the Association of Professional Schools of International Affairs (APSIA), JK SIS participates in numerous employer development and outreach events and activities throughout the year and provides opportunities for students, alumni and employers to connect. Below are some of the opportunities, sponsored by the OCPD, for students to network with alumni and other employers:

Professionals-in-Residence

Alumni and friends of JK SIS are invited to present and discuss personal experiences in their fields. Recent presenters have represented a variety of employers including the U.S. Department of Commerce, U.S. General Accountability Office, U.S. Department of State, CIA, Oxfam America, International Rescue Committee, Catholic Relief Services, United Nations Development Program, Inter-American Development Bank, and more.

Career Connections Program: Washington D.C. and New York City

Each year, these trips to Washington D.C. and New York City provide students the opportunity to learn about the job markets, meet employers in their field and network with key alumni and employers. More cities may be added in the future.

Recruiting Events, Career Fairs and Networking Forums

The office coordinates many career events to connect students with employers including career fairs, employer information and recruitment sessions, panels, presentations and forums and networking receptions.

To learn more about the Office of Career and Professional Development and to view recent employment and internship statistics, please visit <http://www.du.edu/korbel/careers>

LinkedIn

Students are invited to join the University of Denver: Josef Korbel School of International Studies LinkedIn Group with nearly 2,000 alumni and student members and growing. This is a forum for requesting informational interviews and allows you to follow discussions on career trends.

Office of Career and Professional Development (OCPD) Terms of Use

OCPD staff look forward to helping you achieve your career goals. In order to create a successful professional partnership with our staff and to utilize our services, we require that you adhere to the policies of the OCPD as outlined below.

1. Students are expected to represent themselves and their experiences accurately and honestly in all written and oral communications with the OCPD, prospective employers, and alumni.
2. Students are expected to act in a professional and respectful manner in all meetings, events, correspondence, trips, and networking opportunities.
3. After attending the OCPD orientation session and receiving information on KorbelCareers, it is the student's responsibility to login into KorbelCareers, complete a CareerProfile and upload a current resume. These documents must be uploaded prior to scheduling an appointment with the OCPD.
4. The OCPD staff will review resumes uploaded into KorbelCareers and will respond within 3 business days. This response will indicate whether or not the resume has been approved for resume books.
5. Approved resumes on KorbelCareers may be submitted to Resume Books. With regard to Resume Books: students are expected to only pursue opportunities in which they are truly interested and for which they meet the stated qualifications.
6. Students may schedule career coaching appointments with OCPD staff members. Students are expected to provide all available materials (i.e. resume, cover letter, position description) relevant to the appointment to the staff with whom they are meeting at least 24 hours in advance of the appointment.
7. Cover letter reviews and detailed resume reviews are done through appointments and are not conducted via email.
8. The OCPD offers drop-in hours that provide students the opportunity to meet with an OCPD staff member to receive answers to quick questions without making an appointment in advance and do not require pre-submission of resumes or cover letters.
9. A minimum of 24 hours notice is required to cancel an appointment or interview set up through the OCPD, except in the case of an emergency. Repeated cancellations and/or failure to show up for events or appointments may result in the loss of access to OCPD services including career coaching and access to KorbelCareers.

10. While the OCPD strives to keep all fees to a minimum, any fees paid to the OCPD are nonrefundable, unless otherwise stated in advance of payment.

It is the OCPD's expectation that students have read and agreed to all policy terms as stated above. If you have any questions or concerns, it is your responsibility and obligation to contact a member of the OCPD professional staff immediately.

Conference Funding

Students who present a paper at a conference (relevant to their field of study) or conduct dissertation research can apply for reimbursement. Students must first apply for funding through the JKSSIS Graduate Student Association (GSA).

For the 2014-2015 academic year, the maximum reimbursement amounts are as follows:

\$500 for domestic conferences

\$1,000 for international conferences

If there is a balance remaining after receiving conference funding from GSA, the GSA board will evaluate and forward qualified applications to the Graduate Student Advisory Council (GSAC) to be considered for its Professional Development Grant.

A common application will be used to be considered for both funding opportunities and can be accessed on the GSAC website: <http://www.du.edu/gsac/resources.html>.

Additional information and forms can be found at:

<http://www.du.edu/korbel/admissions/financialaid/fellowshipawards.html>

<http://www.du.edu/gsac/resources.html>

Conference reimbursement funding is limited and not guaranteed to all students. Reimbursements will come in the form of reimbursement checks for documented, accrued expenses indicated through original receipts.

Institutional Review Board

Human Subjects Use:

To conduct research that involves the use of human subjects, the university is required by federal mandate to have an assurance of compliance for protection of human research subjects. This assurance serves as the University of Denver's agreement with the government in promising that all individuals involved in human subjects research will be treated ethically.

The University's Institutional Review Board (IRB) policies and procedures are based upon the following:

University of Denver--Federal Wide Assurance

Code of Federal Regulations for Protection of Human Subjects (45 CFR 46)

Code of Federal Regulations for Designated Member/Expedited Review Procedures of Human Subjects

The Belmont Report

Principal investigators should familiarize themselves with these documents prior to initiating research.

All projects conducted at the University of Denver by faculty, staff, and students that involve human subjects must be reviewed. **This includes, but is not limited to, the following:**

- Projects with or without funding
- All projects that involve an outside collaboration (i.e., information/data sharing and/or data gathering)
- All applications being reviewed by an outside board
- Undergraduate projects including Partners in Scholarship (PINS), Master's Theses and PhD Dissertations
- Research utilizing surveys, interviews, oral history
- Program evaluations (see Assessment procedure/application form)
- Questionnaires
- Retrospective data analysis
- Research on individual or group characteristics or behavior
- Focus groups, pilot studies
- Classroom research projects
- "Exempt" projects (see List of Exemptions/application form)

Education on the protection of human research participants is required for all researchers who utilize human research participants. To access this Blackboard exam, please go to the following URL: <http://www.du.edu/orsp/irb.html>. The access code after log-in is: human subjects.

This exam takes approximately 15 – 20 minutes and is the most expedient method of fulfilling the educational requirement.

The Office of Sponsored Programs (OSP) also offers educational programs in the following formats:

Formal workshops on IRB issues, processes and responsibilities.

Informal sessions presented by the Research Compliance Manager and IRB Chair.

Review Process:

The Principal Investigator is required to follow the IRB application procedures for review for the Protection of Human Subjects. The application must be completed and returned along with 12 copies, to the Office of Sponsored Programs at least two weeks prior to the IRB meeting date. The IRB meeting is generally held the second Tuesday of each month. On the meeting date, members discuss and vote on each application.

Once the review is complete, applicants are asked to make any revisions immediately. On projects “approved pending revisions,” applicants DO NOT have a formal approval. The formal approval is required for any work to begin.

For the most current IRB application, go to: <http://www.du.edu/orsp/irb.html>

Annual Review:

Once a project is approved, the approval is effective for no more than one year. A continuation application will be mailed out three months prior to the project expiration date. The continuation application must be completed and returned to OSP if the project is continuing. If the application is not reviewed, all work on the project must be stopped. This includes data analysis, even if no contact with subjects is occurring. The review process continues for the duration of the project.

If any changes occur in the project within the approval year, it is necessary to contact OSP. Prior to changes being instituted, PI's are to submit a request for an addendum. In an addendum, the PI completes a memo explaining any proposed changes and including any relevant supplemental materials. Supplemental materials may include, but are not limited to, revised consent forms, copies of recruitment posters, and ads or additional instruments.

Membership of the IRB:

Appointments are made from the areas of the Arts and Humanities/Social Sciences; Natural Sciences, Mathematics, and Engineering; Daniels College of Business; College of Education; College of Law; Graduate School of International Studies; and the Graduate School of Social Work.

Contact 303.871.4052 or 4050 to discuss:

- whether your project requires IRB review
- any other questions you may have about the IRB application and review process.

CONTACT INFORMATION

Degrees and Fields

Comparative Politics

Martin Rhodes martin.rhodes@du.edu x13811

Tim Sisk tsisk@du.edu x12998

Conflict Resolution

Karen Feste kfeste@du.edu x12418

Development

Sally Hamilton shamilto@du.edu x12562

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Transportation

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APPENDIX

PH.D. IN INTERNATIONAL STUDIES PROGRAM STATEMENT

Name: _____

DU ID Number: _____

Term Enrolled: _____

Year Enrolled: _____

Projected Graduation Date: _____

Projected Date for Comprehensive Exams: _____

Previous Education:

INTERNATIONAL STUDIES CORE:

Course #	Course Title	Term/Year	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

FIELD 1:

Course #	Course Title	Term/Year	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

4) _____
 5) _____

FIELD 2:

Course #	Course Title	Term/Year	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____

EXTENDED RESEARCH PAPERS:

Course #	Paper Title	Term/Year	Grade
1) _____	_____	_____	_____
2) _____	_____	_____	_____

METHODOLOGY:

Course #	Course Title	Term/Year	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

FOREIGN LANGUAGE PROFICIENCY:

Course #	Course Title	Term/Year	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

ELECTIVES:

Course #	Course Title	Term/Year	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____

Total Credit Hours (135) _____

Associate Dean Signature: _____ Date: _____

FOR INTERNAL USE ONLY:

Term of Comprehensive Exams: _____

Year of Comprehensive Exams: _____

Pass w/Distinction _____ Pass _____ Pass Conditionally _____ Fail _____

Term of Prospectus Approval: _____

Year of Prospectus Approval: _____

Term of Dissertation Defense: _____

Year of Dissertation Defense: _____

Title of Dissertation:
