

MA HANDBOOK 2013-2014



UNIVERSITY *of*
DENVER

JOSEF KORBEL SCHOOL *of*
INTERNATIONAL STUDIES

Revisions are made to this document throughout the year. The latest updates can be found at: <http://www.portfolio.du.edu/issta>

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Refer to “Graduate Policies and Procedures” for additional information.

* If you are planning on not being here at DU for a period of time (to pursue an internship, research for a thesis or dissertation, or intensive language study, you must be enrolled in a minimum of 4 credit hours to maintain part-time student status or 8 credit hours to remain a full-time student while away. Continuous Enrollment is only open to MA students who have registered for all their hours of coursework for degree completion and are completing an MA thesis or PhDs who are ABD and within their time limit to complete the degree. If you are enrolled in less than part-time status, be aware that you lose your student status and loans will come due.*

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Program Requirements

Master of Arts in International Studies

The Master of Arts in International Studies combines an in-depth study of one of the principle fields of international studies with an issue-oriented concentration, skills courses, and the opportunities for internships or advanced research. It is the "traditional" professional international studies curriculum long favored by students pursuing career options in the government, private, and non-profit sectors, as well as those considering a PhD. It is also our most flexible degree, with great opportunities to tailor a program to fit your own special needs and interests. Ninety credit hours are required to complete the degree, which typically requires two years of full-time study. For questions about this degree, see Frank Laird or Susan Rivera.

1. **International Studies Core:** Choose one course from the following list (5 credits). The course should be outside of the student's chosen field.

INTS 4324 International Political Economy
INTS 4349 Comparative Public Policy and Finance
INTS 4370 Political Economy of Globalization
INTS 4501 Comparative Politics in the 21st Century
INTS 4599 Ethics and International Relations
INTS 4715 Problems and Challenges of Democratization
INTS 4890 Revolutions and State Building
INTS 4900 International Politics
INTS 4951 Classics in International Relations Theory

2. **Field:** Four courses (20 credits) in a single field, as specified below.

International Politics

INTS 4900 International Politics

Three other courses in International Politics

For questions in this field, see Jack Donnelly or Susan Rivera.

Comparative Politics

INTS 4501 Comparative Politics in the 21st Century

Three other courses in Comparative Politics

For questions in this field, see Martin Rhodes or Susan Rivera.

International Political Economy

INTS 4310 International Trade

INTS 4320 International Monetary Relations

INTS 4324 Introduction to International Political Economy

Plus a fourth course

For questions in this field, see Rachel Epstein.

Political Theory

Any four of the following:

INTS 4599 Ethics and International Affairs

INTS 4802 Foundational Ideas in Social Science: Marx and Weber

INTS 4804 Realism and Democracy

INTS 4820 Ancient Political Theory and Thought

INTS 4821 Early Modern Political Theory

INTS 4822 Contemporary Political Theory

INTS 4890 Revolutionist State Building

For questions in this field, see Alan Gilbert.

3. **Concentration:** A three-course (**15 credit**) concentration. Students may design a customized concentration with the approval of Student Affairs. Students are only required to have one concentration, but may do two if they wish.

4. **Methodology/Skills.** A package of three courses (15 credits) from the various methods and skills courses offered at the Josef Korbel School and, with permission, from other units at the University of Denver. The list below contains examples of the types of courses that students may choose and do not exhaust the possibilities. The best choices for each student will depend on that student's career goals.

Quantitative Courses

INTS 4051 Statistical Methods II*
INTS 4052 Statistical Methods III*
INTS 4057 Statistics for International Affairs**
INTS 4333 International Project Analysis
INTS 4345 The Art of Forecasting
INTS 4575 Systems Thinking for Social Scientists
INTS 4633 Project Evaluation

Management and Communications Courses

INTS 4342 Project Management
INTS 4391 Financial Management and Fundraising for Non-Profits
INTS 4394 Non-Profit Management: Issues and Techniques
INTS 4555 Professional Communications
INTS 4557 Cross-Cultural Communications

Issue-Oriented Courses

INTS 4423 Introduction to Epidemiology (*previously titled "Health Data for Decision-Making"*)
INTS 4483 Practical Applications in Global Health
INTS 4493 Humanitarian Aid in Complex Emergencies
INTS 4735 Security and Defense Analysis Methods I
INTS 4736 Strategic Intelligence Data Collection and Analysis
INTS 4739 Security and Defense Analysis Methods II (Prerequisite: INTS 4735)
INTS 4954 Human Rights Research and Writing Seminar

Qualitative and Field Methods

INTS 4010 Epistemology
INTS 4960 Systems and Policy Analysis
INTS 4964 Political Risk Analysis
INTS 4966 Applied Field Methods

5. **Foreign Language Proficiency:** Required

6. **Internship:** Optional but strongly recommended (0-5 credits)

7. **Thesis or Substantial Research Paper (SRP):** Optional (0-10 credits)

8. **Electives:** To reach a total of 90 credit hours earned.

*Statistics II (INTS 4051) has a prerequisite of Statistics I (INTS 4050). Students with a background in statistics should contact the instructor about a placement exam that will be used to determine if they may enroll in Statistics II without having completed Statistics I at the Korbel School. Credit for Statistics I (INTS 4050) counts toward the 90-credit degree requirement (as an elective), but cannot be used to satisfy the skills course requirement for the degree.

**Statistics for International Affairs (INTS 4057) is an accelerated course. Students should only enroll in this course if they earned a score of 148 or better on the math portion of their GRE exam (students with a lower math GRE score may not take the course without the permission of the instructor).

Master of Arts in Global Finance, Trade, and Economic Integration

The Global Finance, Trade, and Economic Integration (GFTEI) program provides students with a multi-disciplinary, policy-focused examination of the global economy. Courses within this degree focus on the complex changes underway in the global economy, including the emerging patterns of financial trade and human capital flows, and their effect on national economies; the effect of globalization on state capacity, policy autonomy, and national economic conditions; the relationship between economic, political, and social outcomes; corporate governance and competition; and the interaction of interest groups, states, and multilateral agreement and organizations. All students within this degree receive training in advanced statistical methods. Students also select from a diverse collection of “hard” and “soft” skills courses (e.g. Art of Forecasting, Political Risk Analysis, Professional Communications, Project Management.)

Students pursuing the GFTEI degree are required to select one concentration that is tied to their intellectual and career aspirations. Some students have chosen to pursue two concentrations. Examples of concentrations that students have pursued recently include international political economy, international business, development economics and policy, environmental studies, the political economy of China or the European Union, risk and forecasting techniques, and security and international economic analysis.¹

This degree is intended for students who intend to pursue careers in four domains: (1) international economic policy analysis for public sector agencies, such as the Department of Commerce and the International Trade Administration; (2) analyst positions in multilateral institutions and organizations, such as the World Bank, the United Nations and the Organization for Economic Cooperation and Development; (3) research and analyst positions within non-governmental organizations, such as Oxfam and Action Aid; and (4) private sector careers as economic policy consultants, country risk or international project analysts, or international project managers.

Students who wish to pursue careers in corporate or investment management, accounting or marketing might consider the dual degree that we offer with Daniels College of Business (DCB). The dual degree allows students to earn a GFTEI degree from Josef Korbel School of International Studies and an International MBA from DCB (see the dual GFTEI-IMBA degree section of this handbook). Students who seek a more specialized and technical training in portfolio allocation might consider creating their own “customized, flexible dual degree” with DCB that allows them to earn an MS in Finance along with the GFTEI degree (for more information, see the Flexible Dual Degree section of this handbook).

Students may be interested to know that the course, “Economics: Fundamental Knowledge, Global Applications” (INTS 4536) with Professor Mark Evers (to be taught in the Fall quarter only), is designed for students who have **NEVER** successfully completed an undergraduate course in Introductory Macroeconomics & Microeconomics (or undergraduate Principles of Economics or undergraduate International Economics). INTS 4536 will prepare students who do not possess this basic economics background to enroll in INTS 4310 (Int'l Trade) and INTS 4320 (International Monetary Relations).

Curriculum

90 credits, two years of full time study; can be completed on a part-time basis.

1. International Studies Core: One course (5 credits)

¹ In addition to courses offered at JKSSIS, many students choose to take courses elsewhere on campus (particularly at the Daniels College of Business (DCB) and/or the Department of Economics). If you have questions about courses offered through DCB, please contact gradbus-advise@du.edu or graduate business advisors Kenny Metcalfe at Kenny.Metcalfe@du.edu or Lexi Hachmeister at Lexi.Hachmeister@du.edu.

Students can find course descriptions and information on pre-requisites for particular courses through the course listings on DU's myWeb. For questions about courses offered through the Economics Department, contact Professor Tracy Mott at 303.871.2569 (office is Sturm Hall 245), email tmott@du.edu. Information about the department appears at: <http://www.du.edu/ahss/schools/economics/>

- INTS 4324 Introduction to International Political Economy (strongly recommended)
 - INTS 4372 Great Books in Political Economy
 - INTS 4374 Ethical Foundations of Global Political Economy
 - INTS 4501 Comparative Politics in the 21st Century
 - INTS 4900 International Politics
- Or a Political Theory course, typically:
- INTS 4599 Ethics in International Affairs
 - INTS 4820 Ancient Political Theory
 - INTS 4821 Early Modern Political Theory
 - INTS 4822 Contemporary Political Theory
 - Others from the Political Theory courses listed under the traditional INTS degree

2. Program Training Core: Three courses **(15 credits):**

- INTS 4310 International Trade*
- INTS 4320 International Monetary Relations**

And one of either:

- INTS 4324 Introduction to International Political Economy***
- INTS 4370 Political Economy of Globalization****

*Prerequisite, grade of B- or better in undergraduate course in Introductory Microeconomics or International Economics. Students who have not completed the undergraduate prerequisites for INTS 4310 and INTS 4320 should first complete INTS 4536.

** Prerequisite, grade of B- or better in undergraduate course in Introductory Macroeconomics or International Economics.

*** Students who have taken INTS 4324 to fulfill their International Studies Core requirement must take INTS 4370 to fulfill their Program Training Core requirement

**** INTS 4310 and INTS 4320 are recommended as prerequisites for INTS 4370

3. Concentration: Three courses **(15 credits):**

Concentrations allow students to group at least three elective courses that relate to a particular theme. Students are required to complete at least one concentration but may also choose to complete a second concentration. Students have considerable latitude in the design of concentration(s), and should consult with their advisors on the selection of elective courses to complete their chosen concentration.

4. Skills Set: Three courses **(15 credits):**

- INTS 4051 Statistical Methods II* or INTS 4057 Statistics for International Affairs**
- INTS 4303 Applied Econometrics
- A third skills oriented course approved by your academic advisor or Student Affairs

5. Foreign Language Proficiency: Required

6. Internship: Required **(0-5 credits)**

7. Thesis or Substantial Research Paper (SRP): Optional **(0-10 credits)**

8. Electives: To reach a total of **90 credits**

*Statistics II (INTS 4051) has a prerequisite of Statistics I (INTS 4050). Students with a background in statistics should contact the instructor (Professor Sachin Desai sdesai@du.edu) about a placement exam that will be used to determine if they may enroll in Statistics II without having completed Statistics I at the Korbel School. Credit for Statistics I (INTS 4050) counts toward the 90-credit degree requirement (as an elective), but cannot be used to satisfy the skills course requirement for the degree.

**Statistics for International Affairs (INTS 4057) is an accelerated course. Students should only enroll in this course if they earned a score of 148 or better on the math portion of their GRE exam (students with a lower math GRE score may not take the course without the permission of the instructor).

Note: Students may enroll in a maximum of 16 credits at the Daniels College of Business. If a student wishes to take more than 16 credits, s/he must apply and be accepted to a graduate degree program at Daniels through the DU flexible dual degree program. No more than 16 credits completed prior to acceptance into such a program may be applied toward a Daniels degree. Students currently enrolled in a dual or joint degree program are not affected by this policy. To request permission to register for Daniels classes, please contact a Graduate Business Advisor at gradbus-advise@du.edu. Students who register without this permission risk disenrollment from the course. All non-Daniels students will be registered on a space-available basis.

Master of Arts in International Administration

The goals of the International Administration Degree Program are first to establish a foundation of management skills (people, programs or policies) required to become a leader in a non-profit or public sector organization in an international context and second to provide students the opportunity to gain expertise in a specific policy area of the students' choice such as human rights, development, security, or health affairs.

1. **International Studies Core:** Two courses **(10 credits):**

- INTS 4501 Comparative Politics in the 21st Century
- INTS 4324 International Political Economy

2. **Administration Core:** Three courses **(10 credits):**

- INTS 4391 Financial Management and Fund-Raising in Non-Profit Organizations
- INTS 4394 Non-Profit Management Issues and Techniques
- INTS 4931 International Organizations

3. **Public Sector Core:** Two courses **(8-10 hours):**

- INTS 4349 Comparative Public Policy and Finance
- INTS 4750 The Policy Making Process

4. **Concentration:** Students are expected to focus their electives in a specialized area.

5. **Methodology/Skills Courses: (5 hours):**

- INTS 4051 Statistical Methods II* or INTS 4057 Statistics for International Affairs*

It is recommended that students intending careers in the development field also take:

- INTS 4333 International Project Analysis
- INTS 4966 Applied Field Methods

6. **Internship:** Strongly Recommended **(0-5 credits)**

7. **Foreign Language Proficiency:** Required

8. **Thesis or Substantial Research Paper (SRP):** Optional **(0-10 credits)**

Students not pursuing a thesis may take either two additional skills courses (a writing course is recommended) or complete one SRP and one additional skills course.

9. **Electives:** To reach a total of **90 credit** hours.

*Statistics II (INTS 4051) has a prerequisite of Statistics I (INTS 4050). Students with a background in statistics should contact the instructor (Professor Sachin Desai, sdesai@du.edu) about a placement exam that will be used to determine if they may enroll in Statistics II without having completed Statistics I at the Korbel School. Credit for Statistics I (INTS 4050) counts toward the 90-credit degree requirement (as an elective), but cannot be used to satisfy the skills course requirement for the degree. Students may also take INTS 4057-Statistics for International Affairs (which combines Stats I and Stats II) instead of Stats II if they have a strong quantitative background and a strong quantitative score on their GREs coming in to the program.

This is an accelerated course. Students should only enroll in this course if they earned a score of 148 or better on the math portion of their GRE exam (students with a lower math GRE score may not take the course without the permission of the instructor).

Master of Arts in International Human Rights

This degree is for students with academic or career interests in human rights and humanitarianism. Graduates typically seek and obtain positions in international non-profits, international rights advocacy organizations, international aid agencies, governmental and intergovernmental organizations, the human rights legal profession and academia.

Because of its integrative and interdisciplinary nature, the human rights curriculum leads to flexible career options which link human rights to development, health, security, humanitarian assistance, etc., and provides fascinating research possibilities beyond the MA degree. The program combines intellectual breadth and multidisciplinary grounding, specialized themes, and practical experience. For breadth, the core offers courses in human rights theory, history, law, foreign policy, and economic development. Our specialized themes include courses linking human rights to security, economic development, health, humanitarian assistance, administration, etc. For practical experience, students are offered skills courses, internships and opportunities for fieldwork crafted to enhance professional qualifications.

Combined with an exceptional group of distinguished alumni and current students, the remarkable scholarly and practical credentials of the faculty associated with this program speak volumes. The Korbel School has the leading interdisciplinary human rights program in the United States.

Ninety credit hours are required to complete the degree, which typically requires two years of full-time study. The degree can also be completed on a part-time basis.

Student Learning Outcomes

~Students will be able to articulate the primary theories relevant to the study of human rights.

~Students will be able to recognize, and choose from, a variety of social science perspectives and research methodologies, including statistics.

~Student will be able to demonstrate the acquisition of applied or practice-oriented skill, including research skills and written and oral presentation skills.

~Students will be able to apply theory and practice skills to the workings of non-governmental organizations (NGO's), international organizations (IO's), government agencies, and/or the private sector.

DEGREE REQUIREMENTS

International Studies Core: Choose 1 (5 credits)

INTS 4324 International Political Economy

INTS 4501 Comparative Politics: States and Societies in the 21st Century

INTS 4900 International Politics

Or a Political Theory (PT) course with permission of the Degree Director.

Program Training Core: Choose 4 (20 credits)

INTS 4940 – Introduction to Human Rights (**required**)

INTS 4936 – International Law and Human Rights (**required**)

INTS 4875 – Human Rights and Foreign Policy

INTS 4941 – Human Rights and International Organizations

INTS 4947 – Human Rights and National Security

Statistics/Methodology/Skills/Project Analysis: choose 5-6 courses (25-30 credits)

Statistics (Choose one – 5 credits)

INTS 4050 – Stats I (**required**)* or INTS 4057 – Statistics for International Affairs

INTS 4051 – Stats II (**required**)*

INTS 4052 – Stats III*

INTS 4057 – Statistics for International Affairs (combines Statistics I & II - requires permission & GRE Quantitative score of 148+)

Methodology (Choose one – 5 credits)

INTS 4500 – Social Science Methods

INTS 4966 – Applied Field Methods

INTS 4632 – Qualitative Research Methodologies

INTS 4644 – Methodology for Human Rights (available from AY 2014-2015)

Skills (Choose three – 10-15 credits)

INTS 4891 – Internship (**required**)/0-5 credits)

INTS 4391 – Financial Management and Fundraising

INTS 4394 – Non-Profit management Issues & Techniques (INTS 4391 is a prerequisite)

INTS 4955 – Human Trafficking Clinic (only open to Human Trafficking Clinic Associates)

INTS 4576 – Seminar on Community-Based Research

INTS 4591 - Advanced Fundraising

INTS 4709 - Advanced Financial Management Workshop

INTS 4345 – Topics: Art of Forecasting

INTS 4579 – International Futures

Project Analysis (choose one – 5 credits)

INTS 4333 – International Project Analysis

INTS 4342 – Project Management

INTS 4633 – Project Evaluation

Total of 50-55 hours

*Students may test out of Statistics I and take Statistics II with permission of the instructor. Recommend trying to test out of Statistics I if you have any math background. If class is full, can be taken elsewhere on campus (e.g., Morgridge School of Education).

Plus Concentration of 3 courses – 15 hours (see following section)

-Or-

Certificate Program: Global Health Affairs, Humanitarian Assistance, Homeland Security, or International Law & Human Rights (Joint Certificate Program with the Korbel School and Sturm College of Law). Students wishing to complete a certificate program will work with the Human Rights Degree Director to insure compliance with the M.A. requirements.

Concentrations

To build a concentration, choose 3 courses from one of the following lists (15 credits).

Customized concentrations may be considered with approval of the Director.

You may have more than one concentration.

Development & Human Rights

INTS 4649 Human Rights in the Middle East

INTS 4937 Human Rights and the International Refugee System

INTS 4987 Forced Labor & Human Trafficking

INTS 4710 Topics: Gender and Development

INTS 4435 Health and Development

INTS 4364 Global Poverty and Human Rights

INTS 4955 Environment, Development & Human Well-Being
INTS 4396 Education and Development
INTS 4468 Politics of Development
INTS 4379 Gender, Environments, and Development
INTS 4396 Education and Development

Health & Human Rights

INTS 4362 Gender and Health
INTS 4367 Global Health Affairs (Theory and Practice)
INTS 4516 Major Diseases in Global Health
INTS 4483 Practical Applications in Global Health
INTS 4423 Introduction to Epidemiology (Previously Titled “Health Data for Decision Making”)
INTS 4492 Health and Humanitarian Aid
INTS 4368 HIV/Aids in International Affairs

Humanitarian Assistance & Human Rights

INTS 4492 Health and Humanitarian Aid
INTS 4935 International Humanitarian Law of Armed Conflict
INTS 4937 Human Rights and the International Refugee System
INTS 4493 Humanitarian Aid in Complex Emergencies
INTS 4581 Introduction to Humanitarian Systems
INTS 4496 Field Operations for Humanitarian Assistance (3 credits)
INTS 4056 Information Management in Humanitarian Crises
INTS 4583 Protection in Humanitarian Settings

International Administration, Law & Human Rights

INTS 4391 Financial Management and Fundraising for Non-Profits
INTS 4935 International Humanitarian Law of Armed Conflict
INTS 4936 International Law and Human Rights
INTS 4941 Human Rights and International Organizations
INTS 4928 Torture
INTS 4363 Discrimination, Minority Groups and the Rights of Indigenous Peoples

-Plus approved courses from the Sturm College of Law

Political Economy and Human Rights

INTS 4210 Multinational Corporations
INTS 4370 Political Economy of Globalization
INTS 4428 Political Economy of Human Rights
INTS 4957 Global Poverty and Human Rights
INTS 4374 Ethical Foundations of Global Political Economy
INTS 4955 Environment, Development & Human Well-Being
INTS 4468 Politics of Development

Security & Human Rights

INTS 4734 Homeland Security and Civil Society and Human Rights
INTS 4851 Theories of Non-Violence I
INTS 4852 Theories on Non-Violence II
INTS 4939 Human Rights: Genocide
INTS 4947 Human Rights & National Security
INTS 4753 Intelligence and Nat'l Security
INTS 4599 Ethics and International Relations (*Summer only*)
INTS 4626 Civil Resistance
INTS 4928 Torture

Forced Labor, Human Trafficking & Human Rights

INTS 4987 Contemporary Slavery and Human Trafficking (*required*)

INTS 4051 Statistics II*
INTS 4052 Statistics III*
INTS 4966 Applied Field Methods
INTS 4500 Social Science Methods
INTS 4955 Human Trafficking Clinic (open only to Human Trafficking Clinic Associates)
INTS 4936 International Law and Human Rights (3 credits)

-Plus other courses upon approval of the Director of the Human Trafficking Clinic

Methodology Concentration

4 courses (15-20 credits)

INTS 4051 Statistics II* **OR** INTS 4057 Statistics for International Affairs**
INTS 4052 Statistics III*
INTS 4391 Financial Management and Fundraising for Non- Profits
INTS 4497 International Campaign Management
INTS 4954 Human Rights Research and Design
INTS 4955 Human Trafficking Clinic (open only to Human Trafficking Clinic Associates)
INTS 4966 Applied Field Methods
INTS 4933 International Project Analysis
INTS 4500 Social Science Methods
INTS 4576 Seminar in Community-Based Research

-Plus other Methodology/Statistics/Skills courses upon approval

Project Analysis, Management and Evaluation

INTS 4333 – International Project Analysis
INTS 4342 – Project Management
INTS 4633 – Project Evaluation

Conflict Resolution

INTS 4920 – Conflict and Conflict Resolution
CRES 4221 – Negotiation Theory & Practice
CRES 4222 – Mediation Theory and Issues (Prerequisite: INTS 4920)
CRES: 4225 Conciliation and Reconciliation (Prerequisite: CRES 4222)

Other CRES courses with permission of the Conflict Resolution Institute Co-Directors, Prof. Karen Feste or Prof. Tamra Pearson d'Estrée

Foreign Language Proficiency: Required

Internship: Required **(0-5 credits)**

Electives: To reach a total of **90 credits**

Degree Director

Prof. Claude d'Estrée

MTS, The Divinity School, Harvard University

JD, Northeastern University School of Law

PON, Harvard Law School

Lecturer-in-Law

Director – International Human Rights Degree Program

Director – Center on Rights Development (CORD)

Director – Human Trafficking Clinic (HTC)

Co-Director – Interdisciplinary Certificate Program in International Law & Human Rights
(Korbel School & Sturm College of Law)

Master of Arts in International Development

The MA in International Development focuses on development theory, policy-making and analysis, politics of institutions, and in-demand practical skills. The program prepares students for careers in government, multilateral and bilateral development agencies, non-governmental organizations, and the private sector. Development graduates also enter relevant doctoral programs.

The program reflects an approach to development that emphasizes not only economic issues but also the importance and interrelatedness of sustainable economic and human development, human rights, and environmental sustainability. We emphasize the diversity of needs, desires, opportunities, and constraints that are experienced by individuals of differing socioeconomic classes, ethnicities, and genders, as well as differences among nations and regions.

Students gain analytical skills that address not only policy issues, but also the logics and workings of diverse institutions that create, negotiate, and implement development policy. Students also engage the many power differentials that profoundly influence processes central to sustainable development. These power differentials exist not only among nations, but also among public- and private-sector partners within development programs; between development practitioners and their intended beneficiaries; and among those intended beneficiaries. Thus we also engage with actors and processes across scalar levels from the most macro-level international institutions and initiatives to the most micro-level agendas and actions taken by communities, firms, families and individuals.

The program provides training in practical skills that have been identified as key by development employers, including communications, quantitative analysis, and administration. Through internships, students gain experience in meeting the challenges of development practice while applying these skills and their knowledge of ideas, institutions, and processes that have influenced the course of international development.

Curriculum

The program **allows some requirement substitutions** based on students' academic and professional experience. Substitutions must be approved by the degree director. Students should prioritize completion of the Program Training Core and the Statistics requirement during their first year. Although some courses have been selected as appropriate options for more than one requirement, a course can be applied to **only** one requirement (e.g., INTS 4521 may be applied to the Politics of Development requirement OR to the SHD/ED requirement, but not to both requirements). Any of the selected options that are NOT used to fulfill a requirement may be applied to the issue specialization or counted as electives.

A list of recommended electives is available from the director. The director will be available to help students shape issue specializations and to identify relevant electives.

1. International Studies Core: (5 credits) One of the following courses:

- INTS 4468 Politics of Development
- INTS 4324 International Political Economy
- INTS 4501 Comparative Politics in the 21st Century

2. Program Training Core: (15 credits)

1. Economic Development (5 credits): INTS 4350 (students who have sufficient background in development economics may substitute INTS 4310, 4320, 4370; see pre-requisite requirements for these courses)
2. Politics of Development (5 credits): **One** of the following courses:
 - a. INTS 4468 Politics of Development, or
 - b. INTS 4521 International Development in Cross-Cultural Perspective
3. Sustainable Human Development/Environment and Development (SHD/ED). (5 credits.) **One** of the following courses:
 - a. INTS 4435 Health and Development
 - b. INTS 4521 International Development in Cross-Cultural Perspective
 - c. INTS 4353 Sustainable Development and the Environment

- d. INTS 4379 Gender, Environment, and Development
- e. INTS 4710 Gender and Development (Topics Course)
- f. INTS 4396 Education and Development
- g. INTS 4888 Gender, Human Rights, and Development (occasional offering)
- h. INTS 4362 Gender and Health
- i. INTS 4953 Health, Human Rights, and Development (occasional offering)
- j. INTS 4492 Health and Humanitarian Aid
- k. INTS 4493 Humanitarian Aid in Complex Emergencies
- l. INTS 4539 Food Security in the US and the World
- m. INTS 4397 Environment and Human Well-Being

3. Skills courses: (variable credits)

1. Completion of **Statistics II or Statistics for International Affairs is required.** Students who need to complete Statistics I before taking Statistics II will receive elective credit for Stats I.
2. Completion of **Statistics III is strongly recommended.** If available, occasional offerings of Data Analysis for Development or Knowledge for Development may be substituted for Statistics III.
3. **One** of the following courses will complete the skills requirement:
 - n. INTS 4342 Project Management
 - o. INTS 4391 Financial Management and Fundraising for Non-Profits
 - p. INTS 4394 Non-Profit Management Issues and Techniques
 - q. INTS 4966 Applied Field Methods
 - r. INTS 4555 Professional Communications
 - s. INTS 4557 Cross-Cultural Communications
 - t. INTS 4563 Crisis Management and Communications (occasional offering)
 - u. INTS 4423 Introduction to Epidemiology (previously “Health Data for Decision-Making”)
 - v. INTS 4575 Systems Thinking for the Social Sciences (for 5 credits)
 - w. INTS 4576 Seminar in Community-Based Research
 - x. INTS 4601 International Futures: Global Change and Development
 - y. INTS 4633 Project Evaluation
 - z. INTS 4333 International Project Analysis

4. Concentration: (15 credits)

Each student creates a concentration by completing at least three elective courses that are linked thematically. Concentrations may center on an issue, region, or skill set. Students have great latitude in identifying thematic interests and choosing related courses. Students should consult with advisors, and the director will be available to help identify relevant courses. Students who complete certificate programs may submit their certificate transcript in place of a concentration.

Courses listed as SHD/ED options and Skills options are strongly recommended and may be applied to the concentration if they have not been used to fulfill other requirements.

5. Internship: Required (0-5 credits)

6. Optional Thesis or Substantial Research Paper (SRP): (0-10 credits). Students who choose to complete a thesis should prepare a proposal and secure an advisor for the project at least one year before they plan to submit the thesis.

7. Foreign Language Proficiency: Required

8. Electives: To reach a total of 90 credits.

The director will circulate a list of recommended electives during each academic year, but students are free to choose the electives that are of greatest personal interest to them.

Master of Arts in International Security

The International Security program provides education and training from a multi-disciplinary perspective on issues dealing with political, historical, social, and economic causes and consequences of the threat or use of military force and other forms of violence.

Our pedagogical aim is to debate issues and test theories of international security in an effort to understand the foundation of national strategies, sources of conflict and war, and a myriad of influence tools—intelligence, communication, diplomacy, terrorism—used by state and non-state actors in order to prepare students for responsible positions as leaders and analysts in the security field within the United States and abroad, and in international organizations.

The curriculum provides a fundamental background of international politics theories and major issues of International Security; exposure to classical readings and contemporary arguments in Security and Strategy; basic knowledge of important factors and processes explaining U.S. foreign and defense policies; training in research methodology for security, defense, and policy analysis; training in preparing and writing policy memos; experience in policy-making through simulation and table-top exercises; opportunities for concentrated study in selected security subfields such as: Intelligence, Homeland Security, or Geographic Areas, and interdisciplinary study of security in conjunction with cognate International Studies specialties: conflict resolution, development, economics, human rights, global health, and humanitarian assistance.

DEGREE REQUIREMENTS

All first-term new students must enroll in INTS 4735 and INTS 4739 (Defense Methods and Policy Analysis I and II) during their first year. Students taking 2 courses the first quarter should also take 4702, and those taking 3 courses should take 4700. Thus, a new full-time student takes U.S. Foreign Policy, Major Issues in International Security, and Defense Methods and Analysis for the first quarter. All program training core and skill enhancement courses should also be completed during the first year.

1. **International Studies Core:** 1 course required (**5 credits**)
(Waiveable under limited conditions)
 - INTS 4900 International Politics, OR
 - INTS 4324 Introduction to International Political Economy
2. **Program Training Core:** 4 courses required; 5 credits each (**20 credits**)
(Complete at least 4700, 4702, 4703 during first year)
 - INTS 4700 U.S. Foreign Policy
 - INTS 4701 U.S. National Security Policy
 - INTS 4702 Major Issues in International Security
 - INTS 4703 Classics in Security and Strategy
3. **Topics and Issues:** 3 courses required (**15 credits**)
Any 4000 level courses with Security, Defense, Weapons, Arms, Non-Proliferation, Conflict, Revolution, War, Terrorism, Intervention, Violence, Intelligence, Foreign Policy, Civil Resistance, Technology, Military or Diplomacy in the title apply. Students select course combinations within or across any of these areas, mindful of classes carrying prerequisites.
4. **Skill Enhancement:** 2 courses required (**10 credits**)
(Complete both classes during first year)
 - INTS 4735 Defense Methods and Policy Analysis I
 - INTS 4739 Defense Methods and Policy Analysis II
5. **Foreign Language Proficiency:** Required
6. **Internship:** Required (**0-5 credits**)
 - INTS 4981 Internship

7. **Substantial Research Paper (SRP):** Optional; No oral defense (**0-5 credits**)
 - INTS 4991 Independent Study
8. **Thesis:** Optional; Requires oral defense (**0-10 credits:** Please begin 4 quarters before graduation)
 - INTS 4995 MA Thesis Research
9. **Electives:** to reach a total of **90 credits**

Joint Degree Program Requirements

Master of Arts in International and Intercultural Communication

The Master of Arts in International and Intercultural Communication, which is administratively based in the Department of Media, Film and Journalism Studies, trains students in a wide variety of communications issues with international and intercultural ramifications. Students typically take 4 courses or **20 credits** in International Studies courses and 4 courses or **20 credits** in Communications, including a required Research Methods course and electives from either school or other departments. For further details concerning the degree, please consult Margie Thompson (mthomps@du.edu or 303.871.3947) in the Department of Media, Film and Journalism Studies. See <http://soc.du.edu/iic/course2.htm> for more information. The faculty coordinator for this degree is Tom Rowe, who can be reached at trowe@du.edu. When he is unavailable, academic and administrative advising can be conducted by the Office of the Associate Dean and Student Affairs. Contact 303.871.2534 or Susan Rivera (surivera@du.edu).



The International Studies Dual Degree Program: From BA to MA

The Dual Degree BA/MA Program allows exceptional, undergraduate INTS majors at the University of Denver (DU) the opportunity to earn a Master of Arts degree in only one year beyond the traditional four-year BA. Prospective students must be in touch with BA Program advisors well in advance of applying in order to plan accordingly and must meet normal standards of graduate admission at the time of application. Please see section below, “Admission to the Josef Korbel School as a Dual Degree Student,” for important dates and processes.

How the BA and MA Program Merge

The dual degree program allows qualified INTS majors that have been accepted into the program to begin taking graduate-level courses during their senior year as an undergraduate at the University of Denver. Remaining graduate-level requirements are completed in the fifth (and final) year of the program.

As part of their undergraduate studies, dual degree candidates are required to take **six, 4000-level graduate courses*** for a total of 30 credits. Ultimately, dual degree students will double-count these 30 credit hours toward both their BA and MA degrees. **In the fifth (and final) year of the program, students must complete an additional 60 hours of graduate-level coursework, in order to satisfy the remaining requirements of the MA component.**

*Note: Potential candidates are required to complete two, 3000-level INTS courses before they are eligible to begin taking 4000-level courses during their senior year, however 3000-level courses count only toward the undergraduate degree and are not eligible to be included among the credits that are double-counted toward the dual degree BA/MA program. Students may not exceed 60 total quarter hour credits toward the undergraduate major in INTS, which includes the 30 double-counted credits.

Admission to the Josef Korbel School of International Studies as a Dual Degree Student

Applicants must be current and declared INTS majors at the Josef Korbel School of International Studies, and are **only** eligible to apply for the dual degree BA/MA program **once** during their academic tenure at DU. Candidates must meet all admission criteria for JKIS graduate programs (other than receipt of the baccalaureate degree), and the minimum **required** GPA is 3.70. These admission standards are non-negotiable and will be enforced.

Given the need for significant advance planning prior to the formal application, students interested in pursuing the dual degree BA/MA Program are required to submit a non-binding, informal application and a letter of intent to the Associate Director of the BA Program. The informal application may be accessed online (<https://portfolio.du.edu/baints/page/29155>), and is **due no later than May 1st (Spring Quarter) of the student’s freshman year. Failure to submit the informal application on time will invalidate a student’s eligibility to participate in the program.**

An official application to the Josef Korbel School of International Studies, including application fee, online application, statement of purpose, resume, official transcript(s), three letters of recommendation (at least two of which must be from an INTS faculty member), and the Graduate Records Exam (GRE), is **required by February 1st (Winter Quarter) of the student’s junior year.** An interview with the Admissions Committee may also be requested. For more details on the application process and required application components, please review the “How to Apply” section at: <http://www.du.edu/korbel/admission/apply.html>.

DEADLINE FOR FORMAL APPLICATION: All official application materials must be received no later than February 1st of student’s junior year. Late or incomplete applications will not be considered. Dual degree applicants are subject to the standard application fee.

Suggested INTS timeline for Dual Degree BA/MA in INTS Candidates

	Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
Freshman (YEAR 1)	Declare INTS major	INTS 1500	INTS 1700 + Informal Application (May 01)	
Sophomore (YEAR 2)	INTS 2975	INTS 3xxx	INTS 3xxx	Complete GRE
Junior (YEAR 3)	Study Abroad	Formal Application (February 01)		
- If accepted - Senior (YEAR 4)	Two, 4xxx courses	Two, 4xxx courses	Two, 4xxx courses	
Graduate (YEAR 5)	Three, 4xxx courses	Three, 4xxx courses	Three, 4xxx courses	Three, 4xxx courses

Note: This suggested timeline is meant to serve as a general guide, but does not necessarily encompass all required elements of the dual degree BA/MA program in INTS.

MA Programs for Dual Degree Students

The Josef Korbel School offers several Master of Arts degrees. Each degree is designed to meet the specific needs and interests of students seeking to acquire the substantive knowledge, skills, and training necessary to pursue the multitude of career paths available in the field of international affairs. MA degrees at the Josef Korbel School are interdisciplinary programs that combine social science education—principally in political science and economics—with business skills, so that students may examine relevant issues of global import and critically analyze the challenges and opportunities of our era. Upon commencement, new graduates find positions in government, international organizations, non-governmental groups, and non-profit agencies.

The Master of Arts in Global Finance, Trade, and Economic Integration is an MA degree that examines the way trade relations and monetary policies of countries define the international system, the global environment, and influence national development.

The Master of Arts in International Administration is an MA degree designed to prepare students for management positions in government service, non-profit organizations, and international institutions.

The Master of Arts in International Development is an MA degree that trains students to analyze political, economic and social problems that face developing countries, including issues such as technical assistance, economic growth, and improved standards of living.

The Master of Arts in International Human Rights is a program emphasizing multidisciplinary analysis and the integration of theory, policy analysis, and practice. It is designed for students seeking to work with NGOs, private voluntary organizations, or national/international public agencies dealing with human rights.

The Master of Arts in International Security offers a multi-dimensional approach to understanding the security environment in a new era of world politics.

The Master of Arts in International Studies is an MA degree centered on a standard curriculum that combines broad theoretical training with functional concentration specializations, particularly in the areas of politics and economics.

For more information about the graduate programs at the Josef Korbel School of International Studies, please view their descriptions online at: <http://www.du.edu/korbel/programs/masters/index.html>.

Dual Degree Requirements:

These requirements are similar to those of the stand-alone BA major in INTS, with a few significant modifications:

1. Required International Studies Core (12 credits). Three courses to be completed during student’s freshman and/or sophomore year: INTS 1500 - Contemporary Issues in the Global Economy; INTS 1700 - Introduction to International Politics; and INTS 2975 - 21st Century Global Governance. This coursework must be completed with a grade of “A-” or better to remain eligible for the dual degree program.

2. 3000-level courses (8 credits). Two, 3000-level courses* must be completed during student’s sophomore and/or junior year. *NOTE: Internships (INTS 3980), Independent Study (INTS 3991), Directed Study (INTS 3992), and Independent Research (INTS 3995), *do not* satisfy the 3000-level course requirement.

3. Specialization Requirement. Students must choose at least one area of specialization and must successfully complete a minimum of three, upper-division courses within that area. For the purposes of the dual degree BA/MA program in INTS, courses at the 3000 or 4000-level are considered upper-division.

4. Graduate-Level Courses (30 credits). If admitted, the six required, 4000-level graduate courses must be completed during the student’s senior year. In the fifth (and final) year of the program, students must

complete an additional 60 hours of graduate-level course work, in order to satisfy the remaining requirements of the MA component. These 60 credits, plus the 30 double-counted credits, total the requisite 90 credit hours necessary to earn an MA at the University of Denver.

5. Two-year Foreign Language Proficiency Requirement. Students must successfully complete or test-out of the intermediate sequence of one foreign language at the University of Denver, in addition to completing at least one, 3000-level foreign language course at DU. This requirement may be waived if students have prior foreign language training and can demonstrate the required level of fluency through successful completion of a placement or proficiency exam. See “Language Requirement” section below for more details.

6. Study Abroad Requirement. Given the need to plan carefully in order to remain on track for the dual degree BA/MA program, students that intend to pursue the dual degree BA/MA program INTS are strongly advised to refrain from applying study abroad coursework to the INTS major. While all INTS majors are required to complete an approved study abroad experience, potential dual degree BA/MA candidates that opt to apply coursework from abroad to the INTS major, may inadvertently exceed the 60 hour credit limit for the undergraduate major and thereby disqualify themselves entirely for the dual degree BA/MA program.

7. Internship Requirement. An internship is not required for the BA portion of the dual degree BA/MA program, however, depending on the MA degree a student chooses to pursue, a 0 credit internship *may* be required at the graduate level. Please consult the MA Handbook to determine whether an internship is required for your MA degree.

NOTE: INTS majors are eligible to apply for the dual degree BA/MA program only once during their academic tenure at DU. Moreover, students pursuing the dual degree BA/MA program in INTS may not simultaneously pursue or apply for the Distinction in INTS Program or other dual degree programs that may be offered at the University of Denver. All admission decisions are final and may not be appealed. In the event that a student is not admitted to the dual degree BA/MA program, s/he is welcome to apply to one of the traditional MA programs at a subsequent date.

Dual Degree BA/MA Policies and Procedures for accepted students

- 1. Orientation.** The MA orientation, including the Office of Career and Professional Development orientation and MA Student Affairs orientation, is a mandatory requirement for all incoming students, including dual degree students. Acceptance and matriculation into the dual degree BA/MA Program in INTS is provisional upon completing the mandatory MA orientation session in either Summer Quarter of your junior year or Fall Quarter of your senior year.
- 2. Joint Advising Session.** You are required to schedule a joint advising session with Deana Ahmad, Associate Director of the BA Program, and Susan Rivera, Director of Student Affairs. At this meeting, we will make sure you are aware of program structure, timelines, and the status of your course requirements for both the BA and MA degree. If possible, please schedule this meeting for late spring or early summer of your junior year (after matriculating into the program).
- 3. Degree Options.** As a dual degree student, you may choose from any of the following MA degree programs:
 - MA in Global Finance, Trade and Economic Integration (GFTEI)
 - MA in International Administration
 - MA in International Development
 - MA in International Human Rights
 - MA in International Security
 - MA in International Studies
- 4. Graduate Courses.** With the exception of the six, 4000-level courses taken during senior year, students may not take other graduate courses that count for their graduate degree until they have completed all undergraduate degree requirements and have had their BA degree conferred officially. Students must complete all undergraduate degree requirements within the four years allotted for the undergraduate portion of the program. Likewise, students must complete all graduate degree requirements in the fifth and final year allotted for the graduate portion of the program.
- 5. Internships.** An internship is not required for the BA portion of the dual degree BA/MA program; however, depending on the MA degree a student chooses to pursue, a 0 credit internship *may* be required at the graduate level. Please consult the MA Handbook to determine whether an internship is required for your MA degree.

6. **Independent Studies.** The total number of credit hours of independent study that may be pursued during the course of the dual degree program is limited to 4. Exceptions require approval from your degree director and academic advisor. Independent studies taken for credit *do not* satisfy the 3000-level course requirement for the dual degree BA/MA program in INTS.
7. **Substitutions.** No undergraduate courses taken at DU or at another institution (including study abroad), may be used as a substitute for any graduate level course.
8. **Dual Degree Home Base.** Your main point of contact for questions regarding the dual degree is the BA Program Office located in Ben M. Cherrington Hall, Suite 101. While several departments are involved in the administration of the program (e.g. Student Affairs and the Office of Admission), the BA Program Office will be your source for general information, most registration questions, and general advising. The BA Program Office will refer you to other departments when appropriate. For **MA degree** advising you will contact either your graduate degree director or your graduate academic advisor.
9. **Petitions.** Any petitions or requests for exceptions to stated policy must be submitted in writing to the Associate Director of the BA Program in INTS. Petitions will be reviewed by the Dual Degree Program Faculty and Staff Committee. This committee is comprised of individuals from the BA Program Office, the Office of Graduate Admissions, and the Office of Student Affairs.
10. **Undergraduate vs. Graduate Status.** The dual degree BA/MA in INTS is a five-year program. Admitted students will be awarded the BA degree after completing all the requirements for the baccalaureate degree (i.e. within four years of the five allotted for the program). In the fifth (and final) year of the program, after the undergraduate degree has been conferred, the student will be considered a graduate student and will complete the remainder of requirements for the MA portion of the dual degree program. During the final year, all academic, administrative, and financial aid policies pertaining to graduate students will apply.
11. **Financial Aid.** Dual BA/MA students are first recorded as undergraduate students and access undergraduate aid and tuition rates through the undergraduate degree. Graduate financial aid is not available until the student is awarded the bachelor's degree. Once the student is awarded the BA degree (prior to completion of the MA), the student is no longer eligible for undergraduate financial aid, except the institutional scholarship (please contact the Office of Financial Aid for details), and may apply for graduate financial aid. In cases where students have neither need-based nor merit-based undergraduate aid, no new institutional aid will be awarded to them.
12. **Graduation.** Since dual degree BA/MA students receive two degrees, there are two, separate processes for graduation (as well as two, separate commencement exercises should you chose to "walk"):
 - i. To apply to have your BA degree conferred, you must fill out the application online at this site: <http://www.du.edu/registrar/graduation/index.html>. The undergraduate form must be completed at least **three quarters** prior to the intended quarter of graduation (for undergraduate degree).
 - ii. To apply to have your MA degree conferred, you must fill out the application online at this site: <http://www.du.edu/registrar/graduation/index.html>. The graduate form must be completed at least **two quarters** prior to the intended quarter of graduation (for graduate degree).
13. **Graduate Language Proficiency Requirement.** Students may meet the graduate language proficiency requirement in any of the following ways:
 - Completion of a high school diploma from a program conducted in a language other than English.
 - Documentation of a foreign language major field of study for the Bachelor's degree.
 - Completion of at least one 3000 or 4000 level foreign language class at the University of Denver, with a grade of B or better.
 - Passage of the DU graduate proficiency exam in a foreign language with a score of 21 or better.
 - Passage of a graduate degree proficiency exam in a foreign language at another university before matriculating into the Josef Korbel School of International Studies.

Master of Arts-Juris Doctor (MA-JD)

This dual degree program combines a law school education from Sturm College of Law with *45 hrs* of coursework in international studies at JKSSIS. Students must apply and be accepted to both schools.

DEGREE REQUIREMENTS

International Studies Core: 2 International Studies Core courses AND one field, one concentration, OR one program training core

- **International Studies Core: 2 courses (10 credits)**
 - INTS 4900 International Politics
 - INTS 4501 Comparative Politics in the 21st Century
 - INTS 4324 Introduction to International Political Economy
 - INTS 4820 Ancient Political Theory
 - INTS 4821 Early Modern Political Theory
 - INTS 4822 Contemporary Political Theory
 - INTS 4599 Ethics and International Relations

- **Field: 4 courses in a single field (20 credits)**
Choose from:
 - **International Politics:**
 - INTS 4900 International Politics
 - One course chosen from the list of Advanced International Politics courses
 - Two other courses in International Politics

 - **Comparative Politics:**
 - INTS 4501 Comparative Politics in the 21st Century
 - One course chosen from the list of Advanced Comparative Politics courses
 - Two other courses in Comparative Politics

 - **International Political Economy:**
 - INTS 4310 International Trade
 - INTS 4320 International Monetary Relations
 - INTS 4324 Introduction to International Political Economy AND
 - One other course

 - **Political Theory:**
 - INTS 4515 Political Theory and the Rise of Political Economy
 - INTS 4820 Ancient Political Theory
 - INTS 4821 Early Modern Political Theory
 - INTS 4822 Contemporary Political Theory OR
 - INTS 4599 Ethics and International Affairs

- **Concentration: One concentration such as International Development, International Security, Human Rights, Conflict Resolution, International Health, Policy Analysis, Environmental Policy, Technology Policy, or Homeland Security (0-20 credits)**

- **Foreign Language: Required**

- **Electives: Electives to reach a total of 45 international studies credits**

**3000 level courses from other departments will only apply towards degree requirements with the approval of the Degree Director and the Associate Dean. The student must also ensure that approved 3000 level courses are coded in as "graduate level courses" upon registration.*

No internship is required, nor can a student take internship credit to apply toward the degree.

ADMISSIONS

Applicants to the Master of Arts/Juris Doctor (MA/JD) dual degree program must submit applications to both JK SIS and the Sturm College of Law. Applicants must be accepted to both schools to pursue the dual degree.

For more information on the JK SIS application process and deadlines, please visit:

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

For more information on the Sturm College of Law application process and deadlines, please visit:

<http://www.law.du.edu/>

ADVISORS

International Studies Advisor: Susan Rivera, surivera@du.edu

Law School Advisor: Susan Erlenborn, serlenb2@du.edu

ADDITIONAL INFORMATION

***Please note that DU requires that if the first degree is completed prior to the second degree, the student must complete the second degree within the next 18 months.**

*This description is not binding. For the most comprehensive and updated program descriptions and requirements, please review the MA Handbook on the JK SIS website and information on the Sturm College of Law website.

Master of Arts in Global Finance, Trade, and Economic Integration-International Master of Business Administration (MA in GFTEI-IMBA)

(MA in GFTEI at JK SIS)

The Global Finance, Trade, and Economic Integration (GFTEI) program provides students with a multi-disciplinary, policy-focused examination of the global economy. Courses within this degree focus on the complex changes underway in the global economy, including the emerging patterns of financial, trade, and human capital flows and their effect on national economies; the effect of globalization on state capacity, policy autonomy, and national economic conditions; the relationship between economic, political, and social outcomes; corporate governance and competition; and the interaction of interest groups, states, and multilateral agreement and organizations. All students within this degree receive training in advanced statistical methods. Students also select from a diverse collection of “hard” and “soft” skills courses (e.g. Art of Forecasting, Political Risk Analysis, Professional Communications, Project Management.)

This degree is intended for students who intend to pursue careers in four domains: (1) International economic policy analysis for public sector agencies, such as the Department of Commerce and the International Trade Administration; (2) Analyst positions in multilateral institutions and organizations, such as the World Bank, the United Nations and the Organization for Economic Cooperation and Development; (3) Research and analyst positions within non-governmental organizations, such as Oxfam and Action Aid; and (4) Private sector careers as economic policy consultants, country risk or international project analysts, or international project managers.

The International MBA (IMBA at Daniels College of Business)

This degree prepares students for values-based leadership in the global business environment. Through an in-depth, cross-disciplinary program—combining courses at the DCB and JK SIS—students gain the skills needed for successful decision-making and international management in the private sector. The degree builds on DCB’s existing strengths and record. The integrated training that is the hallmark of this degree requires that students take two courses at JK SIS.

Dual Degree Program

Students who wish to pursue careers in corporate or investment management, accounting, or marketing might consider the dual degree that we offer with the Daniels College of Business (DCB). The dual degree allows students to earn a GFTEI degree from JK SIS and an International MBA from DCB. Students must complete all the degree requirements for the MA in Global Finance, Trade and Economic Integration except that credit hours in course work at JK SIS must total 75 rather than 90. Requirements for the IMBA are determined by DCB. Total credits earned in dual degree program: **133 credits**.

Time to completion of degree: Three years of full-time study. Time to completion could be reduced by at least one quarter if student completes more than 3 courses per quarter and/or completes summer and/or interterm courses.

Any questions regarding the DCB portion of the degree should be directed to a Graduate Business Advisor at gradbus-advise@du.edu or graduate business advisors Kenny Metcalfe at Kenny.Metcalfe@du.edu or Lexi Hachmeister at Lexi.Hachmeister@du.edu.

For questions about the JK SIS portion of the dual degree, please contact Professor Ilene Gabel, Ilene.Gabel@du.edu, phone 303.871.2546 or Susan Rivera, Director of Student Affairs, Susan.Rivera@du.edu, phone 303.871.2534.

Master of Arts in Global Finance, Trade and Economic Integration, MA in GFTEI (JKSIS)

Required credits under dual degree program: 75 credits

Degree Requirements

1. International Studies Core: One course (5 credits)

- INTS 4324 Introduction to International Political Economy (strongly recommended)
- INTS 4372 Great Books in Political Economy
- INTS 4374 Ethical Foundations of Global Political Economy
- INTS 4501 Comparative Politics in the 21st Century
- INTS 4900 International Politics

Or a Political Theory course, typically:

- INTS 4599 Ethics in International Affairs
- INTS 4820 Ancient Political Theory
- INTS 4821 Early Modern Political Theory
- INTS 4822 Contemporary Political Theory

2. Program Training Core: Three courses (15 credits):

- INTS 4310 International Trade*
- INTS 4320 International Monetary Relations**

And one of either:

- INTS 4324 Introduction to International Political Economy***
- INTS 4370 Political Economy of Globalization****

*Prerequisite, grade of B- or better in undergraduate course in Introductory Microeconomics or International Economics. Students who have not completed the undergraduate prerequisites for INTS 4310 and INTS 4320 should first complete INTS 4536. Students may be interested to know that the course, “Economics: Fundamental Knowledge, Global Applications” (INTS 4536) with Professor Mark Evers (to be taught in the Fall quarter only) is designed for students who have **NEVER** successfully completed an undergraduate course in Introductory Macroeconomics & Microeconomics (or undergraduate Principles of Economics or undergraduate International Economics). INTS 4536 will prepare students who do not possess this basic economics background to enroll in INTS 4310 (Int’l Trade) and INTS 4320 (International Monetary Relations).

** Prerequisite, grade of B- or better in undergraduate course in Introductory Macroeconomics or International Economics.

*** Students who have taken INTS 4324 to fulfill their International Studies Core requirement must take INTS 4370 to fulfill their Program Training Core requirement

**** INTS 4310 and INTS 4320 are recommended as prerequisites for INTS 4370

3. Concentration: Three courses (15 credits):

Concentrations allow students to group at least three elective courses that relate to a particular theme. Students are required to complete at least one concentration but may also choose to complete a second concentration. Students have considerable latitude in the design of concentration(s), and should consult with their advisors on the selection of elective courses to complete their chosen concentration.

4. Skills Set: Three courses (15 credits):

- INTS 4051 Statistical Methods II* or INTS 4057 Statistics for International Affairs**
- INTS 4303 Applied Econometrics
- A third skills oriented course approved by your academic advisor or Student Affairs

*Statistics II (INTS 4051) has a prerequisite of Statistics I (INTS 4050). Students with a background in statistics should contact the instructor (Professor Sachin Desai sdesai@du.edu) about a placement exam that will be used to determine if they may enroll in Statistics II without having completed Statistics I at JKJIS. Credit for Statistics I (INTS 4050) counts toward the 90-credit degree requirement (as an elective), but cannot be used to satisfy the

skills course requirement for the degree. Stats III has a prerequisite of Stats II or, with permission of the instructor, successful completion of a placement exam.

**Statistics for International Affairs (INTS 4057) is an accelerated course. Students should only enroll in this course if they earned a score of 148 or better on the math portion of their GRE exam (students with a lower math GRE score may not take the course without the permission of the instructor).

5. **Foreign Language Proficiency:** Required

6. **Internship:** Required (0-5 credits)

7. **Thesis or Substantial Research Paper (SRP):** Optional (0-10 credits)

Electives: Students will take varying numbers of elective courses to reach a total of **75** credit hours.

Please note: 3000 level courses from other departments will only apply towards degree requirements with the approval of the Degree Director and the Associate Dean. The student must also ensure that approved 3000 level courses are coded in as "graduate level courses" upon registration.

TOTAL JKIS CREDITS: 75 CREDITS

International Master of Business Administration (IMBA at DCB)

Required credits under dual degree program: 58 credits

Degree Requirements

Daniels Compass Courses (students must take all courses) **12 credits**

BUS 4610 The Essence of Enterprise (coreq with BUS 4615) 4 credits

BUS 4620 Ethics for the 21st Century Professional (prereq: BUS 4610) 4 credits

BUS 4630 Creating Sustainable Enterprises (prereq: BUS 4620; coreq with BUS 4635) 4 credits

Business Core Courses (students must take all courses) **16 credits**

ACTG 4610 Financial Accounting 4 credits

FIN 4630 Managerial Finance (prereq: ACTG 4610) 4 credits

MGMT 4620 Organizational Dynamics 4 credits

ITEC 4610 Information Technology Strategy 4 credits

International MBA Core Courses: 26 credits

FIN 4610 Multinational Finance & Investments (prereq: FIN 4630) 4 credits

LGST 4700 International Law 4 credits²

IMBA 4142 Global Management (prereq: MGMT 4620) 4 credits

IMBA 4500 Global Theory in Practice 4 credits³ (co-requisite MGMT 4503)

MGMT 4503 Comparative Management (co-requisite IMBA 4500) 2 credits

MGMT 4490 Global Strategy (prereq: FIN 4610) 4 credits

IMBA 4141 Managing Exports 4 credits OR

MKTG 4630 International Marketing 4 credits

Business Elective: 4 credits

TOTAL DCB CREDITS: 58 CREDITS

Total credits earned in dual degree program: **133 credits.**

² Approved courses through JKIS or College of Law may be substituted for LGST 4700.

³ This course also has a \$2500 "experience fee" plus international airfare costs. Note that IMBA 4500 (Cultural Investigation and Observation) is taken concurrently with MGMT 4503 (Comparative Management).

Time to completion of degree: Three years of full-time study. Time to completion could be reduced by at least one quarter if student completes more than 3 courses per quarter and/or completes summer and/or interterm courses.

Questions about the JKSSIS portion of the dual degree, contact Professor Ilene Grabel (igrabel@du.edu) or Susan Rivera (surivera@du.edu); questions about the DCB portion of the dual degree, contact a Graduate Business Advisor at gradbus-advise@du.edu.

If you are a degree-seeking graduate student elsewhere on the DU campus, you may enroll in a maximum of 16 credits at DCB. If you wish to take more than 16 credits, you must apply and be accepted to a graduate degree program at DCB through the DU flexible dual degree program. No more than 16 credits completed prior to acceptance into such a program may be applied toward a DCB degree. If you are currently in a dual or joint degree program, this policy will not affect you.

To request permission to register for DCB classes, please contact a Graduate Business Advisor at gradbus-advise@du.edu. Students who register without this permission risk disenrollment from the course. All non-DCB students will be registered on a space-available basis. If you have questions about this policy, you may contact DCB through email.

Master of Arts-Master of Social Work (MA-MSW)

This dual degree program combines a social work education from the Graduate School of Social Work (GSSW) with a full year of work in international studies at JKSSIS. Students typically spend their first and third years at GSSW and their second year of study at JKSSIS. **Please note that students are required to complete a total of 135 credit hours (45 of these credits must be with international studies) in order to receive this dual degree.**

JOSEF KORBEL SCHOOL OF INTERNATIONAL STUDIES DEGREE REQUIREMENTS

International Studies Core Option: 1 International Studies core course AND one field OR concentration, OR one program training core

- **International Studies Core: 2 courses (10 credits)**
 - INTS 4900 International Politics
 - INTS 4501 Comparative Politics in the 21st Century
 - INTS 4324 Introduction to International Political Economy
 - INTS 4820 Ancient Political Theory
 - INTS 4821 Early Modern Political Theory
 - INTS 4822 Contemporary Political Theory
 - INTS 4599 Ethics and International Relations
- **Field: 4 courses in a single field (20 credits)**
Choose from:
 - **International Politics:**
 - INTS 4900 International Politics
 - One course chosen from the list of Advanced International Politics courses
 - Two other courses in International Politics
 - **Comparative Politics:**
 - INTS 4501 Comparative Politics in the 21st Century
 - One course chosen from the list of Advanced Comparative Politics courses
 - Two other courses in Comparative Politics
 - **International Political Economy:**
 - INTS 4310 International Trade
 - INTS 4320 International Monetary Relations
 - INTS 4324 Introduction to International Political Economy
 - AND a fourth course in International Political Economy
 - **Political Theory:**
 - INTS 4820 Ancient Political Theory
 - INTS 4821 Early Modern Political Theory
 - INTS 4822 Contemporary Political Theory
 - INTS 4599 Ethics and International Affairs
- **Thesis or Substantial Research Paper (SRP): Optional (0-10 credits)**
- **Foreign Language Proficiency: Required**
- **Electives: Electives to reach a total of 45 international studies credits**

3000 level courses from other departments will only apply towards degree requirements with the approval of the Degree Director and the Associate Dean. The student must also ensure that approved 3000 level courses are coded in as “graduate level courses” upon registration.

No internship is required, nor can a student take internship credit to apply toward the dual degree.

MSW DEGREE REQUIREMENTS

- **Professional Foundations:** Take all of the following:
 - SOWK 4001 Social Skills Across Client Systems: Lab
 - SOWK 4002 Clinical Theories and Practice I
 - SOWK 4003 Clinical Theories and Practice II
 - SOWK 4007 Community Theories and Practice I
 - SOWK 4008 Community Theories and Practice II
 - SOWK 4020 Social Work Practice
 - SOWK 4118 History of Social Welfare/Social Work
 - SOWK 4120 Social Welfare Policy
 - SOWK 4132 Multicultural Social Work Practice
 - SOWK 4150 Foundation Seminar
 - SOWK 4201 Research Methods and Design
 - SOWK 4950 Foundation Field Practicum

- **Concentration:**
 - One Overview Course
 - Two Skills Courses
 - One Advanced Policy Course
 - One Track Elective
 - One Field Practicum SOWK 4960 or 4961

- **Research Sequence:**
 - SOWK 4900 Methods for Evaluating Practice and Programs
 - SOWK 4901 Applied Practice Evaluation Research

- **Electives:** Electives to reach a total of **90** GSSW credits

ADMISSIONS

Applicants to the Master of Social Work (MA/M.S.W.) dual degree program must submit applications to both JK SIS and GSSW. Applicants must be accepted to both schools to pursue the dual degree.

For more information on the application process and deadlines, please visit:
<http://www.du.edu/korbel/admissions/apply.html>

For more information on the GSSW application process and deadlines, please visit: <http://www.du.edu/gssw/>.

ADVISORS

JK SIS Advisor: Susan Rivera, surivera@du.edu
GSSW Advisor: Kathy Ohman, kohman@du.edu

ADDITIONAL INFORMATION

Note that the two degrees are awarded simultaneously at graduation—therefore, students must complete both degrees in the same quarter.

Flexible Dual Degree Programs

DU supports and encourages students who wish to pursue customized dual degree programs. For example, a JK SIS student may wish to combine an MA in International Administration with an MBA from DCB. Normally, a program proposal will preserve the core courses in each program and allow reduction only in electives.

Students who intend to pursue a flexible dual degree program must be admitted to both academic units (e.g., JK SIS and the Department of Economics) ***no later than* the end of their second quarter at DU**. No student may begin a dual degree program when requirements for one degree have already been completed. Application forms for a flexible dual degree are available in the Office of Graduate Studies, Mary Reed Building, Room 3-5A.

Please note: Peace Corps Fellows are NOT eligible for dual degrees or flexible dual degrees at DU with reduced hours. If Fellows opt to do any sort of dual degree, they must do the TOTAL hours required for each degree (in the INTS programs that would be 90 hrs, not 72, nor any other reduction).

The curriculum proposal for a flexible dual degree must be approved by the Associate Dean of JK SIS and the chair of the other department. The student chooses an advisor in each program. In 90 hour degrees, the typical reduction in credits required for graduation is 15 hours. For 70 or 72 hour degrees, 12 hours of reduction is typical. For degrees less than 70 hours, 10 hours of reduction is typical.

EXAMPLE:

Degree	Single	Dual
MA in International Development	90 Credits	75 Credits (reduction of 15)
MA in Economics	45 Credits	35 Credits (reduction of 10)
	135 Credits	vs. 110 Credits

For more information about flexible dual degrees or to obtain the appropriate approval forms, please visit the following webpage: <http://www.du.ed/grad/admissions/degrees/dual-degrees.html>

Master's International Program for Peace Corps Students

In cooperation with the Peace Corps, the Master's International Program permits students who have been accepted into the Peace Corps to pursue the MA in International Administration, Development, or Global Finance, Trade, and Economic Integration prior to their Peace Corps service. Students must be admitted to JK SIS and submit their acceptance letter to the Peace Corps (and be accepted by the Peace Corps) to be an MI student. Students must complete all degree requirements except the requirement to complete 90 hours of coursework. The last **18 hrs of credit** required for the degrees is waived after the student **completes the Peace Corps assignment and submits a 30-35 page paper discussing a research interest or experience while in the Peace Corps. Once a grade is awarded for this paper, the student can apply to graduate.**

MI students are not eligible for dual degree programs of any kind

Peace Corps Fellows Program for Returning Peace Corps Volunteers

JK SIS is pleased to offer the Paul D. Coverdell Fellows Program for Returned Peace Corps Volunteers. Founded in 2003, this program provides financial assistance for Returned Peace Corps Volunteers (RPCVs) pursuing a 90 credit hour Master of Arts degree at DU– JK SIS.

Upon acceptance into the Peace Corps Fellows Program, those RPCVs who have completed their Peace Corps service will receive an 18 credit hour reduction in any of the six 90 credit hour Master of Arts (MA) programs. Fellows are also waived from the language proficiency requirement and from the internship requirement. Part-time study is also available.

Field Practicum Requirement (will be optional for RPCVs who opt to do a full 90 hr program vs. the 72 hr program with the 18 hr waiver; those who opt for the 18 hr waiver **MUST** do the practicum)

All RPCVs are required to complete a practicum of 75 hours within the United States or U.S. territories. For important information on practicum policies and procedures, see the ***Internship and Practicum Policy*** section of the handbook.

Note: Students pursuing dual and joint degree programs are not eligible for the Paul D. Coverdell Fellows Program and do not receive the 18-credit-hour reduction, language proficiency waiver or internship requirement waiver.

All Returning Peace Corps students are not eligible for dual degree programs of any kind

Effective fall 2014, all Peace Corps Fellows will complete 90 hrs of coursework instead of 72 hrs of coursework. They will also be eligible for scholarship funding.

Certificate Programs

JKSIS offers three formally recognized DU certificates. All MA students can apply for certificate programs, but they ***must*** do so before the end of their second quarter.

The Certificate is awarded at the time a student graduates and details are specified on the Application for Graduation form. Students not pursuing a degree or finishing certificate requirements far in advance of graduation should submit an Application for Certificate form after completing the required coursework.

Certificate in Homeland Security

Certificate Requirements

Complete the four concentration courses plus three additional courses from the certificate requirement list.

Concentration Requirement: Complete the following four courses: INTS 4730 (Introduction to Homeland Security Issues), INTS 4907 (International Terrorism), INTS 4147 (American Government and Policy-Making), and INTS 4734 (Homeland Security, Civil Society, and Human Rights).

Certificate Requirement: Complete all four concentration courses listed above plus choose three courses from the following: INTS 4731 (Homeland Security: Prevention and Mitigation), INTS 4753 (Intelligence and National Security); INTS 4736 (Strategic Intelligence Data Collection); and/or INTS 4989 (North American Defense Policy).

Certificate in Global Health Affairs

The Certificate in Global Health Affairs (CGHA) is the first global health program to be based in a school of International Studies. Unlike certificates offered by schools of medicine or public health, which emphasize biomedical approaches to health, CGHA places social and political solutions at the forefront of global health action. Combined with a degree, the seven-course CGHA sequence prepares students for systematic, evidence-based approaches to a broad range of global health problems relating to development, diplomacy, security, trade, and human rights.

CGHA's core emphasis lies in building sound decision-making skills in an arena often suffused with inefficiency and blindness to political, social, and cultural context. Substantive courses address the widest conception of the causes and consequences of individual and population health, emphasizing short- and long-term effects, the increasing globalization and personalization of health; and interactions between health and other key areas of human endeavor such as politics, development, trade, and conflict. Practical courses combine basic analytic, management, and epidemiologic skills with innovative new technologies such as social marketing, Geographic Information Systems, and mobile telephony.

Students who graduate with the certificate in global health affairs distinguish themselves as leaders and innovators through the pursuit of the "science of service" on and off campus. While most GHA students take advantage of traditional internship opportunities at leading international health organizations, many also pursue action-oriented research and leadership projects through a network of partner agencies and through our own student-led community-based research projects in Nairobi, Delhi, and Jerusalem. Students are encouraged, but not required, to undertake action-oriented research projects including a thesis or Significant Research Paper, which may be completed for course credit. Throughout the GHA program, students build an evidence-based framework for evaluating project impacts on served communities, service agencies, their own career paths, and their community at DU.

Students must complete a brief application to enter the Certificate in Global Health Affairs by the end of their first year. The GHA application form can be found at:

<https://portfolio.du.edu/portfolio/getportfoliofile?uid=139510>

1. Global Health Core: Required

Students are strongly encouraged to complete one or both courses before taking other classes. Both are offered in autumn quarter.

INTS4367 Global Health Affairs: Theory & Practice

This course offers an entry point to Global Health from a social science perspective. The history of global health action is littered with failure and disillusionment, primarily due to a lack of theoretical or empirical rigor. Success begins with identifying salient interventions to problems of consequence, a surprisingly rare achievement. But even sensible interventions can fail without an understanding of other aspects of human development that affect health directly, that determine programmatic success or failure, and that are themselves impacted by health. In the first five weeks we will explore and apply frameworks for basic global health intervention, measuring burdens, inspecting risks, identifying interventions and building a "theory of change" concept. Having established the basics, the next five weeks consider the broader context of scaling up, integration, and health diplomacy in the global system. You will be asked to demonstrate your mastery of global health affairs by dissecting the theory of change of an existing global health program and by designing your own proposal for service-based research.

INTS4516 Major Diseases in Global Health

In this course, the students develop a complete and solid understanding of the mechanisms, physiology, epidemiology, transmission patterns, and clinical impact of the major diseases affecting global health. Students learn about the etiology, agents, vectors, burden, methods of detection, basic treatment complexities, and life cycles of major diseases impacting the world such as HIV/AIDS, TB, and malaria, as well as chronic diseases such as cancers and diabetes. Students also acquire knowledge about maternal/reproductive health, some protozoa, helminths, major parasites, and violence/trauma.

2 Methods and Practice Core: Required

INTS4483 Practical Applications in Global Health

The purpose of this course is to create an awareness of the theories and practices of effective program design, implementation and evaluation in global health so that students can become exceptional practitioners in the field. The emphasis is to learn about and then push beyond best-practice approaches to theory of change, strategy, program planning and evaluation, with the intention of developing deep insights into what it takes to be a successful innovator and manager of international health programs in low and middle income countries. This includes perspectives on social entrepreneurship and bottom-of-the-pyramid social enterprises, innovation, leadership, information technology and the implementation of public-private partnerships. During the course, we will connect the various elements and tools discussed in the class to equip you to be able to effectively take on the challenges and opportunities of global health program implementation. All students are asked to come with an open mind and to be ready to engage in significant dialogue and class participation regarding the readings and lectures.

INTS 4423 Introduction to Epidemiology (previously titled: “Health Data for Decision Making”)

Decisions and policy related to global health are based on data from various disciplines such as demography, medicine, and epidemiology. Therefore, it is crucial to correctly understand and interpret what health data, and data in general, really tell us. This course provides the knowledge and skills required to critically assess data, and to understand both strengths and limitations of data and research. This course will cover the basic principles and concepts of descriptive and analytic methods in epidemiology and their application to research and practice in public and global health.

3. Elective Courses: Three of the following are required

Health Issues and Interactions

INTS4435 Health and Development
INTS4492 Health and Humanitarian Aid
INTS4362 Gender and Health
INTS4368 HIV/AIDS in International Affairs
INTS4498 Global Community Health
INTS4366 Reproductive Health*
INTS4465 Population and Society* +
INTS4422 International Health Organizations and Actors*
INTS4353 Sustainable Development and Environment+
INTS4397 Environment and Human Well-Being+

Methodological:

MFJS4912 International Health Communication & Development
INTS4596 Mobile Technology for International Development
GEOG4584 Geographic Information Systems for the Humanitarian Assistance Certificate+
INTS4576 Seminar in Community-Based Research*
INTS4552 Communications for Health and Development*
INTS4056 Information Management in Humanitarian Crises+
INTS4342 Project Management+

*** Course not offered every year**

+ Only one of these courses may count for elective requirement

4. Internship / Field Requirement

All GHA candidates must conduct a single, 150-hour health-related practical experience or a suitable alternative (see below). This experience must take place during the student’s course of study and the work must be carried out off campus. As an alternative to a traditional internship, this requirement could be fulfilled through current

employment, an RPCV local internship, independent research (as long as it has an off-campus field component), or work on a GHA service-based research project.

To qualify as health-related, a substantive component of the internship/practicum should focus on health issues. If this condition is not met within the context of the internship/practicum, the student may instead submit an additional, separate report on the health implications of their internship/practicum to the certificate director in order to fulfill the requirement. See the GHA Director for guidelines.

It is possible for students to fulfill both a degree and certificate requirement with one internship/practicum. Students are encouraged but not required to base their internship on their required proposal for INTS4367, and to prepare a thesis, significant research paper, or independent study based on one of their internships or other self-driven or faculty-driven research.

More information concerning internship opportunities can be found at

<http://www.du.edu/korbel/health/>

Core Faculty

Randall Kuhn, PhD, GHA Director and Assistant Professor

Madiha F. Abdel-Maksoud, MD, PhD, MSPH, Adjunct Professor, Instructor, Colo. School of Public Health

Renee Botta, PhD, Associate Professor and Chair, Department of Media, Film, & Journalism Studies

Sandy Johnson, PhD, Scholar in Residence and Director, BA Program in International Studies

Chen Reis, MPH, Clinical Professor and Director, Humanitarian Assistance Program

Phyllis Updike, RN, DNS, Adjunct Professor, Professor Emeritus, University of Colorado Health Science

Peter van Arsdale, PhD, Senior Lecturer and Director, African Initiatives

Jill Williams, Adjunct Professor, Assistant Director, African Population Studies Training Center, CU-Boulder

Kaakpema "KP" Yelapaala, MPH, Adjunct Professor; CEO, access.mobile

Benjamin Young, MD, PhD, Adjunct Professor; Medical Director, Rocky Mountain Cares

For more information concerning the certificate, please email gha@du.edu

Certificate in Humanitarian Assistance

The mission of the Humanitarian Assistance Program is to prepare students to work in the humanitarian field. The program provides students with the theoretical and practical underpinnings for humanitarian work which is technically sound, engages with affected communities, responds to the diverse needs of affected populations and sets the stage for sustainable and inclusive recovery and development.

A limited number of students pursuing a Master's degree at Korbel are admitted to the Humanitarian Assistance Certificate Program each year. Admission is extremely competitive on the basis of experience, focus and motivation.

Applications will be accepted from Korbel students at the beginning of each academic year (due late September). Students will be informed about whether they have been accepted by mid-November.

All Certificate students are required to:

1. Complete core humanitarian coursework comprised of two courses which aim to introduce students to key aspects of humanitarian assistance (one focused on policy and the other on field operations) and two additional courses directly related to humanitarian assistance.
2. Take three elective courses in one of three tracks: (personalized tracks are also possible)
 - Monitoring, Evaluation and Analysis
 - Management/Operations
 - Policy/Advocacy
3. Complete an internship (150 hours) with an organization whose core work includes international humanitarian assistance or humanitarian policy/advocacy. This is a critical component of the Certificate. It is unlikely that students in the Certificate Program will find appropriate internships in Denver. Certificate candidates should plan to spend some significant time interning at an appropriate location (either in the US or abroad) in order to fulfill this requirement.

1. Core

Two required courses (to be taken in the Winter quarter after acceptance)

INTS 4496 Field Operations for Humanitarian Assistance

INTS 4581 Introduction to Humanitarian Systems

And two of the following:

INTS 4056 Information Management in Humanitarian Crises

INTS 4492 Health and Humanitarian Aid

INTS 4583 Protection in Humanitarian Settings

INTS 4935 International Humanitarian Law of Armed Conflict

2. Elective Courses

Three courses in one of the following tracks:

- Monitoring, Evaluation and Analysis
- Management/Operations
- Policy/Advocacy

*(*Only 1 non-INTS course may be counted towards the Certificate. Only 1 elective may be double-counted towards a degree.)*

Management/Operations

INTS 4184 Cost-Benefit Analysis
INTS 4342 Project Management
INTS 4391 Financial Management & Fundraising for Non-Profits
INTS 4394 Non-Profit Management: Issues & Techniques
INTS 4497 International Campaign Management
INTS 4555 Professional Communications
INTS 4557 Cross-Cultural Communication
INTS 4920 Conflict Resolution

Monitoring, Evaluation and Analysis

INTS 4057 Statistics for International Affairs
INTS 4332 Data Analysis & Development
INTS 4333 International Project Analysis
INTS 4423 Introduction to Epidemiology (previously titled: "Health Data for Decision Making")
INTS 4615 Development Project Evaluation
*GEOG 3100 Geospatial Data
*GEOG 3130 Advanced GIS
*PPOL 4400 Analytical & Critical Skills (4 credits)

Policy/Advocacy

INTS 4497 International Campaign Management
INTS 4531 Health Issues in Response & Recovery
INTS 4931 International Organizations
INTS 4934 Intervention Policy & Practice
INTS 4936 International Law & Human Rights
INTS 4937 Human Rights & the International Refugee System
INTS 4941 Human Rights & International Organizations
INTS 4987 Contemporary Slavery & Human Trafficking
INTS 4495 Civil Wars & International Responses I: Causes and Consequences
INTS 4595 Civil Wars & International Responses II: Postwar Peacebuilding
*CSPY 4500 International Disaster Psychology I (School of Professional Psychology, instructor approval required) (3 credits)
*CSPY 4606 Gender-Based Violence (School of Professional Psychology, instructor approval required)

3. Internship

An internship (150 hours) with an organization, whose core work includes international humanitarian assistance or humanitarian policy/advocacy, is required for the Humanitarian Assistance Certificate. These are usually completed by students in the summer between the first and second years of the MA program. Students arrange their own internship placements but should consult with the HA program director for ideas and approval. Internships must also be approved by the JKSSIS Office of Career and Professional Development before the internship starts.

Chester Lee Brinser III Scholarship for Humanitarian Assistance

The Chester Lee Brinser III Scholarship for Humanitarian Assistance is awarded annually (funds permitting) to a JKSSIS student enrolled in the Certificate in Humanitarian Assistance.

While there is *no formal concentration* available in Humanitarian Assistance, interested students may be able to build a customized concentration in the area by taking at least 15 quarter hours from the following list of courses:

INTS 4056 Information Management in Humanitarian Crises
INTS 4492 Health & Humanitarian Aid
INTS 4496 Field Operations for Humanitarian Assistance
INTS 4581 Introduction to Humanitarian Systems
INTS 4583 Protection in Humanitarian Settings
INTS 4935 International Humanitarian Law of Armed Conflict.

However, approval for this customized concentration must come from the student's degree director (via their approved/signed program statement) and then also approved by Student Affairs. Students interested in such a

concentration must understand seats are available only on a "space-available" basis and after Humanitarian Assistance Certificate students have had the opportunity to register for their required courses. For application, descriptions of courses and other resources, please visit: <https://portfolio.du.edu/haprog>.

Interdisciplinary Certificate in International Law and Human Rights

Josef Korbel School of International Studies and Sturm College of Law

The Joint Certificate in International Law and Human Rights allows graduate students at both the Josef Korbel School of International Studies (Korbel) and the Sturm College of Law (Sturm) to pursue interdisciplinary studies in international human rights law. For decades, students at Korbel and Sturm have shown a strong interest in international human rights law while both schools have historically offered a broad range of courses in the area. Moreover, students from both schools have gone on to careers in various aspects of international human rights work. The Joint Certificate in International Law and Human Rights integrates the strengths and many course offerings at each school with the goal of enriching and deepening the students' understanding of international law and human rights, which they may then carry over into the job market.

Completing the certificate requires 35 quarter hours (for Korbel students) or 24 semester hours of credit (for Sturm students). By its nature, the certificate also requires taking courses both on the quarter system (at Korbel) and on the semester system (at Sturm). These are the same courses, just taken for different numbers of credit because of the differences between the quarter and semester systems for Korbel and Sturm, respectively. Generally, students take half their coursework at the Korbel School (including one or two core courses and two to three electives) and half their coursework at the Sturm College of Law (including one or two core courses and two or three electives).

Coursework in their home school will count toward meeting the requirements of the degree program into which they were originally admitted. In addition, up to 10 semester/15 quarter hours of their coursework at the school which is not their home institution work can count toward their original degree. A Korbel School student, needing to complete 35 quarter credit hours to meet the requirements of the certificate, could take 18 of those quarter hours as courses at the Korbel School, 15 quarter hours/10 semester hours as courses at the Sturm College of Law applied toward the requirements of their Korbel Master's Degree and an additional two quarter hours over and above any requirements for their Korbel Master's Degree ($18 + 15 + 2 = 35$). Each student would elect a different mix of quarter and semester hour courses based on their educational objectives.

TOTAL QUARTER HOURS REQUIRED TO COMPLETE THE CERTIFICATE: 35

INTS = Korbel School courses; L= Sturm College of Law Courses

Core Courses – 3 courses

L4320- International Law (*required*)

INTS 4940 – Introduction to Human Rights (*required*)

INTS 4936 – International Law & Human Rights (*required*) or

L 4319 - International Human Rights (*required*)

Electives (each student should take 4 or 5: 2 from Korbel and 2 from Sturm)

KORBEL SCHOOL

INTS 4630 – Civilian Protection in Armed Conflict

INTS 4920 – Conflict Resolution

INTS 4463 – Discrimination, Minorities, and Indigenous Peoples

INTS 4987 – Forced Labor & Human Trafficking

INTS 4364 – Global Poverty & Human Rights

INTS 4734 – Homeland Security, Civil Society and Human Rights

INTS 4875 – Human Rights & Foreign Policy

INTS 4941 – Human Rights & International Organizations

INTS 4937 – Human Rights & the Refugee System

INTS 4935 – International Humanitarian Law of Armed Conflict (IHL/LOAC)

INTS 4929 – International Migration Law & Policy

INTS 4624 – Private Actors in Conflict

INTS 4930 – Rule of Law

INTS 4710 – Topic: Human Rights in the Middle East
INTS 4911 – Torture

STURM COLLEGE OF LAW

L 4133 – Corporate Social Responsibility
L 4135 – Comparative Law
L 4137 – Comparative Environmental Law
L 4168 – Constitutional Litigation Seminar
L 4260 – Gender and the Law
L 4288 – International and Human Rights Law of Indigenous People
L 4300 – Federal Indian Law
L 4303 – Genocide and War Crimes Prosecution Practicum
L 4309 or L 4707 – International Law and the Use of Force
L 4317 – International Environmental Law
L 4543 – Sexual Orientation and the Law
L 4701 – Community Expectations in Sustainable Development of Natural Resources
L 4703 – International Organizations
L 4706 – International Criminal Procedure

Practicum/Internship or Externship (required)

Students must complete at least one practicum, internship, or externship as part of the program. You must get pre-approval from the Directors for the practicum, internship, or externship to count towards the Certificate. If you will receive course credit for an approved practicum, internship, or externship, those credits can also count toward the credits required for the Certificate. Students who do not receive course credit for an internship or externship must also complete a written report of their experience of at least 15 pages. The requirement of a practicum, internship, or externship can be satisfied in one the following ways:

- Practicum;
- Externship for credit completed through the Sturm Externship Program (for law students--please note that this also requires you to apply separately to the Sturm Externship Program); or
- A Not-for-Credit Internship (for example, through the Korbel Office of Career and Professional Development).

Writing Requirement (required)

Students must complete a writing requirement as part of the program. This requirement is satisfied by a course in the Certificate Program that requires a research paper of at least 20 pages or more, or by a research paper written outside of a course under the supervision of one of the Directors.

Certificate Co-Directors

Prof. Claude d'Estrée

MTS, The Divinity School, Harvard University
JD, Northeastern University School of Law
PON, Harvard Law School
Lecturer-in-Law
International Human Rights Degree Program
Director, Center on Rights Development (CORD)
Director, Human Trafficking Clinic (HTC)
Josef Korbel School of International Studies

Prof. Annecoos Wiersema

LLB, London School of Economics
SJD, Harvard Law School
Ved P. Nanda Chair and Associate Professor
Director, International Legal Studies Program
Sturm College of Law

Elements of the Curriculum

Concentrations

Most degrees require students to complete a concentration or issues specialization. Some degrees specify a relatively limited list of concentrations or specializations. Others allow students much greater latitude, typically indicating that the concentration should be chosen from the following list. **Please see degrees for required number of concentration courses.**

International Development: INTS 4324-Int'l Political Economy plus two additional courses. For questions see Sally Hamilton.

International Security: Students choose three of the following courses: INTS 4700, INTS 4701, INTS 4702, INTS 4703. For questions, see Rachel Epstein.

Human Rights: INTS 4940 plus one course from each of two subfields. Legal and Organizational: INTS 4936, INTS 4941. Regional and Country Focus: INTS 4420, INTS 4452, INTS 4875, INTS 4945. Topics: INTS 4240, INTS 4825, INTS 4937, INTS 4939, INTS 4942, INTS 4944, INTS 4952, INTS 4987. Theoretical Issues: INTS 4358, INTS 4800, INTS 4803, INTS 4804, INTS 4830, INTS 4935. For questions see Claude d'Estree.

Conflict Resolution: Three courses required. Students **must** take INTS 4920 **PLUS** one course in Intervention, Peacebuilding, or Peacekeeping **PLUS** one course in Negotiation, Mediation, or Conciliation **OR** International Organization (director approval **must** be given for this last option). For questions see Karen Feste.

Global Health: INTS 4367, plus either INTS 4516 OR INTS 4422, plus a third course from the list of GHA courses **without an asterisk** listed on page 55 of the handbook or an approved health course offered in another unit of the university. Students may also complete INTS 4367, 4516 and 4422 in fulfillment of the concentration. If you are interested in completing a concentration in Global Health, please contact Randall Kuhn.

Policy Analysis: INTS 4147 or INTS 4750, and INTS 4333 or INTS 4960, and one course on a particular policy issue. It is strongly recommended that students take one statistics course for their methodology requirement. For questions see Frank Laird.

Environmental Policy: Requires three courses: INTS 4353, Environment and Sustainable Development, INTS 4397 Environment and Human Well-Being, and INTS 4972, Global Environmental Governance. These courses will prepare students to take more specialized courses if they wish to deepen their studies in this topic.

Technology Policy: INTS 4975 or INTS 4976 and two other technology policy courses. For questions see Frank Laird or Joe Szyliowicz.

Homeland Security (Choose three): INTS 4730, INTS 4731, INTS 4732, INTS 4734. For questions see Rachel Epstein.

Customized Concentration: Three interrelated courses as approved by a student's advisor or Degree Director.

Humanitarian Assistance: While there is no formal concentration available in Humanitarian Assistance, interested students may be able to build a customized concentration in the area by taking at least 15 quarter hours from this following list of courses:

INTS 4581 Humanitarian systems and policies, INTS 4496 Field Operations for Humanitarian Assistance, INTS 4492 Health and Humanitarian Aid; INTS 4935 International Humanitarian Law of Armed Conflict; INTS 4056 Information Management in Humanitarian Crises; INTS 4583 Protection in Humanitarian Settings.

However, approval for this customized concentration must come from the student's degree director (via their approved/signed program statement) and then also be approved by Student Affairs.

Students interested in such a concentration must understand seats are available only on a "space-available" basis and after Humanitarian Assistance Certificate students have had the opportunity to register for their required courses."

Foreign Language Proficiency

All Masters Programs at Korbel, except the Peace Corps Master's International and Peace Corps Fellows 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). *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:

- 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 field of study.
- 3) Provide documentation of passing a graduate degree proficiency exam in a foreign language at another university before starting at JK SIS.
- 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 during every 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 and 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, 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 Lacey Merkel at Lmerkel@bridge.edu or 303-777-7783.

Other Resources for Language Proficiency:

Berlitz Language Center

The Berlitz Language Center has been a world leader in language training for nearly 130 years, and recently opened up a school in Denver, Colorado. Students who successfully complete the Fourth Level of Berlitz Proficiency in any available language and present the Korbel School with a certificate of completion can waive their language requirement. For more information on Berlitz and its programs, visit www.berlitz.us

Alliance Francaise

The Alliance Francaise, based here in Denver, provides inexpensive group and individual French language training that is tailored to multiple levels of proficiency. More information is available at this link: <http://www.afdenver.org/team-view/philippe-marse-executive-director/>. You can reach the Director for more information via email at: director@afdenver.org.

Bridge Language School

As an established leader in the fields of language and education, BridgeLanguages carries on the tradition of nearly 30 years of language service excellence by offering the highest quality translation, interpretation, and language training services. Visit <http://www.bridgelanguages.com/>

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/>

Program Statement

The Program Statement outlines a student's planned course of study at JKSSIS. 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 quarter of study and update it periodically as necessary. It is officially due at the end of the student's second completed quarter.

To prepare a Program Statement, please fill out an electronic form for your degree program and email it back to Student Affairs at: issta@du.edu. These forms can be found on our Portfolio website at: <https://portfolio.du.edu/pc/editport?page=6&uid=16005>, under the 'forms and apps' tab.

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

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 to have the 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. Waiver of International Studies Core courses must be approved by the Associate Dean.

Statistics: If you are required to take INTS 4050 (Statistics I) you may petition to waive that requirement by demonstrating that you have taken a graduate or undergraduate statistics course and received a grade of B or better in that course. Note that a waiver of Statistics will not reduce the number of skills courses you are required to take nor will it count towards the breadth option in the MA in International Studies degree.

Waivers of other degree requirements require approval of the appropriate Degree Director.

MA Thesis and SRPs

Theses and Substantial Research Papers (SRPs) involve research and writing that goes well beyond the typical class paper in both depth and length. They should be rigorous, analytical, and complete works of research and analysis, not simply research designs or descriptive reports.

An **MA Thesis (INTS 4995)** should represent work approximately equivalent to 10 credit hours of graduate study. (Students may register for 1 – 10 hrs of credit for MA Thesis) **Students considering continuing their education in a PhD program are strongly encouraged to write a thesis.** The final copy of the thesis should be formatted according to *Kate Turabian: A Manual for Writers, Chicago: University of Chicago Press*, or another format standard in the primary discipline of the work (e.g. *APA, MLA, or "Blue Book"*). The final copies must be submitted electronically only at www.etsadmin.com/denver.

For more details, see the “Guidelines for Successfully Scheduling and Completing your Dissertation and Thesis” on Portfolio at <https://portfolio.du.edu/issta/page/36603>.

Prior to submitting the final copy of the thesis electronically, students must schedule an oral defense with the Faculty Advisor chair (tenured faculty member), one outside chair (a professor in another department at DU outside of the Josef Korbel School of International Studies, also tenured at DU), and one additional tenured faculty reader within the Korbel School, for a total of three reviewers. The thesis advisor must be a permanent faculty member at JK SIS (not an adjunct).

An **SRP** should involve work equivalent to a 5 credit hour course (SRP credit may be 1- 5 credits). Students are required to register their SRP as **INTS 4991 – Independent Study Credit** (SRPs require no oral defense or electronic submission of the final paper). SRP advisors may be adjunct faculty, but special permission must be granted by the Associate Dean prior to registering.

Students should choose an advisor and begin working on the thesis or SRP as soon as possible in their studies. The recommendation is that students begin a thesis by the beginning of their second quarter of their program. Normally, a student submits several drafts, over a period of 6 months or more, before the final manuscript is accepted and graded. It is important that the student and faculty advisor establish a specific time period that is considered reasonable for comments to be provided on a student’s work. Students should not expect professors to examine their work over the summer, unless they have made special arrangements.

Students are allowed (but not required) to apply up to 5 hours (max of 2 SRPs) toward their degree, earned during a single quarter or over two or more quarters. Registration for both INTS 4991 and INTS 4995 requires a "Tutorial Record Form" which is available in the Graduate Studies Office. Students should sign up for such credit only while they are actually working on the thesis. The thesis advisor must be a permanent professor at JK SIS. Advisors for SRPs may be permanent faculty or adjuncts, but advisors outside the permanent faculty must be approved by the Associate Dean.

For further information, see “[Guidelines for Successfully Scheduling and Completing Your Dissertation or Thesis](#)” on the Student Affairs Portfolio page (portfolio.du.edu/issta).

Note: You cannot register for these credits on-line; you must do so in person in Student Affairs, Suite 101. The forms require both the faculty advisor’s signature and the signature of the Associate Dean or the Director of Student Affairs. After obtaining the required signatures, the student must take the form to the registration office in person.

Independent Study

All students who wish to do an independent study must first approach the tenure-track faculty member of their choice (adjunct faculty cannot supervise independent studies) about the project they wish to pursue. Students can either download the Independent Study Form from: <https://portfolio.du.edu/issta/page/36603> or obtain a copy from Student Affairs. Independent Study must be in accordance with DU rules (see below). ***All independent studies MUST then be approved by the Associate Dean; this will be granted on rare occasions for students who are pursuing MA thesis research.***

All students are restricted to **ONE** independent study only, which may be taken for 1-5 credits.

An Independent Study course **MUST** be completed within the same quarter it is taken – if a student fails to complete their Independent Study within the same quarter, the student will receive an Incomplete (“I”) on their transcript.

For more information contact Susan Rivera, Director of Student Affairs, susan.rivera@du.edu

University Rules Regarding Graduate Level Independent Study

Independent study provides opportunities for the student to do special work under individual supervision in areas **not covered** by class offerings. (You cannot register for Independent Study credit for ANY course currently offered at DU). 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. 4991, 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 good academic 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.
- 8) 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.
- 9) Students are only allowed to complete one Independent Study, regardless of the number of credit hours they register them for.

Note: You cannot register for these credits on-line; you must register for them in person in Student Affairs. Both the faculty advisor’s signature and the signature of the Associate Dean or the Director of Student Affairs are required.

Internship Policy

Importance of the Internship Experience

The Josef Korbel School of International Studies (JKSIS) recognizes the importance of practical experience as an integral component of a student's education. An internship should both complement the student's academic field of study and relate to his/her career goals. Through internships, students will:

- Apply acquired academic theory, knowledge, and skills to professional practice
- Further develop knowledge and skills needed to work effectively in the field
- Gain greater understanding of the private, public, or nonprofit/NGO sectors
- Build a network of professional contacts
- Develop career-related skills applicable to the future job search

Internship Key Components

While there is a great deal of variety in internship opportunities, there are three primary requirements for approved experiences. Internships must:

- Involve substantive graduate-level and degree-relevant work for an organization that extends classroom learning and furthers a student's professional development and career goals
- Meet the minimum hours requirement, to be completed with one organization
- Be supervised by a member of the organization's staff

Internship Requirement

The majority of MA degree and certificate programs require an internship, but internships are highly recommended for all students. Please refer to individual degree/certificate program Handbook sections for details.

Approval Process Summary

Internships submitted for approval through the Office of Career and Professional Development (OCPD) are managed via KorbelsCareers. Hours completed prior to OCPD approval *cannot* be counted toward the total hour requirement. Additional details regarding internships (credits, timing, hours, funding, grading, etc.) can be found on KorbelsCareers.

Communication and Responsibility

While the OCPD staff is committed to working with students throughout the internship and job search processes, it is required that the student assume responsibility for the following:

- Read, follow, and be aware of all internship-related policies and deadlines outlined in this Handbook, posted on KorbelsCareers, and distributed via JKSIS/OCPD electronic communications
- Present all information regarding his/her internship truthfully and accurately
- Report any changes, updates, or concerns to the OCPD

- Follow DU policies, including but not limited to the DU Honor Code and Student Conduct Policies, the laws of the country where the internship takes place, and any regulations/standards of the host organization

International Experiential Learning

Many students choose to complete an international experiential learning (IEL) opportunity (internship, independent study, or independent research) as part of their time as a Korbel MA student (for details/requirements for each type of experience, please reference the relevant sections of the Handbook—see Table of Contents). IEL programs, on the whole, take more advanced planning and are more logistically complex than US-based opportunities. There are additional safety, security, insurance, financial, health, housing, transportation, and risk management considerations for IEL opportunities which can be summarized as follows:

Planning

- Ensure your passport is valid for six months from the initial day of international travel
- Students are responsible for securing required visas
- Students are responsible for determining whether a visa is necessary. When a visa is required, students must research the required documents and take the necessary steps to obtain one. DU has no authority with consular offices and cannot intercede on a student's behalf.
- Verify that medical insurance is effective internationally (DU will provide International SOS emergency evacuation and repatriation coverage for approved internships, but this is separate from, and in addition to, an individual's own health insurance coverage)
- Secure required vaccinations/medications.
- International students seeking internship opportunities outside of their country of citizenship should consult with International Student and Scholar Services (ISSS) regarding possible restrictions or additional requirements
- For independent/thesis research, verify if Institutional Review Board (IRB) approval is necessary and allow sufficient time to work through the process
- Students doing personal travel before/after internship dates are responsible for purchasing their own emergency evacuation/repatriation insurance for that time period as they are no longer part of a DU-affiliated experience (after 3 days)

Considerations

The student holds the responsibility for conducting thorough research about the organization, position/affiliation, location, and housing/transportation options before confirming an IEL opportunity. Considerations and questions to research will likely include the following:

- **Organizational Research (if affiliating with an organization directly):** Organization's mission, legitimacy, reputation (within country and within the field), ethics/legality, funding sources and partners, structure, staffing, support, insurance coverage addressing interns/volunteers/researchers (liability, workers' comp.), emergency/evacuation protocols/plan, thought given to personal security during the internship/experience (esp. for field-based positions), and health precautions taken by the organization
- **Internship/Research Position:** Organization's familiarity/frequency in working with interns/researchers, organizational structure, degree of supervision, whether a specific position

description or work plan with relevant projects is provided (for internships), realistic expectations for work schedule and contributions, appropriate work location and/or supplies provided

- **Local/Country Climate:** Research the political, social, cultural, linguistic, health, and economic factors in the local community and larger country context to ensure safety for yourself as well as the potential impact on local organizational staff or community members with whom you will be working
- **Housing/Local Transportation:** Whether provided by the organization or found independently, research the location (neighborhood, safety during different times of day), security provisions (system, guard, locks), costs, lease requirements, and relative safety of transportation options (method of transportation as well as location for pick up/drop off)

Safety & Security Review

IEL opportunities may be subject to additional review by the DU Risk Management office depending on the country, region, city, and activities engaged in as part of the opportunity.

- IEL opportunities with any of the following circumstances will require additional Josef Korbel School and DU review before approval (*Note: this process could take up to 3 weeks*):
 - Countries with published State Department [travel warnings](#)
 - Countries with significant (high or extreme) health & safety risks. Visit [International SOS](#) for an overview of travel safety information and ratings (#11BSGC000067)
- IEL opportunities in the following situations will not be approved by JK SIS/DU:
 - Active war zones
 - Countries [economically sanctioned](#) by the US
 - Internships without in-country organizational day-to-day supervision and support
 - Experiences where students are asked to break the law, violate DU and/or Josef Korbel School policies, or be unethical in the context of the experience's duties

Once the IEL experience has been conditionally approved:

Students participate in the mandatory Pre-Departure Workshop in which they complete the following:

- **Presentation:** Online, self-directed pre-departure briefing
- **Forms:** Risks, Responsibilities Agreement/Release and Student Responsibility Statement
- **Registrations:** DU's WebCentral Travel Form, Korbel's Emergency Contact Survey, the State Department's Smart Traveler Enrollment Program (STEP), and International SOS

Upon completing the required forms and registrations, students' experiences will be officially approved.

In the event of IEL experience withdrawal or cancellation

DU reserves the right to cancel any program; suspend a site relationship prior to a student's departure; or advise or mandate students to return from particular sites because of a concern for student's safety. This could be occasioned by a U.S. Department of State Travel Warning, a CDC or WHO warning, or other information of a credible threat to the safety, health, or well-being of the students.

Please be advised that if a student voluntarily withdraws from an IEL experience, is dismissed from the program either prior to or after the experience start date, or DU cancels a program at any point, the student

may be responsible for navigating refund, registration, and financial aid processes, and paying all non-recoverable costs associated with the experience.

RPCV Fellows Practicum Overview

Practicum basics:

- Bridges Peace Corps experience with Korbel academic study
- Meets the needs of underserved US communities
- Completed within US or its territories
- Can be direct service or program development/management
- Started after arriving at Korbel & completed prior to graduation
- 75-hour minimum requirement

For registration and approval through the Student Affairs Office, please follow the steps found at this link:
https://udenver.qualtrics.com/SE/?SID=SV_ah1OMI5jFdyFLSI

Policies and Procedures:

- Submit Practicum Survey for approval **AFTER** securing but **BEFORE** beginning the practicum
- Students will be notified of approval within 2 weeks
- RPCV Fellows also completing a certificate must fulfill both the practicum and certificate internship requirements. While challenging, it may be possible for a student to fulfill both requirements with one experience. In this case, the student will submit the Practicum Agreement to Student Affairs and an Internship Agreement Form to the Office of Career and Professional Development
- Students are responsible for tracking their practicum hours and certifying that they have completed the requirements via the Application to Graduate

Past Practicum Organizations:

African Community Center
American Red Cross
Big Brothers, Big Sisters, Inc.
Colorado AIDS Project
Lutheran Family Services
El Centro Humanitario
Place Bridge Academy
Planned Parenthood
Polaris Project

Community Resources

- Colorado Non Profit Association
(coloradononprofits.org)
- Idealist.org
- Volunteermatch.org

Office of Career & Professional Development Resources

KorbelCareers.com
Internship postings
Drop-in hours and advising through the OCPD

Josef Korbel School of International Studies in Washington, DC Program

For details, see: <http://www.maxwell.syr.edu/pa.aspx?id=36507222287>

JKSIS began its Washington DC Program in fall 2005. With a programmatic emphasis on development, security and globalization, the Washington Program will focus on the conceptual issues, policy processes, and practical dimensions of development through a combination of coursework and supervised internships. JKSIS participates in this program with the University of Pittsburgh's Graduate School of Public and International Affairs (GSPIA) and Syracuse University's Maxwell School of Citizenship and Public Affairs. For the past five years, GSPIA and the Maxwell School have operated a DC program that combines professional internships with an array of graduate courses taught by adjunct faculty drawn from Washington's pool of experts in international relations and economics. Participating students work 20-30 hours per week at their internship location and attend one or two classes per week. The Director of Student Affairs, Susan Rivera, sees the Washington Program as an important development in the School's commitment to professional international affairs education: "This program is a wonderful opportunity for our second year MA students. It has opened new professional doors for them."

Close interaction with policy officials and experts in trade and investment, economic development, conflict resolution, transitional justice, and democratization exposes students to the rules, procedures, policies, and institutional approaches associated with processes of development and globalization. The Washington Program will also develop professional skills and provide numerous networking opportunities unique to being located in the nation's capital. The Director of our Office of Career and Professional Development views the program as part of our School's commitment to placing students in the Washington DC area and linking current students with the broad network of alumni based in Washington.

Overview

Participants take 1-2 academic classes (meet once a week in the evenings) in conjunction with a 20-30 hour/week internship.

Students participate during the fall quarter each year. As the Washington Program operates on a semester system, participants will be in DC from August through mid-December; they can also opt to begin the internship portion earlier (in June if they can obtain the internship then).

Course Offerings

The following courses are likely to be offered in DC each fall:

- Issues in Global Finance & Financial Security
- International Economic Negotiations
- Global Development and Security: Policies & Practices
- National Security and Defense Transformations
- Geopolitics of South Asia
- Sustainability and Environment: A Policy Primer
- Statecraft and Smart Power in the Digital Era
- African Conflicts: Causes and Consequences

Courses are always subject to change and students selected for the program will be notified of any updates.

Financial Aid

Students continue to receive their DU financial aid package (loans, scholarships, grants, etc). Please note that work study and research assistant funding will not transfer to the DC program. JKIS will select approximately 20 continuing students to participate in this program and will help prepare a revised financial aid request packet to assist in increasing the students' loan packages by approximately \$4500 to help off-set the extra expenses of living in DC for approximately 4.5 months.

Application Process

The application process for JKIS in Washington, DC Program is conducted internally through the Office of Student Affairs. Students will complete an application by January 6th of their first year and will also be required to conduct an interview with the program's selection committee. Students will be notified of selection results by January 24th. Students accepted into the program will be required to pay a \$200 deposit to reserve a spot. Please be aware that this is a *highly* competitive program with only 20 openings available to participants. Students with **incomplete grades** or a GPA below 3.0 will **NOT** be considered. Please note that this program is only available during the fall term of each year.

Contact Information:

Please contact Susan Rivera

Susan.Rivera@du.edu

303.871.2534

Policies and Procedures

Registration

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

MA Thesis Research and Independent Study: Students must complete a form (available in Student Affairs, Room 101) and submit it in person to the registrar (must be signed by faculty advisor and Associate Dean or Director of Student Affairs). Registration for these courses is permitted during the first several weeks of any given term.

Internship: Internships must be registered for through the Office of Career and Professional Development. For information on internship registration and policies see the *Internship and Practicum Policy* section of the handbook.

Law School Classes: Unless you are in the MA/JD dual degree program, you must file a registration request with the Registrar at the Law School, Susan Tobin, who grants approvals and registers students. (You will be charged DU Law School Tuition fees.)

Graduate Level Courses in Other Departments: Any student wishing to take a graduate level course in another department must have the course preapproved by the Office of Student Affairs, located in Ben Cherrington 101. Undergraduate courses cannot be taken for graduate credit. ***Korbel accepts only upper-level graduate courses (4000 and 5000) toward their degrees. Undergraduate and University college courses are not accepted toward Korbel degrees.***

University College: No University College course credit will be transferred for any Master or Master of Arts Degree. However, students are allowed to take University College courses for the Conflict Resolution Certificate – please see Karen Feste for more information. Students seeking exception to this policy **must** meet with Susan Rivera before taking University College courses.

New Students will be informed of registration times and procedures during orientation. You must register on or after your appointed time (not before).

Continuing Students: Registration dates and times will be posted on <https://myweb.du.edu>.

Change of Registration (Dropping a Course): Students may drop courses through the first week of class without a financial penalty or required signatures. After the first week, students will still be permitted to drop a course but will only be refunded 75% of tuition and a “W” will appear on the transcript. After the second week of class, students will be refunded 50% of tuition for any class dropped and a “W” will still appear on the transcript. Students may generally drop courses without instructor approval through the 6th week of classes, but must obtain instructor **AND** departmental approval after that point. A “W” will still appear on the transcript.

Change of Registration (Adding a Course): Students may add courses (as long as space is available) through the first week of class without required signatures. After the first week of class, instructor permission **OR** Student Affairs approval will be required to add a course. After the second week of class, instructor permission **AND** Student Affairs approval will be required to add a course – please note that adding a course at this point is strongly discouraged. The only exceptions to this policy are independent studies or research credit, which may be added through the third week.

For current and quarter-specific deadlines, please consult the Registrar’s website at www.du.edu/registrar.

Late Registration and Late Payment: A \$35 service charge will be assessed for registrations completed on the first day of classes, plus an additional charge of \$5 for each subsequent day. Registration is not permitted after the first five class days of the quarter.

Readmission: Students who interrupt a degree program by not registering for one or more quarters, with the exception of summer quarter, must apply for readmission. A readmit form can be obtained from the Office of Graduate Admissions in Ben Cherrington Hall. The fee for reapplying to Korbel is \$20 as long as the form is submitted within one calendar year of the program interruption. Students reapplying after one calendar year must complete a new application, pay the \$60 application fee and submit all application documents, with the exception of GREs and official transcripts.

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. There is an \$82 per quarter fee (\$50 continuous enrollment fee and \$32 technology fee) for continuous enrollment. This fee provides access to the library and other university facilities, as well as continued eligibility for financial aid and/or loan deferment.

Note: In order to meet residency requirements at DU, all MA students must be registered a minimum of three quarters.

Individual Class Withdrawals (“W”)

A “W” will appear on your transcript when you withdraw from a class after the first week of the term. (This coincides with the end of the 100% tuition refund period.) A “W” does not affect your GPA, however it cannot be removed from your record.

The “W” will remain on your transcript.

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 (3.0) 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.

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.

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 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: DU 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 limit allotted for a degree (5 years for an MA).

Inactive Student: A student who has neither registered for any credits for two or more years nor requested an explicit extension arrangement from the Graduate Studies Office.

New Student: A first term registrant at JKISIS.

Continuing Student: Any previously registered student at JKISIS.

Stop Out Status or Medical Leave: A student who will be absent from school for a quarter can fill out a form available at the Registrar's office requesting a "Stop Out" which will defer their loans for a quarter until they return to full-time status.

Readmitted Student: A student who interrupts a degree program at JKISIS by not registering for three or more quarters (excluding summer).

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

Half Time: A student pursuing 4-7 credit hours of course work or research credit in any academic term is classified as half-time.

Full Time: Any student pursuing eight credit 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 as soon as 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 DU, 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 JKISIS.

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 Admissions. No coursework undertaken at another institution while the student was suspended will be accepted for transfer credits.

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. There is a \$50 fee plus \$32 tech fee per quarter for enrolling in continuous enrollment. (The tech fee is assessed at \$4 per credit hour and continuous enrollment is generally assessed for 8 credits a quarter.) For more information see the Graduate Studies Office or go to http://www.du.edu/grad/grad_cs.html.

Withdrawal: A student withdrawing from the university must notify JK SIS, complete a drop/add form for classes (if currently enrolled and leaving before credits are completed for degree) and submit it to the Graduate Studies Office. Loan repayment becomes due when a program is terminated. 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 in charge and the Associate Dean authorize grades of W. In addition, students who wish to move to a degree program outside of JK SIS must withdraw from JK SIS before being admitted into the other program.

Termination: If a student a) maintains a GPA lower than 3.0 for two successive quarters (excluding the first quarter at JK SIS) or b) if in the opinion of the student's advisor and the Associate Dean the student is incapable of raising his/her GPA to 3.0 or finishing requirements for the degree, termination from the program will be recommended.

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.

PLAGIARISM

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.

Prior to initial registration, all JK SIS students must sign a statement acknowledging and accepting the plagiarism policy of the school.

This signed form will be kept in each student's permanent file.

Confidentiality of Information

DU 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 them 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 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 DU policies is printed in each edition of the Schedule of Classes.

No information from records, files and data directly related to a 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 file a formal application for graduation in the Graduate Studies Office two full quarters prior to anticipated graduation (this application can be found online through WebCentral.) 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 their 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 \$20 fee will be charged. This is an internal fee paid to Student Affairs.

A STUDENT MAY APPLY FOR GRADUATION ONLY AFTER:

- Submitting a final accurate Program Statement
- Registering for all required degree credits
- Completing all but the last 15 credits required for the degree
- Fulfilling Language Proficiency Requirement (Please do **NOT** apply until this requirement has been met)
- Finishing ALL Incompletes (I)
- Submitting a draft of any required Thesis or SRPs to the advisor
- Fulfilling all internship/practicum requirements (see the *Internship Policy* section of the handbook)

Commencement: Graduation ceremonies are held twice a year, in June and in 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.

Students who graduate in November and March are invited to the June Commencement ceremony.

Deadlines for graduation application are as follows:

Graduation

Fall (November)
Winter (March)
Spring (June)
Summer (August)

Application for Graduation is Due

June (1st day of summer classes)
September (1st day of fall classes)
January (1st day of winter classes)
March (1st day of spring classes)

Tuition and Fees

For **2013-2014** tuition rates are as follows:

For the 2013-2014 academic year the cost/credit is now \$1,104/credit (12-18 credits = \$13,248). Per academic year the total tuition is \$39,744.00. 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 \$1,104 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 and housing 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 mail for tuition and housing 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 2013-2014 fees, service charges, and other expenses, visit <http://www.du.edu/registrar/>

Taking Time Away During Your Korbel Studies

There are a number of ways a student might take time away* from a Korbel MA Program including the following:

- Fellowships (*i.e. Boren, Fulbright, & EMDAP*) during the academic year or outside of the academic year that require graduate school enrollment
- Internships outside of the Denver area during the academic year
- Participation in the DC Semester program with an internship and classes at Syracuse University
- Thesis-related research whether during the academic year or after completing coursework, but pre-graduation
- Independent Study (*May complete one per program*)
- Study abroad (*Not commonly pursued; students can transfer in up to 15 quarter credits, none of which can fulfill core class requirements*)

**Note: This information does not address students pursuing medical or personal stop outs, or active duty military personnel. Please refer to the Graduate Studies office for policy information on these circumstances and consult with Korbel Student Affairs staff for advising.*

There are a number of things to consider:

Overall, the most important factor in thinking through taking time away is planning ahead. Below please find factors to take into consideration during the planning process along with resources for locating specific policies and advice.

Planning Factors & Guiding Questions	Resources for Policies & Advice
Timing:	
Are you taking time away in the middle of your program during one or more academic quarters? At the end?	Each time period brings different considerations for a variety of factors. See below.
Degree progress:	
When do you hope to be done with your program? Are there classes in which you are interested that are only offered once a year that you will miss?	Visit Student Affairs Portfolio site for course schedules. Consult with Academic Advisor and Student Affairs team for advising.
Credit:	
What are options for earning Korbel credit? If you are taking classes at another institution prior to coming to DU, will the credits transfer?	Consult with the Graduate Studies Policy Manual, MA Handbook and Student Affairs team for advising.
Loans:	
What impact will this have on loan repayment structure/timing? Are there a minimum number of credits in which you need to be enrolled to be eligible for loans? What is the grace period for loans coming due? Does the opportunity allow for loan deferment?	An overview of information is included below, but please also consult with the Financial Aid office .
Scholarships:	
What impact will this have on your academic year scholarship(s)?	An overview of information is included below, but please also consult with Korbel's Director of Graduate Admissions.
Campus Jobs:	
If you are eligible or employed in a campus/community work study position, will your employment status, job, or award amount be impacted? If you are employed in a departmental	For campus work study information, visit the Office of Student Employment . For departmental-level research assistant roles,

level research assistant job (not work study), will your role be impacted?	begin by consulting with your supervisor.
Health Insurance:	
What impact will this have on DU-affiliated health insurance coverage? Are there a minimum number of credits in which you need to be enrolled to qualify for coverage?	Visit DU Health & Counseling Center site.
International Students:	
How will this affect your immigration status? Are there a minimum number of credits in which you need to be enrolled to maintain your student visa status?	Consult with the International Student and Scholar Services team.
Career Development:	
How is this experience moving you toward your career goals?	Consult with the Korbel Office of Career and Professional Development team.

There are a number of ways to structure time away from Korbel:

- Completely stop out of the program (Called Stop Out Status, see below)
- Register an internship for 0 credits
- Register an internship for 1-5 credits
- Register an Independent Study
- Switch to Continuous Enrollment status (See below)

Student Status Definitions:

There are varying degrees of Student Status at Korbel and DU (see Graduate Studies Policy Manual and Korbel MA Handbook pg. 68 for more information):

Status	Credits	Time Frame	For Advising
Full Time	8+ credits of coursework or research per term	During coursework	Student Affairs
Half Time	4-7 credits of coursework or research per term	During coursework	Student Affairs
Less than Half Time	0-3 credits of coursework registered	During coursework	Student Affairs
Stop Out	Not registered (Absent for a quarter and can defer loans for a quarter)	During coursework	Registrar's Office
Continuous Enrollment	0 credits; Useful when need to be enrolled in graduate program to participate in internship or fellowship (Boren)	After coursework requirements fulfilled; May do for 8-10 quarters; Must be working on a thesis/SRP	Student Affairs

Possible Impacts on Scholarships/Loans/Student Employment:

- You must be enrolled in at least 8 credits for your scholarship to disburse.
- Scholarships are spread evenly across fall, winter and spring quarters. Exceptions must be approved by the Director of Graduate Admissions prior to departure.
- Scholarships cannot be utilized during the summer quarter.
- Students must remain enrolled in 4 credits to retain any federal student loan.
- Work study awards cannot be utilized from a remote location (i.e. Washington, DC). Students must enroll in at least 8 credits to utilize work study awards.
- Loan repayment begins 6 months after students graduate or are no longer enrolled at least half time (4 credits).

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. To discuss medical stop-out, please contact: gststu@du.edu.

Non-Medical Withdrawal Program is for students who are withdrawing for non-medical reasons. Students 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 and loan repayment begins.

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 thesis writing, etc.) Students taking CE remain active within the university's computer system. As an active student, 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 <http://www.du.edu/learn/graduates/studentresources.html> to read the complete Continuous Enrollment Policy

Please visit <http://www.du.edu/learn/graduates/studentresources.html> for the Continuous Enrollment Form

Re-admission Policy and Procedure

If a student leaves JK SIS and does not take an official “leave of absence” or “stop out” for a quarter with the registrar, then they must reapply to JK SIS.

In order to reapply to any program within JK SIS a student must:

- a) Complete an official online application
- b) Submit the appropriate application fee
- c) Submit a new statement of interest
- d) Submit 2 new letters of recommendation (for PhD candidates, letters must be from the faculty with whom they intend to work)
- e) Submit a new resume
- f) Transcripts may be retrieved from old student file (if absence from university is less than five years)
- g) If any additional coursework was taken in the absence, additional transcripts that reflect that coursework will be required
- h) GRE/TOEFL scores can be used from the old student file (if absence from the University is less than five years)
- i) PhD candidates only: Writing sample (for those with past coursework, this should be a preliminary version of the prospectus)

Students will be required to go through the review process. If the student is accepted, then s/he must pay a \$500 deposit (which will be posted toward their tuition). Students will be required to attend new student orientation.

Student Resources

Disability Services Program (DSP)

DSP provides reasonable accommodations as required by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to students with documented disabilities. Accommodations afford students equal opportunity to participate in the university's programs, courses, and activities.

- **Temporary injuries and illnesses** are not disabilities under the law, but DSP will help accommodate students. However, if the injury/illness is severe, DSP recommends a **Medical Stop-Out**.
- **Wheelchairs** are not provided by DSP, nor do they provide wheelchair assistants. DSP recommends that students find a roommate or friend willing to assist the student.
- **Transportation to and from classes** – DSP does not provide transportation. They recommend that students use **Safe Ride** (<http://www.parking.du.edu/saferide.asp>) for campus routes; friends, taxi, bus or light rail.
- **Accessible classrooms** – DSP will make every effort to move a classroom if the student cannot navigate stairs (if there is no elevator) or if classrooms are far distances from residence halls or from each other.
- **Note takers / scribes** – DSP will help students with injured hands, wrists, or arms find peer note takers in class. Scribes for tests will be provided but the student must sign up with DSP in order to use the electronic Test Request Form. A minimum of seven days advance notice is required to arrange for a scribe. Scribes to help students type papers are not provided.
- **Personal assistance** – DSP can help students find assistants, such as drivers, or help with house cleaning, personal care, or shopping, but the student is responsible for any payment the assistant may require.

For any questions regarding DPS, contact:

Michele McCandless, MSW, Associate Director of Disabilities Services Program

303.871.2278/2455

FAX 303.871.3939

Michele.mccandless@studentlife.du.edu

Thinking About a PhD?

A number of MA students come to JKSSIS with an interest in pursuing a PhD degree, either immediately after the MA or a few years down the road. Others discover, in the course of their MA studies, that they are interested in PhD work. Are there any particular things that such students should do during their MA work to better prepare them for doctoral studies? Probably not. But there are some things to keep in mind.

First, the JKSSIS PhD program is rather small, and the competition for entry fierce. Given the high level of competition for entry to any PhD program in the United States, never set your heart on one school. And if and when you do apply, apply to a wide array of programs at top schools and middling schools to maximize your chances. But please note: if you do not have high GRE and GPA scores (especially at the undergraduate level)--perhaps the most important indicators a program is looking for--then you are likely to be disappointed.

Second, it is unlikely that a PhD program you apply to will put great importance on the courses you have studied at the MA level, but it may be worth thinking about the following. PhD study, even in APSIA schools, is much more focused on disciplines and fields – not to the exclusion of, but in addition to, interdisciplinary perspectives and work in particular substantive areas. Therefore, you should at least begin thinking about fields. (Most PhD programs require two.) And you probably ought to take four or five coherently integrated courses in one field, with a bit more attention to breadth in the field than your MA degree requires.

PhD work also tends to be somewhat more theoretical in its orientation. Therefore, where you have a choice between courses, you might want to consider taking the more theoretical option. This may involve choosing different courses, different instructors (consult with the field director or the student grapevine), and elective courses that are more characteristic of a PhD program. And although whatever PhD Program you apply to will have its own system of training, you could get a head start with some of the JKSSIS MA classes that focus on epistemology and the philosophy of science and on issues directly connected to carrying out research. INTS 4010 Epistemology, INTS 4500 Social Science Methodology and INTS 4522 Philosophy of Social Science are good examples. Don't be afraid of "PhD oriented" classes or classes that PhD students tend to gravitate to. Quite the contrary; seek them out. They are likely to suit your inclinations – and if they don't, then you may learn something important about your suitability for PhD work.

Third, use your first year at JKSSIS to produce a good writing sample for your PhD application. It need not be unusually long or wildly original. In fact, a good 20-30 page paper is pretty typical. (An MA thesis, while not a bad idea, will be completed after you have applied for PhD programs, if you are going on directly.) It should, however, be good work, as polished as you can make it, and clearly academic in orientation. You need to show real academic interests in your writing sample. One thing to consider is working on a paper, or parts of it, in two courses. (Make sure the instructors are aware of and approve this.) Or do a 3-credit independent study to turn a course paper into a much stronger piece of work to use for your writing sample.

And finally, get to know at least one, and preferably two, instructors well enough that they can write good, detailed letters of recommendation for you. And try to pick instructors who have a national and/or international reputation. After your GREs, letters are the most important thing in your application file. Finally, don't take any of this – except the recommendation about writing – too seriously. And take advantage of your two year MA program. Explore. Specialize. Pursue your interests. Develop your talents. Try to figure out your strengths and weaknesses and where you want to go. If a PhD is really right for you, it probably will work out.

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 JKISIS, 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 JKISIS 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 JKISIS Graduate Student Association (GSA).

For the 2013-2014 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 the research assistantship form to Student Affairs in Suite 101. This information will be further discussed at the new student orientation. It is possible as a first year student to receive a Research Assistant position, so all are encouraged to apply as opportunities become available.

EXTERNAL SCHOLARSHIP RESOURCES

In addition to sources of funding provided by JKIS 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>.

DESTINY CAPITAL CORPORATION LEARNING ENHANCEMENT INITIATIVE (DCCLEI)

The DCC Learning Enhancement Initiative Fund is designed to support GFTEI students in pursuing educational and professional development opportunities otherwise unavailable through DU. This fund is administered by the Office of Career and Professional Development. The application is available via KorbelCareers.

Information and eligibility is as follows:

- Eligibility requirements for the DCCLEI are the same as the DCC Internship Fund (see the *Internship and Practicum Policy* section of the handbook)
- GFTEI students may apply multiple times with priority given to first-time applicants
- Award amounts vary according to funds available
- Applications are accepted on a rolling basis throughout the year before and up to 30 days after the educational experience
- Applications for research, independent study, or language study in Denver will not be considered
- Funding support may not be used to offset tuition or program administrative fees for DU affiliated programs

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 Connections between students, alumni and employers through targeted and proactive marketing and relationship management.

The OCPD provides comprehensive services to JKSIS 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 JKSIS graduate students conduct successful internship/practicum and job searches in the international affairs field.

KorbelCareers

JKSIS students and alumni benefit from using the one-stop Office of Career and Professional Development website called KorbelCareers (www.korbelcareers.com). 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 and registration and more.

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

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

JKSIS 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), JKSIS 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 JKSIS are invited to present and discuss personal experiences in their career search, perspectives on current trends and opportunities in their fields and recommendations on distinguishing skills, characteristics and experiences to enter the field. 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 more than 600 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

The OCPD staff look forward to partnering with each student to help you achieve your career goals. In order to create a successful professional partnership 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 KorbelsCareers, it is the student's responsibility to login into KorbelsCareers, 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 KorbelsCareers and will respond within 3 business days. This response will indicate whether or not the resume has been approved for resume books.
5. Once students have an approved resume on KorbelsCareers, they are eligible to submit application materials to any Resume Book. 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 appointments with OCPD staff members for a variety of career coaching needs. 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 KorbelsCareers.
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.

Other Organizations at JK SIS

Graduate Student Organizations

Josef Korbel School of International Studies Graduate Student Association represents students in all policy-making activities affecting student interests, promotes social and intellectual interaction between students; facilitates communication between various cultures with respect to diversity and creativity of individuals represented at the school, enhances broader understanding of the international environment, and encourages mature discussion of student concerns. The student government Executive Council includes a President, Vice President, Secretary, Representatives of the first, second, and third-year classes, and a past President, who is an ex-officio member of the council. The PhD and MA Representatives hold voting position on the Graduate Studies Committee, which directs the academic life of JK SIS. The PhD, MA and International Student Representatives all are voting members of the Faculty Council.

The University Graduate Student Association Council (GSAC) represents all graduate units at DU and coordinates activities to promote the academic, social, cultural, and general welfare of graduate students at the university. All graduate students pay \$5 per quarter to support these activities. For more information, contact the GSAC office at 303.871.3842.

Additional groups have been formed which deal with various issues ranging from Social Justice to Security. For more information on the **Council on International Finance, Trade and Economics, Students for Africa, Women in International Security, Peace Corps Community**, or the **Organization of Security Students**, contact Susan Rivera at surivera@du.edu, or 303.871.2534. For the most recent listing of student organizations, please visit: <http://www.du.edu/korbel/students/grad-groups.html>

Affiliated Centers

The Center on Rights Development (CORD) promotes universal recognition of human rights in all societies by undertaking research on human rights violations, establishing links with academic and legal monitoring centers around the world and conducting outreach to local and national organizations engaged in human rights activism and education. The Center sponsors several events and activities including speakers, films, an annual symposium and other human rights activities.

The Center for Teaching International Relations (CTIR). For 30 years, the Center for Teaching International Relations has brought the world to K-12 classrooms in Colorado and throughout the country. CTIR develops internationally-oriented programs and publications to support professional educators who are cultivating the minds of our children. For more information please visit www.du.edu/ctir.

Institute for the Study of Israel in the Middle East (ISIME). The Institute examines the formation of public policy in Israel, other Middle Eastern countries, and the United States. Through seminars, lectures, student and faculty exchanges, and other programs it seeks to bring the people of Israel and the United States closer together and to foster economic ties and the spread of democratic government in the region. For more information, please visit www.du.edu/korbel/isime.

The Center for China-US Cooperation is dedicated to enhancing commercial, academic and research ties between Colorado and the People's Republic of China. Each year, a visiting scholar and students from China have been supported by this group to come to JK SIS. For more information please visit www.du.edu/korbel/china

Human Rights & Human Welfare (HRHW) is a student-run, online, peer-reviewed academic journal that publishes review essays, book notes, a topical review digest, and hosts a working papers site. Their thematic review essays and concise book notes highlight current literature dealing with major issues in the overlapping thematic areas of human rights, justice and welfare. In addition, they publish a review digest that organizes and abstracts recent research and writing on a particular global or regional theme or topic. The content for the digests is developed in a course that is offered through Josef Korbel School of International Studies, titled “Human Rights Research and Writing.” The current digest focuses on Human Rights in Latin America. Past digests have focused on Human Rights and Health, Human Rights and the War on Terror, and Human Rights and Postwar Reconstruction. For more information, please go to www.du.edu/korbel/hrhw, send an email to hrhw@du.edu, call 303.871.2523, or stop by the office in Ben Cherrington, Room 102E.

The Center for 21st Century Global Governance is a research and training institute created in 2006 to promote cooperative, multilateral approaches to the pressing challenges and opportunities that the 21st Century poses. Its programs focus on international peace and security, development and the environment, democracy and governance, and the institutions and processes of global governance.

The Intermodal Transportation Institute (ITI) was established in 1991 as the University of Denver's Center for Transportation Studies to promote the vision of sustainable transportation systems worldwide. Its goals are to promote a global, ethical, seamless intermodal transportation system through educational programs, research projects, and outreach activities; to serve as a "think and do tank" in collaboration with other units at the University of Denver and in partnership with industry, government, academia, and the public; and to support the Mission and Goals of the University of Denver. With major intermodal system expansions underway around the world, with renewable fossil fuels being rapidly consumed, and with environmental and security issues dominant global concerns, transportation needs a new vision, one of an integrated, ethical network that uses the strengths of all modes and minimizes their weaknesses.

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 Multiple Federal Wide Assurance
Code of Federal Regulations for Protection of Human Subjects (45 CFR 46)
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.