

MA HANDBOOK 2015-2016



UNIVERSITY *of*
DENVER

JOSEF KORBEL SCHOOL *of*
INTERNATIONAL STUDIES

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The Josef Korbel School of International Studies reserves the right to make changes in the regulations, courses, policies, and other aspects of this handbook without advance notice. Given that the content contained herein is revised as needed and offers the most up-to-date information available, this handbook may offer greater accuracy than other University documentation pertaining to MA Programs at the Josef Korbel School of International Studies.

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Degree Program Requirements

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 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 MA in GFTEI degree are required to select one specialization that is tied to their intellectual and career aspirations. Some students have chosen to pursue two specializations. Examples of specializations 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 that 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.

Note: The course “Economics: Fundamental Knowledge with Global Applications” (INTS 4536) with Professor Mark Evers (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 - International Trade and INTS 4320 - International Monetary Relations.

¹ In addition to courses offered at JKSSIS, GFTEI candidates may choose to take courses elsewhere on campus (particularly at the [Daniels College of Business](#) (DCB) and/or the [Department of Economics](#)). Students should direct questions about courses offered through DCB, to gradbus-advise@du.edu or graduate business advisors [Kenny Metcalfe](#) or [Lexi Hachmeister](#). Student should direct questions about courses offered through the Department of Economics, to Professor [Tracy Mott](#) (303.871.2569). Course descriptions and pre-requisite information are accessible via [PioneerWeb](#).

Curriculum Overview:

Candidates must complete ninety (90) credit hours, which typically require two years of full time study. The degree can be completed on a part-time basis, within the maximum [time limit allotted for degree completion](#).

Degree Requirements:

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

- INTS 4324 - International Political Economy (strongly recommended)*
- INTS 4501 - Comparative Politics: States and Societies in the 21st Century
- INTS 4900 - International Politics or one of the following “Political Theory” courses:
 - INTS 4599 - Ethics & International Affairs
 - INTS 4820 - Democracy and War
 - INTS 4822 - Contemporary Political Thought
 - 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 - International Political Economy*
- INTS 4370 - Political Economy of Globalization***

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

*** 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**.*

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

3. Specialization: Three courses (15 credits):

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

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

- INTS 4051 - Statistical Methods II* **or** INTS 4057 - Statistics for International Affairs**
- INTS 4303 - Econometrics for Decision Making I
- A third skills-oriented course approved by your degree director.

** 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](#)) about a taking a placement exam to determine if they may enroll in Statistics II without having completed Statistics I at JKSSIS. Credit earned for completing Statistics I (INTS 4050) will count toward the minimum 90-credits required for the degree as an elective, but cannot be used to satisfy the skills course requirement for degree.*

*** INTS 4057 - Statistics for International Affairs 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 or 5 credits**)
7. **Thesis or Substantial Research Paper (SRP):** Optional (**0-10 credits**)
8. **Electives:** quantity will depend on remaining number of credits needed to reach the minimum requirements of **90 credits**.

Note: MA in GFTEI candidates 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 the 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. Students currently enrolled in a dual or joint degree program are not impacted by this policy.

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.

Degree Directors:

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Master of Arts in International Administration

The goals of the International Administration Degree Program are (1) to establish the foundation of management skills (people, programs or policies) necessary to become a leader in a non-profit or public sector organization in an international context, and (2) to provide students the opportunity to gain expertise in a specific policy area of their choice such as human rights, development, security, or global health affairs.

Curriculum Overview:

Candidates must complete ninety (90) credit hours, which typically require two years of full time study. The degree can be completed on a part-time basis, within the maximum [time limit allotted for degree completion](#).

Degree Requirements:

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

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

2. Administration Core: Three courses (15 credits):

- INTS 4391 - Financial Management and Fundraising for Non-Profits
- INTS 4394 - Non-Profit Management: Issues and Techniques
- INTS 4931 - International Organizations

3. Public Sector Core: Two courses (10 credits):

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

4. Specialization: (15 credits):

Students are expected to focus their electives in a specialized area consisting of at least three thematically-linked courses. Students may have more than one specialization. Students have considerable latitude in the design of specialization(s), and should consult with their degree director on the selection of appropriate elective courses to complete them.

5. Methodology/Skills Courses: (5 credits):

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

Students not pursuing a thesis must do one of the following:

- Take two additional skills courses (a writing course is recommended).
- Complete one additional skills course and one SRP.

** 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](#)) about a taking a placement exam to determine if they may enroll in Statistics II without having completed Statistics I at JK SIS. Credit earned for completing Statistics I (INTS 4050) will count toward the minimum 90-credits required for the degree as an elective, but cannot be used to satisfy the skills course requirement for 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).

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, but optional **(0 or 5 credits)**
7. **Foreign Language Proficiency:** Required
8. **Thesis or Substantial Research Paper (SRP):** Optional **(0-10 credits)**
 - *Please see #5 for requirements for those not pursuing an SRP.)*
9. **Electives:** quantity will depend on remaining number of credits needed to reach the minimum requirement of **90 credits**.

Degree Director:

Prof. Edward Rowe

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Master of Arts in International Development

The MA in International Development focuses on development theory, policy-oriented decision-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 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 key practical skills identified by development employers, including communications, quantitative analysis, program/project-focused management and assessment, qualitative and participatory field research, and cross-sectoral framework development. 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 Overview:

Candidates must complete ninety (90) credit hours, which typically require two years of full time study. The degree can be completed on a part-time basis within the maximum [time limit allotted for degree completion](#).

Substitutions *must be* approved, in advance, 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 Sustainable Human Development/Environment and Development requirement, but not to both requirements). Any of the selected options that are NOT used to fulfill a requirement may be applied to the specialization or counted as electives.

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

Degree Requirements:

- I. **Program Training Core: (20 credits)**
 - A. **Economic Development (5 credits):**
 - INTS 4350 - Economic Development

Students that have sufficient background in development economics may substitute INTS 4350 with the following courses, *if* a [Course Substitution Form](#) is completed, approved by the degree director, and submitted to the Office of Graduate Studies for record-keeping:

- INTS 4310 - International Trade
- INTS 4320 - International Monetary Relations
- INTS 4370 - Political Economy of Globalization

Please note pre-requisites for each of these courses.

B. Politics of Development (5 credits): One of the following courses:

- INTS 4468 - Politics of Development
- INTS 4521 - International Development in Cross-Cultural Perspectives*

C. Sustainable Human Development (SHD)/Environment and Development (ED) (10 credits): Two of the following courses:

- INTS 4xxx - Food Security, Nutrition, and Sustainable Development
- INTS 4xxx - Political Economy of Agricultural & Rural Development
- INTS 4339 - Microfinance and Sustainable Development
- INTS 4362 - Gender and Health
- INTS 4379 - Gender and Development
- INTS 4396 - Education and Development
- INTS 4397 - Environment, Development, and Human Well-Being
- INTS 4435 - Health and Development
- INTS 4484 - Agriculture and Sustainable Development
- INTS 4492 - Health and Humanitarian Aid
- INTS 4493 - Humanitarian Aid in Complex Emergencies
- INTS 4514 - Population, Environment, and Development in Latin America
- INTS 4521 - International Development in Cross-Cultural Perspectives*
- INTS 4539 - Food Security in the United States and the World
- INTS 4642 - Environmental Security
- INTS 4651 - Field Knowledge for Agriculture and Sustainable Development

**INTS 4521 can only be applied to one section.*

II. Skills Requirement: (variable credits, up to 15 total credits):

A. Completion of INTS 4051 - Statistics II* or INTS 4057 - Statistics for International Affairs is required.**

** 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](#)) about a taking a placement exam to determine if they may enroll in Statistics II without having completed Statistics I at JKISIS. Credit earned for completing Statistics I (INTS 4050) will count toward the minimum 90-credits required for the degree as an elective, but cannot be used to satisfy the skills course requirement for 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).*

B. Completion of either INTS 4052 - Statistics III or INTS 4332 - Data Analysis for Development is required.

C. One of the following courses will complete the skills requirement:

- INTS 4xxx - Field Knowledge for Agriculture and Sustainable Development
- INTS 4333 - International Project Analysis
- INTS 4342 - Project Management
- INTS 4391 - Financial Management and Fundraising of Non-Profits
- INTS 4394 - Non-Profit Management: Issues and Techniques
- INTS 4423 - Introduction to Epidemiology
- INTS 4555 - Professional Communications
- INTS 4557 - Cross-Cultural Communications
- INTS 4575 - Systems Thinking for Social Scientists
- INTS 4576 - Seminar: Community-Based Research Methods (*only offered biannually*)
- INTS 4579 - International Futures
- INTS 4593 - Knowledge for Development
- INTS 4632 - Qualitative Research Methods
- INTS 4633 - International Project Evaluation
- INTS 4966 - Applied Field Methods

III. Specialization: (15 credits):

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

Courses listed as SHD/ED options and skills options are strongly recommended and may be applied to the specialization if they are not being used to fulfill other requirements.

IV. Internship: Required (0 or 5 credits)

V. Thesis or Substantial Research Paper (SRP): Optional (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 final thesis.

VI. Foreign Language Proficiency: Required

VII. Electives: Quantity will depend on remaining number of credits needed to reach the minimum requirement of **90 credits**. The director will circulate a list of recommended electives during each academic year, but students should choose the electives that are of greatest personal interest to them.

Degree Director:

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Co-Director:

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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 complete 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 Josef Korbel School has the leading interdisciplinary human rights program in the United States.

Student Learning Outcomes

- Students will be able to articulate the primary theories relevant to the study of human rights;
- Students will be able to employ research methodologies appropriate to the inquiry;
- Student will be able to apply written and oral presentation skills;
- Students will analyze the efficacy of human rights projects, and offer recommendations for their improvement.

Courses may be used to double for both core requirement and specializations.

Curriculum Overview:

Candidates must complete ninety (90) credit hours, which typically require two years of full time study. The degree can be completed on a part-time basis within the maximum [time limit allotted for degree completion](#).

Degree Requirements:

- 1. International Studies Core: Choose one (5 credits)**
 - INTS 4324 - International Political Economy
 - INTS 4501 - Comparative Politics in the 21st Century
 - INTS 4900 - International Politics
 - or a Political Theory (PT) course with permission of the degree director.
- 2. Program Training Core: Required (10 credits)**
 - INTS 4940 - Introduction to Human Rights
 - INTS 4936 - International Law and Human Rights
- 3. Statistics/Methodology/Skills/Project Analysis: choose 6 courses (30 credits):**

Statistics: Choose one (5 credits)

- INTS 4050 - Stats I (**required**)*
- INTS 4051 - Stats II (**required**)*
- INTS 4052 - Stats III
- INTS 4057 - Statistics for International Affairs**

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

*** This course combines Stats I and Stats II and 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).*

Methodology: Choose one (5 credits)

- INTS 4644 - Human Rights Research Methods (preferred course for Human Rights students)
- INTS 4500 - Social Science Methods
- INTS 4632 - Qualitative Research Methods
- INTS 4632 - Qualitative Research Methodologies: Wage Theft in Denver (*Fall 2015*)
- INTS 4966 - Applied Field Methods

Skills: Choose three (15 credits)

- INTS 4391 - Financial Management and Fundraising of Non-Profits
- INTS 4394 - Non-Profit Management: Issues & Techniques (INTS 4391 is a prerequisite)
- INTS 4497 - International Campaign Management
- INTS 4555 - Professional Communications
- INTS 4576 – Seminar: Community-Based Research Methods
- INTS 4579 - International Futures
- INTS 4955 - Human Rights Clinic (*only open to HTC and CORD students by permission of the instructor*)
- CRES 4221 - Negotiation Theory and Practice

Project Analysis: Choose one (5 credits)

- INTS 4333 - International Project Analysis
- INTS 4342 - Project Management
- CRES 4111 - Reflective Practice & Evaluation

4. In addition to completing the 45 credit hours necessary for requirements outlined in #1, #2 and #3 above, MA in International Human Rights candidates must complete either a Certificate Program or a specialization as follows:

A. Certificate Program:

- Certificate in Homeland Security
- Certificate in International Studies with a concentration in Global Health Affairs
- Certificate in International Studies with a concentration in Humanitarian Assistance
- Certificate in Law with a Concentration in International Law & Human Rights (Joint Certificate Program with the Korbel School and Sturm College of Law)

Students wishing to complete a certificate program must apply separately to that program and

meet its requirements.

Or:

B. Specialization:

To build a specialization, choose a minimum of **3 courses** (15 credits). The list below outlines standard specializations. Custom specializations require the approval of the director. You may have more than one specialization. Courses other than INTS or CRES must be approved by the director. Your specialization and the courses you choose for your specialization must be approved by the director. See your degree director to receive the Human Rights Worksheet.

- Forced Labor, Human Trafficking & Human Rights
 - INTS 4987 - Forced Labor & Human Trafficking (**required**)
 - INTS 4955 - Human Rights Clinic (**required**)
 - Plus one more course approved by the degree director.
- Conflict Resolution
 - INTS 4920 - Conflict Resolution (**required**)
 - Plus two more courses approved by the degree director.
- Development & Human Rights
- Health & Human Rights
- Humanitarian Assistance & Human Rights
- International Administration, Law & Human Rights
- Political Economy & Human Rights
- Security & Human Rights
- Gender & Human Rights
- Methodology Specialization
- Project Analysis, Management & Evaluation

5. **Foreign Language Proficiency:** Required

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

7. **Assessment:** Two zero (0) credit components are required before graduation:

INTS 4xxx - Post-Internship Essay

INTS 4xxx - Degree Assessment & Exit Interview

8. **Electives:** quantity will depend on remaining number of credits needed to reach the minimum requirements of **90 credits**.

Degree Director:

Prof. Claude d'Estrée

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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.

Curriculum Overview:

Candidates must complete ninety (90) credit hours, which typically require two years of full time study. The degree can be completed on a part-time basis, within the maximum [time limit allotted for degree completion](#).

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 two courses the first quarter should also take **INTS 4702** - Major Issues in Security, and those taking 3 courses should take **INTS 4700** - U.S. Foreign Policy. Thus, a new full-time student takes INTS 4700, INTS 4702, and INTS 4735 for the first quarter.

All Program Training Core and Skill Enhancement courses should also be completed during the first year.

Degree Requirements:

1. International Studies Core: Choose one (5 credits)

- INTS 4324 - International Political Economy
- INTS 4900 - International Politics

2. Program Training Core: All four required (20 credits)

(Complete at least 4700, 4702, 4703 during first year when possible)

- INTS 4700 - U.S. Foreign Policy
- INTS 4701 - U.S. National Security Policy
- INTS 4702 - Major Issues in International Security Policy
- INTS 4703 - Security and Strategy

3. Topics and Issues: Choose three (15 credits)

Any 4000 level courses with the following in the title applies: Security, Defense, Weapons, Arms, Non-Proliferation, Conflict, Revolution, War, Terrorism, Intervention, Violence, Intelligence,

Foreign Policy, Civil Resistance, Technology, Homeland Security, Military or Diplomacy. Students select courses within or across any of these areas, mindful of classes carrying prerequisites.

4. **Skill Enhancement:** Choose two **(10 credits)**
(Complete 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 or 5 credits)**
7. **Substantial Research Paper (SRP):** Optional; no oral defense **(0-5 credits)**
8. **Thesis:** Optional; requires oral defense **(0-10 credits: Please begin 4 quarters before graduation)**
9. **Electives:** quantity will depend on remaining number of credits needed to reach the minimum requirements of **90 credits.**

Degree Director:

Prof. Lewis Griffith
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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 specialization, 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 specific needs and interests. Ninety credit hours are required to complete the degree, which typically requires two years of full-time study.

Curriculum Overview:

Candidates must complete ninety (90) credit hours, which typically require two years of full time study. The degree can be completed on a part-time basis, within the maximum [time limit allotted for degree completion](#).

Degree Requirements:

1. International Studies Core: Choose one (5 credits).

*The course must be **outside of the student's chosen field** (see #2 below).*

- 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 Affairs (*offered only in summer quarter*)
- INTS 4715 - Problems and Challenges of Democratization
- INTS 4802 - Foundational Ideas in Social Science: Marx and Weber
- INTS 4820 - Democracy and War
- INTS 4890 - Revolutions and State Building
- INTS 4900 - International Politics
- INTS 4951 – Comparing International Societies

2. Field: Choose four (20 credits) in a single field area, as specified below:

Note: please see the “Course Descriptions” guide, accessible on our [Portfolio Community site](#), for CP, IPE, IP and PT designates courses.

Comparative Politics (CP)

- INTS 4501 - Comparative Politics in the 21st Century
- **Three** other courses in Comparative Politics

International Political Economy (IPE)

- INTS 4310 - International Trade
- INTS 4320 - International Monetary Relations
- INTS 4324 - International Political Economy
- Plus a **fourth course**

International Politics (IP)

- INTS 4900 - International Politics

- **Three** other courses in International Politics

Political Theory (PT)

Choose four:

- INTS 4526 - Modern Islamic Political Thought
- INTS 4599 - Ethics and International Affairs (*offered only in summer quarter*)
- INTS 4710 - Topics: Gandhi, Socrates, and Mass Non-Violent Resistance
- INTS 4802 - Foundational Ideas in Social Science: Marx and Weber
- INTS 4804 - Realism and Democracy
- INTS 4820 - Democracy and War
- INTS 4822 - Contemporary Political Thought
- INTS 4890 - Revolutions and State Building

3. **Specialization:** A three-course (**15 credit**) specialization. Students may design a customized specialization with the approval of degree director. Students are only required to have one specialization, but may do two if they wish. Students can consult with faculty with expertise in particular specialization or with their degree director to get a list of suggested courses for any of the standard specialization.

International Development:

For questions see Sally Hamilton.

- INTS 4324 - International Political Economy
- Plus two additional courses.

International Security: Students choose three of the following courses:

For questions see Lewis Griffith.

- INTS 4700 - United States Foreign Policy
- INTS 4701 - US National Security Policy
- INTS 4702 - Major Issues in International Security Policy
- INTS 4703 - Security and Strategy

Human Rights:

For questions see Claude d'Estree.

- INTS 4940 – Introduction to Human Rights (required)

Plus one course from each of two subfields:

- Legal and Organizational: INTS 4936, INTS 4941.
- Regional and Country Focus: INTS 4452, INTS 4875.
- Topics: INTS 4240, INTS 4825, INTS 4939, INTS 4942, INTS 4944, INTS 4952, INTS 4987.
- Theoretical Issues: INTS 4358, INTS 4800, INTS 4803, INTS 4804, INTS 4830, INTS 4935.

Conflict Resolution:

For questions see Karen Feste.

- INTS 4920 - Conflict Resolution
- One course in Intervention, Peacebuilding, or Peacekeeping
- One course in Negotiation, Mediation, or Conciliation
 - or International Organization (director approval must be given for this option).

Global Health Affairs:

For questions see Randall Kuhn.

- INTS 4367 - Global Health Affairs
- INTS 4516 - Major Diseases in Global Health
- Plus a third course from the list of GHA courses **without an asterisk** listed in this handbook,
 - or a *pre-approved* health course offered in another unit of the university.
- Students may also complete INTS 4367 and 4516 in fulfillment of the specialization.

Policy Analysis:

- INTS 4750 - The Policy Making Process
- INTS 4349 - Comparative Public Policy and Finance
- And one course on a particular policy issue.

It is recommended that students take at least one statistics course for their skills requirement.

Additional recommended skills courses include: INTS 4333, INTS 4345, INTS 4437 or INTS 4438.

Environmental Policy:

- INTS 4642 - Environmental Security
- INTS 4397 - Environment, Development, and Human Well-Being
- INTS 4972 - Global Environmental Governance

Also recommended to deepen the specialization are INTS 4484, INTS 4653, INTS 4514, INTS 4539, and INTS 4566.

Homeland Security: Students choose three of the following courses:

- INTS 4730 - Introduction to Homeland Security
- INTS 4731 - Homeland Defense: Prevention & Mitigation
- INTS 4734 - Homeland Security & Civil Society

Humanitarian Assistance:

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

- INTS 4581 – Introduction to Humanitarian Systems
- 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 - International Protection in the Humanitarian Context

Approval for this customized specialization must come from the student's degree director. Students interested in such a specialization must understand seats are available only on a space-available basis after Humanitarian Assistance Certificate students have had the opportunity to register for their required courses.

Customized Specialization: Three interrelated courses as approved by the degree director.

4. **Methodology/Skills:** A package of three courses (**15 credits**) from the various methods and skills courses offered at the Josef Korbel School or, with permission from other units at the University of Denver. The list below contains examples of the types of courses that students may choose *but does*

not exhaust the possibilities. The best choices for each student will depend on that student's career goals and should be discussed with the degree director.

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 - International Project Evaluation

** 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).*

Management and Communications Courses

- INTS 4342 - Project Management
- INTS 4391 - Financial Management and Fundraising of 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
- INTS 4483 - Practical Applications in Global Health
- INTS 4493 - Humanitarian Aid in Complex Emergencies
- INTS 4735 - Defense Methods and Policy Analysis I
- INTS 4736 - Strategic Intelligence Data Collection and Analysis
- INTS 4739 – Defense Methods and Policy Analysis II (*Prerequisite: INTS 4735*)
- INTS 4644 – Human Rights Research Methods

Qualitative and Field Methods

- INTS 4010 - Epistemology for International Studies
- INTS 4966 - Applied Field Methods

5. **Foreign Language Proficiency:** Required
6. **Internship:** Optional, but strongly recommended (0 or 5 credits)
7. **Thesis or Substantial Research Paper (SRP):** Optional (0-10 credits)

8. **Electives:** quantity will depend on remaining number of credits needed to reach the minimum requirements of **90 credits**.

Degree Director:

Prof. Lynn Holland
Lynn.Holland@du.edu
(303) 871-3769

Master of Arts in Conflict Resolution

The interdisciplinary program in Conflict Resolution focuses on the study and application of alternative theories, various types of bargaining and negotiation techniques, and related ethical issues. These topics are examined through selected cases of conflict to understand how to manage and improve social patterns and policy choices between individuals, within organizations, and across cultures.

The program combines a scholarly and vocational approach—theory with practice—in exploring a range of environments where conflict arises, including the personal, business and political arenas, from international diplomacy to national and local government policy discussion.

Note: If a JK SIS degree student wants to switch into this degree program or if a Conflict Resolution degree student wants to switch out of this program into another JK SIS degree, please discuss with the [Associate Dean of Academic Affairs](#) and also with the Conflict Resolution degree director.

Degree Requirements:

1. Core Curriculum (required)

- INTS 4920 - Conflict Resolution* (5 credits)
- CRES 4221 - Negotiation Theory and Practice* (3 credits)
- CRES 4222 - Mediation Theory and Issues (3 credits)
- CRES 4225 - Conciliation and Reconciliation (5 credits)
- COMN 4310 - Communication and Collaboration (5 credits)
 - Or substitution course approved by degree director
- MGMT 4620 - Organizational Dynamics (4 credits)

**To be taken in first quarter.*

2. Practical and Professional Techniques (required)

- COMM 4701 - Topics in Applied Communication: 40 Hour Mediation Training through University College (4 credits)
- CRES 4961 - Professional Development (0 credit; 3 terms of enrollment)

3. Methodology Training (required)

- CRES 4111 - Reflective Practice and Evaluation (5 credits)

4. Special Topics (12 credit hours minimum required; students choose 4 of the courses below)

- CRES 4333 - Resolving Contentious Public Issues (5 credits)
- CRES 4400 - Restorative Justice (3 credits)
- CRES 4410 - Intractable Conflict (3 credits)
- CRES 4420 - Negotiation Difficult Situations (3 credits)
- CRES 4840 - Managing Organizational Conflict in the Workplace (3 credits)
- CRES 4850 - Creating Agreement (3 credits)
- CRES 4860 - Public Forum Facilitation (3 credits)
- CRES 4870 - Conflict Vulnerability Assessment (3 credits)
- CRES 4880 - Grant Writing (3 credits)

5. **Foreign Language Proficiency:** None required

6. **Internship** (required)

- CRES 4981 - Internship (0-5 variable credits)

All students must complete a minimum of 100 hours, though they may choose whether to register CRES 4981 if they do not need the credit hours.

7. **Practicum** (required)

- CRES 4971 - Practicum (3 credits)

8. **Independent Study** (optional) - up to 5 credits

- CRES 4991 - Independent Study (students are limited to one independent study; 5 credits maximum)

9. **Thesis** (optional) - up to 5 credits

- CRES 4995 - MA Thesis (maximum of 5 credits)

Minimum total credit hours required for degree: 62

Degree Director:

Prof. Karen Feste

kfeste@du.edu

(303) 871-2418

Joint Degree Programs

Master of Arts in International and Intercultural Communication

The Master of Arts in International and Intercultural Communication (IIC) is administratively based in the Department of Media, Film and Journalism Studies, but is a joint degree program with the Josef Korbel School of International Studies. Students learn about a wide variety of communications issues with international and intercultural ramifications. The curriculum consists of four courses (20 credits) in International Studies, four courses (20 credits) in Communications, plus a required Research Methods course and electives from either school or other departments.

Effective global communication requires that people understand both international and intercultural differences. Success is based on communicating goals and bridging differences. Students pursuing the MA-IIC establish a strong theoretical and applied foundation, while learning the nuances of the global environment. They then have an opportunity to extend this interdisciplinary base through courses in anthropology, foreign languages and literatures, business and other areas.

Students are able to choose from the breadth of coursework available in these two schools, while developing their own specific areas of specialization, such as global health communications, strategic international and intercultural communications, public policy and diplomacy, communications in humanitarian assistance and development communications. Additionally, students are able to take advantage of electives and internships to develop expertise in their field of interest.

For further details concerning the [Master of Arts in International and Intercultural Communication](#) degree, please consult [Renée Botta](#) (303.871.7918) in the Department of Media, Film and Journalism Studies. The JK SIS faculty coordinator for this degree is [Tom Rowe](#).

IIC Core Curriculum:

- Communication - 4 courses (16-20 credits) from the Department of Media, Film & Journalism Studies
- Josef Korbel School of International Studies - 4 courses (20 credits)
- Research Methods - 1 course (4-5 credits)
- Foreign Language Proficiency in a language other than the candidate's native language
- Thesis or Internship - 5 credits
- Electives – to earn remaining required credits

Total: 60 credits

IIC/Peace Corps' Paul D. Coverdell Fellows Program:

In cooperation with the Peace Corps, the Paul D. Coverdell fellows Program permits students who have completed their service in the Peace Corps to pursue the MA in International & Intercultural Communication

degree following their service. Candidates **receive 10 credits for their Peace Corps service** toward the 60 credits required for the degree, leaving 50 remaining credits required for program completion.

- Communication - 4 courses (16-20 credits) from the Department of Media, Film & Journalism Studies
- Josef Korbel School of International Studies - 4 course (20 credits)
- Research Methods - 1 course (4-5 credits)
- Foreign Language Proficiency in a language other than the native language
 - *The language training received in Peace Corps satisfies the requirement.*
- Internship - 5 credits
- Electives - to earn remaining required credits

Total: 50 credits

Advisors:

Prof. Renée Botta
Media, Film and Journalism Studies
Renee.Botta@du.edu
(303) 871-7918

Prof. Tom Rowe
Josef Korbel School of International Studies
trowe@du.edu
(303) 871-2403

Dual Degree BA/MA Program in International Studies

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 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 JK SIS graduate programs (other than receipt of the baccalaureate degree), and the minimum overall **required** GPA is 3.50. 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 Director of Undergraduate Student Affairs. 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 Record 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 1)	
Sophomore (YEAR 2)	INTS 2975	INTS 3xxx	INTS 3xxx	Complete GRE
Junior (YEAR 3)	Study Abroad	Formal Application (February 1)		
- 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 at the Josef Korbel School of International Studies

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 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 – Global Issues Research Practicum. 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.** Graduate orientation week, including the Office of Academic and Student Affairs and the Office of Career and Professional Development, 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 graduate orientation 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 the Director of Undergraduate Student Affairs and the Director of Graduate Student Affairs. At this meeting, we will ensure you are aware of program structure, timelines, and the status of your course requirements for both the BA degree and the 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. While several departments are involved in the administration of the program (e.g. Office of Graduate Student Affairs and the Office of Graduate 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 your graduate degree director.
9. **Petitions.** Any petitions or requests for exceptions to stated policy must be submitted in writing to the Director of Undergraduate Student Affairs. 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 Academic and 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 or undergraduate institutional funding, and may apply for graduate financial aid at that time. Dual degree BA/MA students are not eligible to be considered for institutional funding at the graduate level.
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 foreign language proficiency requirement as listed within this handbook.

Master of Arts - Juris Doctor (MA-JD)

This dual degree program combines an MA in International Studies degree at JK SIS, with a JD degree from Sturm College of Law (JD). Dual Degree MA/JD students complete 45 quarter credits of coursework at JK SIS and 40 semester credits at the SCL. Students must apply and be accepted to both schools.

MA in INTERNATIONAL STUDIES DEGREE REQUIREMENTS: 45 quarter credits

1. International Studies Core: 2 courses (10 credits)

- INTS 4324 International Political Economy
- INTS 4501 Comparative Politics in the 21st Century
- INTS 4526 Modern Islamic Political Thought
- INTS 4599 Ethics and International Affairs (*only offered in summer quarter*)
- INTS 4710 Topics: Gandhi, Socrates, and Mass Non-Violent Resistance
- INTS 4802 Foundational Ideas in Social Science: Marx and Weber
- INTS 4820 Democracy and War
- INTS 4821 Early Modern Political Theory
- INTS 4822 Contemporary Political Theory
- INTS 4890 Revolutions and State Building: Forgotten Movements for Emancipation
- INTS 4900 International Politics

2. Field: Choose four (20 credits) in a single field area, as specified below.

Note: please see the “Course Descriptions” guide, accessible on our [Portfolio Community site](#), for CP, IPE, IP, and PT designates courses.

Comparative Politics (CP)

- INTS 4501 - Comparative Politics in the 21st Century
- **Three** other courses in Comparative Politics

International Political Economy (IPE)

- INTS 4310 - International Trade
- INTS 4320 - International Monetary Relations
- INTS 4324 - International Political Economy
- Plus a **fourth course**

International Politics (IP)

- INTS 4900 - International Politics
- **Three** other courses in International Politics

Political Theory (PT)

Choose four:

- INTS 4802 - Foundational Ideas in Social Science: Marx and Weber
- INTS 4804 - Realism and Democracy
- INTS 4820 - Democracy and War
- INTS 4821 - Early Modern Political Theory
- INTS 4822 - Contemporary Political Theory

- INTS 4890 - Revolutions and State Building: Forgotten Movements for Emancipation
 - or INTS 4599 - Ethics and International Affairs (*only offered in summer quarter*)
- Or other PT courses

3. **Specialization:** One specialization such as International Development, International Security, Human Rights, Conflict Resolution, International Health, Policy Analysis, Environmental Policy, Technology Policy, or Homeland Security **(0-20 credits)** Please discuss with the degree director.
4. **Foreign Language:** Required
5. **Electives:** Electives to reach a total of 45 international studies quarter credits.
6. **Internship:** No internship is required, nor can a student apply internship toward the degree.

STURM DEGREE REQUIREMENTS: 40 semester credits

	<u>Day Division</u>	<u>Evening Division</u>
1st Year Fall:	Civil Procedure (4) Lawyering Process I (3) Two of the following 4-credit courses: Contracts, Criminal Law, Property, Torts (4)	Civil Procedure (4) Lawyering Process I (3) One of the following 4-credit courses: Contracts, Criminal Law, Property, Torts (4)
1st Year Spring:	Lawyering Process II (3) Constitutional Law (4) Two of the remaining 4-credit courses: Contracts, Criminal Law, Property, Torts (4)	Lawyering Process II (3) Two of the remaining 4-credit courses: Contracts, Criminal Law, Property, Torts (4)

In addition, complete: Administrative Law, Evidence, and Legal Profession.

ADMISSION

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/admission/apply.html>
- For more information on the Sturm College of Law application process and deadlines, please visit: <http://www.law.du.edu/index.php/admissions>

ADVISORS

- JK SIS Advisor: Frank Laird, Frank.Laird@du.edu
- SCL Advisor: Randy Wagner, rwagner@law.du.edu

ADDITIONAL INFORMATION

For additional information, timelines, and governing policies, please review the “[Dual and Joint Graduate Degrees](#)” section of the Graduate Policies and Procedures Bulletin.

Master of Arts - Master of Social Work

(MA-MSW)

This dual degree program combines an MA in International Studies degree at JKIS, with an MSW degree from the Graduate School of Social Work (GSSW). Applicants must be accepted to both JKIS and GSSW to be eligible for this program. Students typically spend their first and third years at GSSW and their second year of study at JKIS. This joint degree option is limited to the MA in International Studies.

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.

JKIS DEGREE REQUIREMENTS (minimum of 45 INTS credit hours required)

1. International Studies Core: 2 courses (10 credits)

- INTS 4324 - Introduction to International Political Economy
- INTS 4501 - Comparative Politics in the 21st Century
- INTS 4526 - Modern Islamic Political Thought
- INTS 4599 - Ethics and International Affairs (*offered only in summer quarter*)
- INTS 4710 - Topics: Gandhi, Socrates, & Mass Non-Violent Resistance
- INTS 4820 - Democracy and War
- INTS 4821 - Early Modern Political Theory
- INTS 4822 - Contemporary Political Theory/Thought
- INTS 4900 - International Politics
- INTS 4802 - Foundational Ideas in Social Science: Marx and Weber
- INTS 4980 - Revolutions and State Building: Forgotten Movements for Emancipation

2. Field: Choose four (20 credits) in a single field area, as specified below.

Note: please see the “Course Descriptions” guide, accessible on our [Portfolio Community site](#), for CP, IPE, IP, and PT designates courses.

Comparative Politics (CP)

- INTS 4501 - Comparative Politics in the 21st Century
- **Three** other courses in Comparative Politics

International Political Economy (IE)

- INTS 4310 - International Trade
- INTS 4320 - International Monetary Relations
- INTS 4324 - International Political Economy
- Plus a **fourth course**

International Politics (IP)

- INTS 4900 - International Politics
- **Three** other courses in International Politics

Political Theory (PT):

- INTS 4526 - Modern Islamic Political Thought
- INTS 4599 - Ethics and International Affairs (*offered only in summer quarter*)
- INTS 4802 - Foundational Ideas in Social Science: Marx and Weber
- INTS 4820 - Democracy and War
- INTS 4821 - Early Modern Political Theory
- INTS 4822 - Contemporary Political Theory/Thought
- INTS 4980 - Revolutions and State Building: Forgotten Movements for Emancipation

3. **Thesis or Substantial Research Paper (SRP):** Optional (0-10 credits)
4. **Foreign Language Proficiency:** Required
5. **Electives:** Electives to reach a total of 45 INTS credits
6. **Internship:** No internship is required, nor can a student apply internship credit toward the dual degree.

MSW DEGREE REQUIREMENTS (minimum of 75 credits from GSSW)

1. **Foundation Curriculum:** Take all of the following:
 - SOWK 4001 – Clinical Social Work Skills (3 credits) (*offered only in fall quarter*)
 - SOWK 4020 – Integrated Social Work Practice for Social Justice (4 credits) (*offered only in fall quarter*)
 - SOWK 4132 – Power, Privilege & Oppression from a Critical Multicultural Perspective (3 credits)
 - SOWK 4006 – Human Behavior & the Social Environment: Theory and Practice (3 credits) (*offered only in fall quarter*)
 - SOWK 4003 – Clinical Social Work Theory and Practice (3 credits) (*offered only in winter quarter*)
 - SOWK 4007 – Community/Macro Social Work Theory and Practice (4 credits) (*offered only in winter quarter*)
 - SOWK 4120 – Social Policy Analysis, Advocacy, & Practice (3 credits) (*offered only in winter quarter*)
 - SOWK 4201 – Evidence for Practice (3 credits)
 - SOWK 4950 - Foundation Field Internship (12 credits)
2. **Concentration Curriculum:** Take all of the following
 - One Theory for Practice Course (3 credits)
 - Three Methods/Skills Courses (9 credits)
 - One Values for Practice course (3 credits)
 - One Capstone course (1 credit) (*taken during your final quarter*)
 - SOWK 4900 - Methods for Evaluating Practice and Programs (3 credits)
 - SOWK 4901 - Applied Practice Evaluation Research (3 credits)
 - One Concentration Field Internship (15 credits)

3. **Electives:** An additional 15 credits of electives must be taken at either GSSW or JK SIS or a combination of both to fulfill the **required 135 credits** for the dual degree.
4. **Internship:** No internship is required, nor can a student apply internship credit toward the dual degree.

ADMISSION

Applicants to the MA/MSW dual degree program must submit applications to both JK SIS and GSSW respectively. 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/admission/apply.html>.
- For more information on the GSSW application process and deadlines, please visit: <http://www.du.edu/socialwork/admission/msw/index.html>.

ADDITIONAL INFORMATION

For additional information, timelines, and governing policies, please review the “[Dual and Joint Graduate Degrees](#)” section of the Graduate Policies and Procedures Bulletin.

ADVISORS

GSSW Advisor: Karen Bensen, Karen.Bensen@du.edu

JK SIS Advisor: Frank Laird, Frank.Laird@du.edu

Flexible Dual Degree Programs

DU supports and encourages students who wish to pursue customized dual degree programs. For example, a JKISIS student may wish to combine an MA in International Administration with an MA in Economics from the Division of Social Sciences. A program proposal will preserve the core courses in each program and allows for a reduction in elective credits.

The curriculum proposal for a flexible dual degree must be approved by the [Associate Dean of Academic Affairs](#) at JKISIS, the chair of the other department/School, and the [Associate Provost of Graduate Studies](#).

For 90 credit hour degrees, the maximum reduction in overall credits required for graduation is 15 hours. For 61 to 75 credit hour degrees, 12 hours of reduction is the maximum. For degrees that require 60 credit hours or less, 10 hours of reduction is the maximum.

EXAMPLE:

<u>Degree</u>	<u>Single</u>	<u>Dual</u>
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 regarding flexible dual degree programs, please utilize the following resources:

- [Flexible Dual Degree Program Policy](#);
- [Proposal for a Flexible Dual Degree Program](#) form and procedures;

Questions or concerns may be directed to the [Office of Graduate Studies](#).

JKSIS Certificate Programs

Certificate programs provide substantial education in a specific academic discipline or may be interdisciplinary, but center on a coherent body of knowledge. The certificate issued at the completion of the program represents the achievement of competence in a well-defined area of study.

JKSIS Certificate Programs are open *exclusively* to matriculated students pursuing a graduate degree at the Josef Korbel School of International Studies. Eligible candidates must apply for the desired Certificate Programs no later than the end of their second quarter or by the stated application deadline, **whichever comes first**.

JKSIS currently offers three Certificate Programs:

- Certificate in Homeland Security
- Certificate in International Studies with a Concentration in Global Health Affairs
- Certificate in International Studies with a Concentration in Humanitarian Assistance

Certificates are awarded at the time a student graduates, along with their degree, pending successful completion of all requirements in adherence with DU policy. Students will need to complete a separate Application to Graduate form for Certificates.

Certificate in Homeland Security

Students must submit an application and a current copy of their CV in order to be considered for the Certificate in Homeland Security.

The application can be found on the Student Affairs Portfolio page under the “Certificate Programs” tab: <http://portfolio.du.edu/issta/page/47250>. Upon completion, application materials should be submitted to Professor [Lewis Griffith](mailto:Lewis.Griffith@du.edu).

REQUIREMENTS:

Complete 35 total credits, including four specialization courses and three certificate courses as outlined below.

1. **Specialization Requirement (20 credits):**

- INTS 4730 - Introduction to Homeland Security
- INTS 4907 - International Terrorism
- INTS 4147 - American Government and Policy-Making
- INTS 4734 - Homeland Security & Civil Society
 - **or** INTS 4786 - Security, Planning and Execution in Complex Environments

2. **Certificate Requirement (15 credits):**

- INTS 4731 - Homeland Defense: Prevention and Mitigation
- INTS 4753 - Intelligence and National Security
- INTS 4736 - Strategic Intelligence Data Collection & Analysis
 - **and/or** INTS 4989 - North American Defense and Security

Certificate Director:

Prof. Lewis Griffith
Lewis.Griffith@du.edu
(303) 871-2550

Certificate in International Studies with a Concentration in Global Health Affairs

The Certificate in International Studies with a Concentration in Global Health Affairs (CGHA) is the first global health program to be based in a school of International Studies. CGHA places social and political solutions at the forefront of global health action. Combined with a degree program, 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 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 and development. Practical courses combine basic analytic, management, and epidemiologic skills with innovative new technologies such as social marketing, geographic information Systems, and mobile technology.

Students who graduate with the Certificate in International Studies with a Concentration 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 India, Bangladesh, Haiti, and elsewhere. Students are encouraged, but not required, to undertake action-oriented research projects including a thesis or Substantial Research Paper (SRP), 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 gain admission to the Certificate in International Studies with a Concentration in Global Health Affairs by the end of their first year. The GHA application form can be found at: <http://portfolio.du.edu/globalhealth>.

REQUIREMENTS:

Complete **35 total credits** as outlined below.

1. **GLOBAL HEALTH CORE (10 credits):** Students must complete both of these two courses. Students are strongly encouraged to complete at least one before taking other classes. Both are offered in Fall Quarter.
 - **INTS 4367 - Global Health Affairs:** 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.

- **INTS 4516 - Major Diseases in Global Health (From Pathophysiology to Action):** 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, helminthes, major parasites, and violence/trauma.

2. METHODS AND PRACTICE CORE (10 credits):

- **INTS 4483 - Practical Applications in Global Health:** The objective of this course is to provide tools and strategies to current and potential public health managers and policy makers (students) to improve the uptake of public health interventions among marginalized populations. It focuses on building partnerships with the intended beneficiaries of a public health population based intervention in order to ensure continuity and sustainability of a health intervention.
- **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:

- INTS 4362 - Gender and Health
- INTS 4366 - Reproductive Health
- INTS 4368 - HIV & AIDS in International Affairs
- INTS 4397 - Environment, Development, and Human Well-Being+
- INTS 4435 - Health and Development
- INTS 4465 – Population and Society* +
- INTS 4492 - Health and Humanitarian Aid

Methodological:

- INTS 4056 - Information Management in Human Crises+
- INTS 4058 - Applied Time-Series Analysis
- INTS 4342 - Project Management+
- INTS 4576 - Seminar: Community-Based Research Methods*
- INTS 4596 - Mobile Technology for International Development
- INTS 4632 - Qualitative Research Methods+
- MFJS 4912 - International Health Communication and Development

* 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. 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 INTS 4367 (Global Health Affairs), 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://portfolio.du.edu/globalhealth/page/22823>

Certificate Director:

Prof. Randall Kuhn

Randall.Kuhn@du.edu

(303) 871-2550

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

Susan Rifkin, PhD, Adjunct Professor; Senior Research Fellow, London School of Economics

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

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

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

Certificate in International Studies with a Concentration in Humanitarian Assistance

The mission of the Certificate in International Studies with a Concentration in Humanitarian Assistance is to prepare students to work in the humanitarian field. The certificate 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 impacted populations, and sets the stage for sustainable and inclusive recovery and development.

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

Applications will be accepted from Korbelt students over the summer. Students will be informed of admission decisions in time to register for the fall quarter.

For application, descriptions of courses and other resources, please visit: <https://portfolio.du.edu/haprog>.

All Certificate students must:

- A. Complete core humanitarian coursework comprised of two courses which aim to introduce students to key aspects of humanitarian assistance (one focused on humanitarian systems and the other on field operations), plus two additional courses directly related to humanitarian assistance.
- B. Take three elective courses in one of three tracks (personalized tracks are also possible with Director's permission):
 - a. Management/Operations
 - b. Monitoring, Evaluation and Analysis
 - c. Policy/Advocacy
- C. 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.

REQUIREMENTS:

Complete **35 total credits** as outlined below.

1. **Core (20 credits):**
 - a. 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
 - b. Plus two additional courses selected from:
 - INTS 4056 - Information Management in Human Crises
 - INTS 4492 - Health and Humanitarian Aid
 - INTS 4583 - International Protection in the Humanitarian Context
 - INTS 4647 Critical Issues in International Humanitarian Assistance

- INTS 4787 - Civil-Military Practices in Humanitarian Responses
- INTS 4935 - International Humanitarian Law of Armed Conflict
- INTS 4652 - Contemporary Issues in Refugee Studies

1. Elective Courses (15 credits): Three courses in one of the following tracks:

The following list of courses is not comprehensive. Students have some latitude in the design of their elective track, and should consult with the certificate director on the selection of courses to complete the elective track requirement.

Note: only one non-INTS course may be counted towards the Certificate. Only one elective may be double-counted towards a degree.

Management/Operations

- INTS 4342 - Project Management
- INTS 4391 - Financial Management & Fundraising of Non-Profits
- INTS 4394 - Non-Profit Management: Issues & Techniques
- INTS 4497 - International Campaign Management
- INTS 4555 - Professional Communications
- INTS 4557 - Cross-Cultural Communications
- 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
- *GEOG 3100 - Geospatial Data
- *GEOG 3130 - Advanced GIS
- *PPOL 4400 - Analytical & Critical Skills (4 credits)

Policy/Advocacy

- INTS 4497 - International Campaign Management
- INTS 4931 - International Organizations
- INTS 4934 - Intervention: Policy & Practice
- INTS 4936 - International Law & Human Rights
- INTS 4941 - Human Rights & International Organizations
- INTS 4987 – Forced Labor & 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)

2. 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 certificate director for ideas. Approval must be obtained in advance from the Director of the HA Certificate. Internships must also be approved by the JKSSIS Office of Career and Professional Development before the internship starts.

Additional Information:

For application, descriptions of courses and other resources, please visit: <https://portfolio.du.edu/haprogram>. Additional information is available at <http://www.du.edu/korbel/humanitarian-assistance/> or by contacting haprogram@du.edu.

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 International Studies with a Concentration in Humanitarian Assistance.

While *a formal* Humanitarian Assistance specialization is not available as a component of JKSSIS degree programs, interested students may be able to build a customized specialization into their degree 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.
- INTS 4652 - Contemporary Issues in Refugee Studies

Approval for this customized specialization must come from the designated degree director. Students interested in such a specialization must understand seats are available only on a "space-available" basis, after Humanitarian Assistance Certificate students have had the opportunity to register for their required courses.

Certificate Director:

Prof. Chen Reis
Chen.Reis@du.edu
(303) 871-7901

Joint Certificate Programs

Joint Certificate Programs allow students to gain interdisciplinary competence in relevant issue areas by taking approved coursework in another academic unit, as well as course at JKSiS. While these certificates are open to matriculated students pursuing a graduate degree at the Josef Korbel School of International Studies and offered jointly, they are administratively based in other units.

Eligible candidates must apply for the desired Certificate Programs no later than the end of their second quarter or by the stated application deadline, **whichever comes first**.

JKSiS currently participates in three Joint Certificate Programs:

- Certificate in Law with a Concentration in International Law & Human Rights (Administered by the Sturm College of Law)
- Certificate in Global Business & Corporate Social Responsibility (Administered by the Daniels College of Business)
- Certificate in Religion & International Affairs (Administered by the Department of Religious Studies – Division of Arts, Humanities, and Social Sciences)

Certificates are awarded at the time a student graduates, along with their degree, pending successful completion of all requirements in adherence with DU policy. Students will need to complete a separate Application to Graduate form for Certificates.

Certificate in Global Business & Corporate Social Responsibility

As a joint offering between the Daniels College of Business and the Josef Korbel School of International Studies, the graduate Certificate in Global Business and Corporate Social Responsibility (CSR) at the University of Denver focuses specifically on the challenges and opportunities businesses confront in a globalized and developing world.

Businesses today are aware of increased pressure to behave ethically. Many are unsure how to integrate these goals into their business strategy and engage meaningfully with stakeholders. Likewise, governments, civil society organizations, and other stakeholders recognize the importance of having businesses at the table, but do not always have a clear understanding of how to best engage with the private sector. Both private enterprises and those wishing to affect their behavior are looking for young talent with the capability to navigate this new space.

The certificate curriculum draws from unique course offerings at the Daniels College of Business and Korbel School of International Studies to provide students with the skills to embrace and navigate the complexity of business and governance issues. The required and elective courses explore the theory and practice related to: economic development, business ethics, CSR strategy, social entrepreneurship, business and human rights, sustainability, impact investing, international business law, financial accounting, managerial accounting, as well as considerations with regards to hard and soft law mechanisms that govern transnational space. Students complete the program with a clear understanding of the complexity of the global business environment, a variety of corporate strategies, best practices and the impact of CSR efforts in particular cases.

Certificate Requirements:

Students must complete a total of six (6) courses to fulfill the requirements of this certificate.

1. Three (3) Required Core Courses:

- BUS 4444 - Global Business, Governance & Corporate Social Responsibility (4-5 credits)
- BUS 4xxx - International Business: Strategy and Practice (4 credits)
- The Political Economy of Global Business (4 credits)
 - or INTS 4324 - Introduction to International Political Economy (5 credits)

2. Elective Courses:

Students are required to take three (3) elective courses, including one course outside of the students' home unit:

- BUS 4xxx - CSR Data, Analysis & Strategy
- BUS 4xxx - Global Corruption
- INTS 4210 - Multinational Corporations
- INTS 4330 - International Business Transactions
- INTS 4339 - Microfinance and Sustainable Development
- INTS 4549 - Managing Microfinance: Business and Development
- INTS 4566 - Globalization & Sustainable Development
- INTS 4653 - Political Economy of the Resource Curse
- INTS 4622 - Global Governance
- INTS 4972 - Global Environmental Governance

- MBA 4690 - Microfinance Deutsche Bank
- LGST 4700 - International Law
- FIN 4700 - Econ & Finance in Emerging Economies
- FIN 4700 - Int'l Monetary Econ & Financial Crises
- MGMT 4141 - Managing Exports
- IMBA 4500 - International Travel Course
- MGMT 4700 - Management Topics Courses
- MGMT 4142 - Global Management
- MKTG 4700 - Marketing Topics Courses
- MKTG 4380 - Global Supply Chain Management
- EVM 4704 - Global Social Entrepreneurship
- MGMT 4490 - Global Strategy
- MGMT 4240 - Global Business Imperative
- ACTG 4610 - Financial Accounting and Reporting
- FIN 4630 - Managerial Finance

Students may apply for the certificate program beginning in Fall Quarter 2015.

Certificate Directors:

Prof. Deborah Avant
Josef Korbel School of International Studies
Deborah.Avant@du.edu
 (303) 871-2332

Prof. Tricia D. Olsen
Daniels College of Business
Tricia.Olsen@du.edu
 (303) 871-2764

Certificate in Law with a Concentration in International Law & Human Rights

Students at both the Josef Korbel School and Sturm College of Law have shown a strong interest in international human rights law. Both schools have historically offered a broad range of courses in the area. Numerous students from both schools have gone on to careers in various aspects of international human rights work with nongovernmental organizations, international organizations, governments and in the private sector.

Completing the certificate requires **35 quarter hour credits** for Korbel students (or 24 semester hour credits for Sturm students). By its nature, the certificate requires taking courses both on the quarter system (at Korbel) and on the semester system (at Sturm). Generally, students will 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 to three electives).

Coursework in the student's home school will count toward meeting the requirements of the degree program into which they were originally admitted. In addition, up to 15 quarter hours/10 semester hours of their coursework at the school which is *not* their home institution may count toward their original degree. So, 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 via 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 JK SIS Master's Degree, and an additional 2 quarter hours over and above any requirements for their JK SIS 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.

Please note that admission to this Certificate Program is extremely competitive and is awarded on a space-available basis. *If you are not admitted during your first year at Korbel, you have the option of reapplying during your second year. If you are planning to reapply during your second year, it is recommended that you meet the Certificate Program Director in order to ensure that you are able to fulfill all of the necessary program requirements.*

TOTAL QUARTER HOURS REQUIRED TO COMPLETE THE CERTIFICATE: 35

JK SIS students please note that you will need to satisfy a minimum of 90 quarter hour credits toward your completed degree. One semester credit is worth 1.5 quarter credits (e.g., 3 semester hours = 4.5 quarter hours). Please plan accordingly.

Course Key:

INTS = Korbel School courses;

LAWS = Sturm College of Law Courses

Requirements:

1. Core Courses (3 required courses):

- LAWS 4320 - International Law
- INTS 4940 - Introduction to Human Rights
- INTS 4936 - International Law & Human Rights
 - **or** LAWS 4319 - International Human Rights

2. Electives (four courses) - each student should complete two courses from JK SIS and two courses from SCL):

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 4379 – Gender and Development
- INTS 4650 – Globalization and Economic Crime
- INTS 4734 – Homeland Security, Civil Society and Human Rights
- INTS 4875 – Human Rights & Foreign Policy
- INTS 4941 – Human Rights & International Organizations
- INTS 4649 – Human Rights and the Middle East
- 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 4911 – Torture
- INTS 4210 – Multinational Corporations
- INTS 4625 – East African Development and Human Rights

STURM COLLEGE OF LAW

- LAWS 4133 – Corporate Social Responsibility
- LAWS 4135 – Comparative Law
- LAWS 4137 – Comparative Environmental Law
- LAWS 4168 – Constitutional Litigation Seminar
- LAWS 4260 – Gender and the Law
- LAWS 4288 – International and Human Rights Law of Indigenous People
- LAWS 4295 or L 4298 – Immigration Law
- LAWS 4300 – Federal Indian Law
- LAWS 4303 – Genocide and War Crimes Prosecution Practicum
- LAWS 4309 or L 4707 – International Law and the Use of Force
- LAWS 4317 – International Environmental Law
- LAWS 4446 – Multiculturalism, Race and the Law
- LAWS 4539 – Social Change Lawyering
- LAWS 4543 – Sexual Orientation and the Law
- LAWS 4700 – International Human Rights in the United Nations Practicum
- LAWS 4701 – Community Expectations in Sustainable Development of Natural Resources
- LAWS 4701 – Multinational Corporations, Corporate Social Responsibility and International Law
- LAWS 4702 – Emerging International Standards for Sustainable Development of Natural Resources
- LAWS 4703 – International Organizations
- LAWS 4706 – International Criminal Procedure
- LAWS 4707 – Islamic Law & Human Rights

- LAWS 4701 – Forced Migration and Human Trafficking
- LAWS 4704 – International Legal Research

NOTE: This is not an exhaustive list of possible courses. Other courses may be added with permission of the Director.

3. Practicum/Internship or Externship:

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 towards 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 SCL students only. Please note this also requires you to apply separately to the Sturm Externship Program); or for credit through an ABA approved summer abroad program; or
- Non-credit Internship (for example, through the JKIS Office of Career and Professional Development).

4. 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
 Josef Korbel School of International Studies
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Prof. Celia Taylor
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Certificate in Religion and International Affairs

The Certificate in Religion and International Affairs provides graduate students pursuing MA degrees in the Department of Religious Studies (AHSS) or the Josef Korbel School of International Studies with the opportunity to enhance their home program of study with specific expertise in the scholarly and professional field of religion and international affairs. This certificate program emphasizes scholarly and practitioner approaches to understanding the intersections between religion and international affairs in the modern world, providing students with an interdisciplinary approach to contemporary case studies as well as theoretical issues. The program will enable certificate students to develop demonstrable competencies that will help them position themselves for academic policy, or non-profit careers.

Interested students from the Religious Studies or the Josef Korbel School of International Studies MA programs will submit an online application consisting of a 500-word personal statement, a CV, undergraduate and graduate transcripts, which will be reviewed by a committee composed equally of Religious Studies and International Studies faculty. Applicants must be enrolled graduate students in good standing in the Department of Religious Studies MA program or the Korbel School of International Studies MA program.

Total Hours Required for Certificate: minimum of 24 quarter hours

1. **Certificate Core Class Requirements (9 credits total)** - Complete the two (2) core courses:
 - INTS 4525 - Religion and the State in Comparative Perspective (5 credits)
 - RLGS 3693 - Religion and the Media (4 credits)

2. **Elective Requirement** - complete a *minimum of 15 credits* from the following list of courses:
 - INTS 4526 - Modern Islamic Thought (5 credits)
 - INTS 4534 - Great Books on the Middle East (5 credits)
 - INTS 4543 - Religion and International Politics: The Apocalyptic Tradition and the Problem of Religious Violence (5 credits)
 - RLGS 3302 - Islamic Fundamentalism (4 credits)
 - RLGS 33XX - Sharia in the Modern Area (4 credits)
 - RLGS 3452 - Political Theology (4 credits)
 - RLGS 3570 - Religion and Morality in the American Public Square (4 credits)
 - RLGS 3641 - Religion and Race in America (4 credits)
 - RLGS 3760 - Globalization and Religion
 - RLGS 3814 - Modern Hinduism (4 credits)
 - RLGS 3890 - Religion and Diaspora (4 credits)

NOTE: These courses will be offered in alternate years

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Peace Corps Programs

Master's International Program for Peace Corps Students (PCMI)

In cooperation with the Peace Corps, the JKSI Master's International Program was founded in September 1999. The Program permits students to begin their studies at JKSI, prior to Peace Corps Service and degree completion. PCMI's are eligible to pursue one of three MA degrees at the Josef Korbel School of International Studies: (1) Global Finance, Trade, and Economic Integration; (2) International Administration; or (3) International Development.

Students interested in the Peace Corps Master's International program should apply to the Josef Korbel School of International Studies *prior* to applying to the Peace Corps. Master's International students apply to the Peace Corps no more than one year prior to your desired departure date. Applying within a year of your desired departure date ensures that each Master's International student is seeing the most up-to-date list of available Peace Corps programs and locations. Once students are admitted to the Peace Corps, they must submit their acceptance letter to the JKSI Office of Academic and Student Affairs in order to maintain PCMI classification.

Upon *successful* completion of at least **72 quarter hour credits** of coursework at JKSI + Peace Corps Service (e.g. obtain and submit a Description of Service) + a Substantial Research Paper (INTS 4996) relevant to the student's service, the PCMI student will be certified to graduate with the following benefits:

1. Exempt from foreign language requirement for MA degree;
2. Exempt from internship requirement for MA degree (*unless* student is pursuing a certificate program); and
3. An 18 credit hour reduction in the overall 90 credit hours required for the MA degree.

In the event that a PCMI student is unable to complete Peace Corps Service, is it still possible to earn the MA degree, however the foreign language and internship components (if required for degree) would need to be satisfied, and the student would need to complete the 90 credit hours required for a traditional degree.

PCMI students are not eligible for dual degree programs of any kind, but they may pursue JKSI certificates if they are interested in doing so.

NOTE: the PCMI option is available exclusively to students that matriculated in or prior to Fall Quarter 2016. Students that matriculated after Fall Quarter 2016 are not eligible to pursue the PCMI option.

Peace Corps Fellows Program for Returning Peace Corps Volunteers (RPCV)

JKSIS 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 the Josef Korbel School of International Studies.

Fellows are **exempt from the language proficiency requirement, as well as the internship requirement** (*unless* the latter is required for a Certificate Program). RPCV Fellows that elect to complete an *optional internship*, are eligible to earn 0 or 5 credit hours for successfully completing an internship (INTS 4981).

All RPCVs are required to complete a **practicum of at least 75 hours** within the United States or U.S. territories for under-served populations *in the U.S.*. For information on practicum policies and procedures, see the “RPCV Fellow Practicum” section of the handbook below. All Fellows must register their practicum with the Office of Academic and Student Affairs, and must have their supervisor complete an evaluation form. Registration information is accessible at <https://portfolio.du.edu/issta> under the “Peace Corps” tab.

Effective Fall Quarter 2014, all Peace Corps Fellows must complete 90 credits of INTS coursework.

RPCV Fellows Practicum

The RPCV Fellows Practicum is designed to:

- bridge the Peace Corps experience with academic study at the Josef Korbel School;
- meet the needs of underserved U.S.A. communities; and
- be completed within the U.S.A. or its territories.

The Practicum:

- may involve direct service or program development/management;
- should be started *after* arriving at JKSIS, and must be completed prior to graduation; and
- requires a minimum commitment of 75 hours with an organization that has been pre-approved by the JKSIS Office of Academic and Student Affairs (OASA).

Policies and Procedures:

- Submit Practicum Approval Request *after* securing, but *before* beginning, the practicum.
- Students must complete the practicum at least one quarter prior to the anticipated quarter of graduation.
- Generally speaking, students will be notified of OASA 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 JKSIS Office of Academic and Student Affairs and an Internship Agreement Form to the JKSIS Office of Career and Professional Development (OCPD).
- Once the Fellow has completed a minimum of 75 practicum hours, the Practicum supervisor should complete and return an evaluation form to the Office of Academic and Student Affairs.

Approval and Verification of Completion Process:

1. Familiarize yourself with the Handbook and all relevant policies and deadlines.
2. Secure an appropriate practicum based on the guidelines outlined above.
3. Complete the online [Peace Corps Practicum Agreement Survey](#) for review and approval by the Office of Academic and Student Affairs.

4. Begin practicum *after* approval has been granted.
5. Within two weeks of completing the practicum, ask your supervisor to complete the “Practicum Verification and Supervisor Evaluation” form located on our [Portfolio Community site](#) and submit it to the Director of Graduate Student Affairs via email or fax. Verification forms will not be accepted directly from students.

Examples of organization where RPCVs have undertaken practicums in the past include:

- 99% Foundation
- 859 House
- African Community Center
- American Red Cross
- Before Play
- Big Brothers, Big Sisters Inc.
- Building Bridges
- Cesar Chavez Academy Denver
- The Challenge Foundation
- Colorado African Organization
- Colorado AIDS Project
- Colorado Coalition for the Homeless
- Denver Indian Center
- Ecumenical Refugee and Immigration Services
- El Centro Humanitario
- The Grow Haus
- The Learning Source
- Louisville Community Food Bank
- Lutheran Family Services
- Meals on Wheels Boulder
- Mi Casa Resource Center
- Movement Advancement Project
- PeaceJam
- Place Bridge Academy
- Planned Parenthood
- Polaris Project
- A Precious Child
- Presbyterian Night Shelter
- Project Education South Sudan
- Rocky Mountain Immigrant Advocacy Network
- Rocky Mountain Microfinance Institute
- Safari Thrift
- Save the Children
- Volunteers of America
- Work Options for Women
- WorldVision US

Community Resources:

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

OCPD Resources:

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

Elements of the Curriculum

Program Statement

The Program Statement serves as guide for mapping each student's intended coursework plan while at JK SIS, and is required by the Office of Graduate Studies in order to review graduation application and [advancement to candidacy](#) requests, and to conduct the graduation check and certification process. Furthermore, preparing a Program Statement facilitates orderly and coherent selection of courses and requires students to be aware of their particular degree requirements. We encourage you to use the program statement as a planning tool early on during your graduate studies, maintain an editable copy, and revise it periodically as needed in consultation with your degree director. **A final copy, which has been approved and signed by your degree/certificate director, must be submitted to the Director of Graduate Student Affairs at the time you apply for graduation.** Graduation application deadlines for graduate students can be found [here](#).

The relevant forms can be found on our Portfolio website (<http://portfolio.du.edu/issta>) under the “Handbooks & Program Statements” tab.

Please note: **failure to submit a final Program Statement by the required deadline may cause unnecessary graduation delays.** It is the student’s responsibility to ensure that the Program Statement is submitted on time, with degree director approval, in order for the Office of Academic and Student Affairs and the Office of Graduate Studies to facilitate all required administrative operations.

Course Substitutions

Occasionally, your degree program may require you to take a course that substantially duplicates a graduate course you completed at an earlier point in your graduate academic career. If this is the case and you can document the duplication, you may petition to request course substitution.

This process entails completing a [course substitution approval form](#), an obtaining the explicit approval and signature of your degree director (advisor) and the JK SIS Associate Dean for Academic Affairs (department chair). Completed forms must be delivered directly to the Office of Graduate Studies for processing.

Substitutions typically arise in two areas*:

- **International Studies Core Courses:** If you have taken a graduate 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. It is rare, however, to have an IS core course waived at the graduate level.
- **Statistics:** If you are required to take INTS 4050 (Statistics I) and you have already complete an equivalent graduate course, *you may be eligible* to substitute or waive Stats I.

*Note: substitutions will *not* be granted in instances of failing to complete coursework selection and degree planning and in a timely and proactive manner.

Failure to complete the course substitution process as required by University Policy may jeopardize your ability to satisfy degree requirements and graduate on time.

Foreign Language Requirement

With the exception of the Peace Corps Master's International Program (PCMI), the Peace Corps Fellows Program (RPCV), and the MA in Conflict Resolution, **all JK SIS MA degrees require foreign language proficiency for degree completion.**

Note: Given that **MA candidates are required to satisfy the foreign language requirement *in advance of applying to graduate***, students must plan accordingly and are encouraged complete this requirement as early as possible.

ENGLISH LANGUAGE PROFICIENCY

Regardless of citizenship status, students whose native language is not English or who have been educated in countries where English is not the native/official language, must demonstrate proficiency in the English language in ***one of the following ways***:

1. Passing the Test of English as a Foreign Language (TOEFL) with a minimum score of 95 (Internet-based), 240 (Computer-based), or 587 (Paper-based).
2. Passing the International English Language Testing System (IELTS) with a minimum score of 7.0.

Note: **International students** that were admitted to DU/JK SIS without having taken one of the aforementioned exams, may satisfy the requirement if they have earned a Bachelor's degree or higher from a formally-recognized/accredited institution where the entire language of instruction and examination is English.

Relevant documentation attesting to English language proficiency *must* be submitted to and on file with the Office of Graduate Studies, as part of the student's original application to the University of Denver.

OTHER LANGUAGE PROFICIENCY

For native English speakers and non-native English speakers that have *not* taken the TOEFL/IELTS—*regardless of country of origin, citizenship, or international student status*—the requirement entails demonstrating proficiency in one language other than English. The target language should have been studied formally (high school level or higher), must allow for testability (e.g. reading, writing, listening, speaking), and may be satisfied in one of the following ways:

1. Provide documentation of a high school diploma or Bachelor's degree from a formally-recognized/accredited institution where the entire language of instruction and examination was in a language other than English.
2. Provide documentation of a Bachelor's degree in a foreign language (major or minor) field of study.
3. Provide documentation that demonstrates successful completion (i.e. grade of "B" or higher) of the intermediate sequence of one foreign language during undergraduate study (e.g. FREN 2003 [quarter system] or Intermediate French II [semester system]).

4. Provide documentation of passing a graduate degree proficiency exam in a foreign language at another university *before* entering at JKSSIS, but no more than **three years prior**. The exam must be the STAMP4S test to be eligible.
5. Pass a foreign language graduate proficiency exam offered through [The Center for World Languages and Cultures](#) (CWLC) at DU. The CWLC offers tutoring, language groups, proficiency testing and other language resources and may be reached via email at cwlc@du.edu.
 - a. The main type of foreign language graduate proficiency exam offered at the CWLC is the STAMP4S test. The STAMP4S test is currently available in Arabic, Chinese, French, German, Italian, Japanese, and Spanish.
 - b. The paper “Translation and Reading” test is used for Latin.
 - c. Foreign language graduate proficiency exams are offered at various times each quarter (except summer) by the CWLC. Please review the schedule of [testing dates](#) for more details. Students must register online at least 72 hours in advance to be eligible to take the exam.
 - d. Students may take the foreign language proficiency exam once per quarter, and are eligible to take the exam a maximum of three times during their academic career at DU.
 - e. Foreign language graduate proficiency exams are not offered during summer quarters. Please plan accordingly.
 - f. The CWLC also has exams, but not regular graders, in Indonesian, Modern Greek, Portuguese and Swedish. Please contact the CWLC for more information about [testing options](#) for these languages.
6. Pass the final course in the intermediate sequence of a foreign language (e.g. FREN 2003) offered at DU with a grade of “B” or higher.
 - a. The DU Department of Languages and Literatures offers language courses in Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Latin, Russian and Spanish.
 - b. Please visit the [Course & Schedules](#) page on the Office of the Registrar’s website to search for language offerings at DU. Given that most language offerings are sequenced, students must plan accordingly and in advance.
 - c. Credit earned via completion of a foreign language class at DU is not eligible to be applied to the overall required credits for your graduate degree. Students that pursue this option are responsible for all associated tuition and fees.
7. Alliance Française:
 - a. Students must complete and pass Class 203 at Alliance Française in Denver.
 - b. For more information: <http://www.afdenver.org/mission/> or 303.831.0304.
8. Berlitz Language Learning and Cultural Training:
 - a. Students must complete and pass a Level 4 language course take a language class at Berlitz in Denver.

- b. Berlitz offers many different languages and many different course options. For more information: <http://www.berlitz.us/> or 888.645.5447.
9. Bridge Language School:
 - a. Students must complete and pass a Level B1 at the Bridge Language School in Denver.
 - b. For more information: <http://www.bridge.edu> or 303.777.7783.
10. Colorado Free University:
 - a. Students must complete and pass an intermediate level 5 or 6 Spanish course at Colorado Free University in Denver. Note: Accelerated Spanish 2 is the equivalent of Spanish 3 and 4, and does not satisfy the requirement.
 - b. For more information: <http://www.freeu.com/spanish/> or 303-399-0093.
11. If you formally studied (high school level or higher) a target language for which testing is not available through [the Center for World Languages and Cultures](#), students may work with the CWLC to explore alternate testing options (e.g. [Language Testing International](#)). In order to be approved and satisfy the JKISIS foreign language requirement, an alternate exam must meet institutional standards and **must be pre-approved by both the JKISIS Director of Graduate Student Affairs and the Center for World Languages and Cultures**. Moreover, please note the following:
 - a. The student is responsible for scheduling, completing, and paying for all required exam components.
 - b. Once pre-approved by JKISIS and the CWLC, the relevant exam(s) must be proctored by [CWLC](#) staff:
 - c. Once the test has been scheduled, students must check-in with the [CWLC](#) to ensure that all arrangements are in order and formally approved.
 - d. Final results must be communicated directly to JKISIS by the [CWLC](#) for verification and recording.

Note: target languages that do not have appropriate and approved tests available, cannot be used to satisfy the JKISIS foreign language requirement. Relevant documentation attesting to proficiency in a language other than English *must* be submitted to the JKISIS Office of Academic and Student Affairs for verification, **at least two quarters prior to the intended date of graduation**.

Other Helpful Resources for Graduate Foreign Language Proficiency:

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

- **Online Language Learning Tools at the University Library:** Students may prepare for their graduate proficiency exam using online resources available at the University Library. Information about these tools (which are free of charge to you) can be accessed [here](#).

Independent Study – INTS 4991

Independent study provides opportunities for the capable student to do special work under individual supervision in areas *not covered by class offerings*. Any student that wishes to complete a graduate independent study (INTS 4991) must obtain approval from an appointed JKSSIS faculty member. As a starting point and in order to facilitate this process, students are advised to draft a one to two page project proposal—with a representative list of scholarly sources that the student intends to consult—and submit it to the faculty member for review.

Students may register for independent study up to three times or for a maximum of 15 credit hours—whichever comes first—during their academic career at JKSSIS. INTS 4991 may be registered for 1-5 credits.

Requirements and Recommendations:

- The final copy of the independent study should be formatted according to *Kate Turabian: A Manual for Writers, Chicago: University of Chicago Press*. With permission of the student's independent study advisor, another format (e.g. *APA*, *MLA*, or "*Blue Book*") may be permissible if it is the standard for the primary discipline in which the research is being conducted.
- The faculty advisor must be an appointed faculty member at JKSSIS. Adjunct faculty may not advise independent study in either an official or unofficial capacity.
- Students must register INTS 4991 for credit during the quarter in which they are actually working on the independent study. It is not permissible to register for credit before work has commenced or after the work has been completed.
- Students are expected to complete the independent study in the same quarter in which INTS 4991 is registered.
- In order to register for INTS 4991, the student must use [the designated form](#) and receive departmental permission (which entails receiving the approval and signature of both the faculty director ["instructor" field] and the Director of Graduate Student Affairs ["advisor" field]). After obtaining the required approvals, the student must take the form to the Registrar's Office for processing in order to be registered officially.
- All independent study must be in accordance with established DU policies and requirements. For more information, please review the "[Course Information](#)" section of the Graduate Policies and Procedures Bulletin.

Master's Thesis – INTS 4995

A Master's thesis involves research and writing that goes well beyond the typical class paper in both depth and length. It should be a rigorous, analytical, and complete work of academic research and analysis, not simply a research design or descriptive reports. A Master's thesis is generally undertaken by students that are interested in pursuing a PhD

An **MA Thesis (INTS 4995)** should represent work equivalent to approximately 10 credit hours of graduate study and may be registered for 1–10 hours of credit.

University of Denver Requirements:

All University policies and requirements governing a [Master's Thesis](#) may be found in the Graduate Policies and Procedures Bulletin, including:

- [Criteria for a Master's Thesis](#)
- [Oral Defense Process](#)
- [Electronic Thesis submission](#)

JKSIS specific Requirements:

- The final copy of the thesis should be formatted according to *Kate Turabian: A Manual for Writers, Chicago: University of Chicago Press*. With permission of the student's thesis director, another format (e.g. *APA*, *MLA*, or "*Blue Book*") may be permissible if it is the standard for the primary discipline in which the research is being conducted.
- The thesis director must be a tenured or tenure-track faculty member at JKSIS.
- Students must register INTS 4995 for credit during the quarter(s) in which they are actually working on the thesis. It is not permissible to register for credit before work on the thesis has commenced or after the work has been completed.
- In order to register for INTS 4995, the student must use [the designated form](#) and receive departmental permission (which entails receiving the approval and signature of both the faculty director ["instructor" field] and the respective Degree Director ["advisor" field]). After obtaining the required approvals, the student must take the form to the Registrar's Office for processing in order to be registered officially.
- Students are encouraged to identify a faculty director and begin working on the thesis by the beginning of their second quarter of the 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 director establish a reasonable and mutually agreeable timeline for exchanging drafts and comments on the student's work. Students should not expect faculty to examine their work over the summer, unless they have made special arrangements.

Other Resources:

For more details, see the "Guidelines for Successfully Scheduling and Completing your Dissertation and Thesis" PowerPoint Presentation available on the "[Dissertations & Theses](#)" tab of our [Portfolio Community page](#).

Substantial Research Paper (SRP) – INTS 4996

A Substantial Research Paper (SRP) is a problem-focused paper designed to engage students in the process of applied research. In contrast, an MA thesis involves in-depth academic research that is often theoretical in nature and typically undertaken by students interested in pursuing a PhD, while an independent study tends to be a much more general research project. An SRP is typically shorter than an MA thesis, and longer than an independent study. An SRP does not require a review committee or an oral defense; rather, it will be supervised and graded by a single appointed faculty member.

An **SRP (INTS 4996)** should represent work equivalent to approximately 5 credit hours of graduate study and may be registered for 1–5 hours of credit.

Note: Peace Corps Master's International candidates *must* register the required SRP for zero credits during the quarter in which the student intends to graduate.

Requirements and Recommendations:

- The final copy of the SRP should be formatted according to *Kate Turabian: A Manual for Writers, Chicago: University of Chicago Press*. With permission of the student's SRP advisor, another format (e.g. *APA, MLA, or "Blue Book"*) may be permissible if it is the standard for the primary discipline in which the research is being conducted.
- The SRP faculty advisor must be an appointed faculty member at JKIS. Adjunct faculty may not advise SRPs in either an official or unofficial capacity.
- Students must register INTS 4996 for credit during the quarter(s) in which they are actually working on the SRP. It is not permissible to register for credit before work has commenced or after the work has been completed.
- Students are allowed (but not required) to apply up to five credit hours toward their degree, earned during a single quarter or allocated over no more than two consecutive quarters. Students may not pursue more than two SRPs for a maximum total of 5 credit hours toward degree requirements.
- In order to register for INTS 4996, the student must use [the designated form](#) and receive departmental permission (which entails receiving the approval and signature of both the faculty director ["instructor" field] and the respective Degree Director ["advisor" field]). After obtaining the required approvals, the student must take the form to the Registrar's Office for processing in order to be registered officially.

Note: please do not check any boxes in the top row of the form (simply insert "INTS 4996" in the "Subject/Course #" field, and do not forget to sign and date the form in the "Student Signature" section.

- Once INTS 4996 appears on the student's transcript, it will also appear in the faculty supervisor's course roster. Upon completion of the SRP the faculty member must (1) assign a final grade in PioneerWeb, and (2) complete the designated SRP Approval and Grade Form which is accessible on our [Portfolio Community site](#).

- NOTE: Beginning in Winter Quarter 2017, the supplemental SRP Approval and Grade Form will no longer be required for students that register formally for INTS 4996. Faculty advisors will still be required to input a final grade in PioneerWeb by the standard quarterly grading deadline.
- Students are encouraged to identify a faculty advisor and begin working on the SRP as soon as it is appropriate to do so. It is important that the student and faculty director establish a reasonable and mutually agreeable timeline for exchanging drafts and comments on the student's work. Students should not expect faculty to examine their work over the summer, unless they have made special arrangements.

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 five primary requirements for approved experiences. Internships must:

- Be completed during a student's degree program
- Involve substantive, graduate-level, degree-relevant, and project-based work for an organization that extends classroom learning and furthers a student's professional development and career goals
- Meet the minimum hours requirement
- Be completed with one organization which is not the University of Denver or your family-owned organization/business
- Be trained and supervised by a member of the organization's staff or Board of Directors at a location outside of your supervisor's home office

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 sections in this handbook for specific requirements.

Approval Process Summary:

Internships submitted for approval through the Office of Career and Professional Development (OCPD) are managed via KorbelCareers (<https://denver-grad-csm.symplicity.com/>). 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 in the Internship Information Guide 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 assumes responsibility for the following:

- Read, follow, and be aware of all internship-related policies and deadlines outlined in this Handbook, posted in the Internship Information Guide on KorbelsCareers, and distributed via JKSSIS/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 Korbels MA student. 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 determining whether a visa is necessary and securing required visas. 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 experiences, but this is separate from, and in addition to, students' own health insurance coverage)
- Secure required vaccinations/medications
- International students seeking 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 approved experience 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 (Member # 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 PioneerWeb International Travel Menu form, Korbel's Emergency Contact Survey, and the State Department's Smart Traveler Enrollment Program (STEP)

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, International SOS information, or other information of a credible threat to the safety, health, or well-being of the student.

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.

Josef Korbel School of International Studies in Washington, DC Program

JKSIS began its Washington DC Internship Program in fall 2005. With a programmatic emphasis on development, security and globalization, the DC Program focuses 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 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.

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 DC Program will develop professional skills and provide numerous networking opportunities unique to being located in the nation's capital. The Director of the Office of Career and Professional Development views the program as part of JKSIS' commitment to placing students in the Washington DC area and linking current students with the broad network of alumni based in Washington.

Overview:

Each year, up to 20 students are selected to spend a semester in Washington DC. Participants typically take two academic classes to reach 10 quarter hours (each class is five credits and meets once a week in the evenings). This is in conjunction with a 20-30 hour/week internship (students may register a maximum of five hours of internship credit as well). There is also the option to take up to three classes for five credits each (for a total of 15 credit hours); the internship is not required, but strongly recommended while in DC.

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

Eligibility and Application Process:

The DC program is open to Master's degree-seeking students at the Josef Korbel School of International Studies with an overall GPA of 3.00 or higher. Students from all degree programs within the Josef Korbel School are welcome to apply. No more than 20 students will participate in the DC program each academic year. Students that are nearing graduation but wish to participate in the DC program are encouraged to contact the Student Affairs Coordinator at the Josef Korbel School.

Applications will be accepted from November – January each year. Applicants will be asked to submit a completed online application form and current resume. Applications received after the posted deadline **will** not be considered. An internal review committee will review each application and all applicants will be notified of the committee's decision within two weeks of the deadline. Those accepted to the program will be required to pay a non-refundable processing fee of \$200.

Course Offerings

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

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

Note: course offerings are subject to change and admitted students will be notified of changes as soon as such information becomes available.

For more information, please visit:

- <http://www.du.edu/korbel/programs/masters/korbel-in-dc/index.html>
- <https://www.maxwell.syr.edu/dc/gsdp/overview/>

Contact Information:

Kendra Grimm
Student Affairs Coordinator, Office of Academic and Student Affairs
Ph: (303) 871-3608 | kendra.grimm@du.edu

Josef Korbel School of International Studies

Geneva Program

In September 2013, the Sié Chéou-Kang Center launched the Korbel in Geneva program, a study abroad opportunity for Master's degree students at the Josef Korbel School of International Studies. Each year, up to ten students will be selected to spend six months in Geneva, Switzerland, as part of an academic exchange with the Graduate Institute for International and Development Studies. Student participants arrive in Geneva in June and stay through December and have the opportunity to intern at a Geneva-based organization and to complete two graduate-level courses during their stay.

Overview:

The program offers a unique educational opportunity for Korbel students by combining coursework on the theory and practice of international relations with exceptional employment and internship opportunities in Geneva. Geneva is home to an array of international organizations, NGOs, diplomatic missions, and multinational firms. After completing a six-month internship and two graduate-level courses, students will return to the Korbel School with a heightened understanding and knowledge of the world and the professional skills to put that knowledge to use.

The Korbel in Geneva program is administered in collaboration with [The Graduate Institute of International and Development Studies](#). The Graduate Institute is an institution of research and higher education dedicated to the study of world affairs, with a particular emphasis on the cross-cutting fields of international relations and development issues. The Institute has a long-standing reputation of excellence and shares strong ties with the international and non-governmental organizations in Geneva, as well as being home to a diverse and vibrant group of students and faculty from all over the world.

Eligibility and Application Process:

The Geneva program is open to Master's degree-seeking students at the Josef Korbel School of International Studies with an overall GPA of 3.00 or higher. Students from all degree programs within the Josef Korbel School are welcome to apply. No more than 10 students will participate in the Geneva program each academic year. Students that are nearing graduation but wish to participate in the Geneva program are encouraged to contact the Student Affairs Coordinator at the Josef Korbel School.

Applications will be accepted from November - January each year. Applicants will be asked to submit a completed online application form and current resume. Applications received after the posted deadline will not be considered. An internal review committee will review each application and all applicants will be notified of the committee's decision within two weeks of the deadline. Those accepted to the program will be required to pay a non-refundable processing fee of \$200.

Courses, Tuition, and Financial Aid:

Student participants will enroll in two Master's-level, elective courses offered by the Master in International Affairs program at Graduate Institute during the fall semester of the program year. Each course is worth six European credits and is held two hours/week over 14 weeks. Each course is equivalent to a five credit course offered at the Korbel School and will transfer as such. Students may also earn up to five credits through an approved internship placement with a Geneva-based organization. In total, students will be able to earn 15 credit hours toward their degree while participating in the Geneva program.

Examples of the courses that may be offered by the Graduate Institute can be found [here](#). Note that Korbel student participants will not be guaranteed enrollment in specific courses and the course offerings will not be released until May. **This arrangement means that Korbel students will commit to participating in the Geneva program without knowing which elective courses will be offered to them by the Graduate Institute.**

While in Geneva, students will be enrolled at the Graduate Institute as visiting, non-degree seeking students. This will allow students to have full access to all services and resources at the Graduate Institute. Per this arrangement, students will also be subject to the Graduate Institute student conduct policies during the duration of the program.

Tuition and fees will continue to be paid directly to the University of Denver and students will continue to be bound by the University of Denver Honor Code. Students participating in the Geneva program will continue to receive their DU financial aid package (loans, scholarships, grants). Please note that work study and research assistant funding will not transfer to the Geneva program. Students may work with the Office of Financial Aid to request a one-time increase to their loans to cover the cost of travel to Geneva but cannot request additional loan funding to cover the cost of living there. Any questions related to tuition, fees, or financial aid may be directed to [Jennifer Quinn](#), Assistant Director of Graduate Student Aid at the University of Denver.

Visas, Living Expenses, and Other Costs:

Each student is responsible for applying for a student visa a minimum three months before the start of the program. The application process and cost of the visa will vary depending on the nationality of the student. Visa requirements can be found [here](#). Note that the Graduate Institute and the Korbel School will provide each student with an invitation letter in support of the student's visa application.

Each student will be responsible for organizing and paying for his or her travel to and from Geneva. Students will also be responsible for personal costs that may be incurred as a result of participation in the program. Costs may include but are not limited to: airfare; housing in Geneva; transportation; meals; entertainment; books and supplies; and other personal expenses. Student participants are also required to possess current, valid student health insurance at their own expense. Neither the University of Denver nor the Graduate Institute will be financially responsible for any medical expenses incurred by students while participating in the program.

Living expenses in Geneva vary greatly depending on the chosen standard of living. According to the Graduate Institute, students should plan on monthly living expenses (including housing) of about CHF 1,800. Students are encouraged to begin looking for housing as soon as they know they will be participating in the program. Housing recommendations from the Graduate Institute can be found [here](#).

Internships:

A core component of the program is an internship at a Geneva-based international organization, NGO, or multinational firm. It is incumbent upon the student to research and locate opportunities and to apply and secure an internship. The Korbel Office of Career and Professional Development is available to students to provide advice, resources and professional development assistance during a student's internship search.

In 2014, students had internships at the World Health Organization, the Geneva Centre for the Democratic Control of Armed Forces (DCAF), and the International Committee of the Red Cross, among others.

For more information, please visit:

- <http://www.du.edu/korbel/programs/masters/korbel-in-geneva/index.html>

Contact Information:

Kendra Grimm
Student Affairs Coordinator, Office of Academic and Student Affairs
Ph: (303) 871-3608 | kendra.grimm@du.edu

Graduate Policies & Procedures

Graduate Policies and Procedures Bulletin

With a handful of exceptions in which our departmental policy is more stringent than University policy, the Josef Korbel School of International Studies is required to comply with and enforce all graduate policies and procedures established by the University of Denver.

Our graduate students are expected to become familiar with and observe all policies as outlined in the [Graduate Policy and Procedures Bulletin](#). Moreover, students are required to attend all departmental and institutional Graduate Orientation events. Understanding your responsibilities as a student and learning about the resources available to you during your time at DU, will help pave the way for a positive and successful experience in graduate school.

Honor Code & Student Conduct

The faculty and staff of the Josef Korbel School of International Studies endorse the [University of Denver Honor Code](#) and strongly support the principle that academic honesty is essential for study within the university. Students must adhere to the Honor Code in all ways, and understand specifically that to submit work that is not one's own (e.g. plagiarism, cheating, and other forms of academic misconduct) are subject to disciplinary action, including immediate expulsion from study at the University of Denver/ Josef Korbel School of International Studies.

For more information, please review the "[Student Conduct](#)" section of the Graduate Policies and Procedures Bulletin.

JKSIS Plagiarism & Academic Conduct Policy

The Josef Korbel School of International Studies M.A. and Ph.D. Handbooks state that faculty and staff endorse the University of Denver honor code, as well as the principles and standards that intellectual and academic honesty are essential for study within the university. Students are required to honor these principles and understand that to submit work which is not their own violates the spirit and purpose of the [University of Denver Honor Code](#).

Students that engage in cheating (on the basis of evidence submitted by a professor and analyzed by the Academic Advisory Committee) will receive a **failing grade** for the course in which it occurred and may be **terminated** from all degree programs.

Plagiarism occurs when one submits written work borrowing the ideas and phrasing of another author without acknowledging such usage by footnotes and quotation marks. A paper written entirely, or in part, by one author and submitted under the name of another also constitutes plagiarism. Examination cheating includes the use of unauthorized aids during the testing process. Constructing artificial data for a class project, thesis or dissertation through unacceptable methods is also considered cheating.

All incoming students are required to:

1. Review the JK SIS Plagiarism Policy (found at <http://portfolio.du.edu/issta/page/36603>), and
2. Sign and date the sheet acknowledging that they have read the policy, understand the consequences of committing plagiarism, and agree to be bound by the policy.

Responsible Conduct of Research

Authorship

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

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

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

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

- [Office of Research Integrity: Overview](#)
- [Office of Research Integrity: Quick Guide](#)
- [International Committee of Medical Journal Editors](#): A common starting point for a discussion of authorship is the International Committee of Medical Journal Editors (ICMJE) guidelines.

- [Online Ethics Center for Science and Engineering](#): Resources for Group Mentoring in Responsible Conduct of Research
- [Office of Research Integrity: Guidelines for Responsible Conduct of Research](#)

For more information, or for a more detailed presentation on the topic of Responsible Authorship, or other topics related to RCR, please feel free to contact [Mary Travis](#), Director of Research Compliance in the [Office of Research and Sponsored Programs](#).

Institutional Review Board

The University of Denver is committed to protecting the rights and welfare of individuals participating as subjects in its research. The Office of Research Compliance/IRB is home to an [Institutional Review Board](#) (IRB) charged with reviewing human subjects research. The DU IRB reviews all human research protocols in accordance with federal regulations, state laws, and local and University policies. The IRB is composed of members from various disciplines within the education, social, and behavioral sciences as well as community members.

Grades, GPA and Academic Standards

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 levels of academic performance.

- **'A'** range: 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'** range: signifies acceptable graduate level work.
- **'C'** range: 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. 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.

For more information, please review the following University of Denver resources:

- [Grading System](#) (Office of the Registrar)
- [Grades and Reporting](#) (Graduate Policies and Procedures Bulletin)
- [Grades and Reporting](#) (Office of the Registrar)
- [Academic Standards](#) (Graduate Policies and Procedures Bulletin)
- [Incomplete Grade Policy](#) (Office of the Registrar)
- [Grade Change Policy](#) (Office of the Registrar)
- [Grade Appeals](#) (Graduate Policies and Procedures Bulletin)

Graduate students must maintain a cumulative GPA of 3.0 or higher in order to be in good academic standing and remain eligible to graduate. After three consecutive quarters of deficit or if, in the opinion of the student's advisor, department chair and/or dean, the student is incapable of raising his/her GPA to 3.0 or finishing requirements for the degree, the student will be terminated from the program.

Procedure for Academic Grievances & Appeals

Current and active students may appeal academic and student status related decisions and/or seek resolution of complaints or grievances through the [Academic Grievance and Appeals](#) Procedure during their enrollment at the University of Denver.

Registration

The DU Office of the Registrar establishes and enforces DU [registration policies](#) and provides students with the tools necessary to navigate and execute the registration process successfully. The JKSSIS Office of Academic and Student Affairs is happy to offer additional support or troubleshooting when possible.

Some helpful registration resources include:

- [Graduate Registration Policies](#) (Graduate Bulletin)
- [Building Registration Plans](#) (Office of the Registrar)
- [How to Register](#) (Office of the Registrar)
- [Registration Time Assignments](#) (Office of the Registrar)
- [Registration Errors](#) (Office of the Registrar)
- [Registration Holds](#) (Office of the Registrar)
- [Academic, Registration & Billing Calendar](#), including add/drop deadlines, (Office of the Registrar)
- [Late Registration Fees](#) (Office of the Registrar)
- [Tuition Refund](#) (Office of the Registrar)
- [Waitlists](#) (JKSSIS)

Courses requiring special approval:

While registration for most courses may be completed online during open registration periods (at or after your designated registration time), there are some instances in which [special approval](#) may be required. These include:

- Continuous Enrollment
- Independent Research (e.g. SRP, Thesis, Dissertation)
- Independent Study
- Internship Credit

For more information and specific details, please review the relevant sections of this handbook and/or the [Graduate Policies and Procedures Bulletin](#).

Coursework outside of JKSiS

1. Any student wishing to take graduate level coursework in another department or academic unit must have the permission of that department/unit. Note: the tuition and fees applicable to that unit will apply.
2. With the exception of formal/approved dual degree programs or joint certificate programs, coursework from other departments/units must receive *explicit* approval from a student's degree director in order for the credit to apply toward degree requirements.
3. Credit from DUs University College and the Colorado Women's College is *not* eligible to be used toward degree requirements for any INTS graduate degrees.
 - a. Note: Conflict Resolution students *may* be eligible to take University College courses with the explicit approval of the CRES degree director.
4. JKSiS graduate students are limited to a maximum of 15 credits taken in other departments/units. This coursework *must be* completed at the graduate level in order to count toward degree requirements, so please consult the department/unit to confirm [course information and level](#) (i.e. not all 3xxx-level courses are considered graduate-level).

Transfer of Credit Policy

Students seeking transfer of *graduate* credit from a previous institution should refer to [DU's Transfer of Credit Policy](#). Provided all criteria are met, students must:

1. complete and sign a [Transfer of Credit Request Form](#);
2. submit the form, along with all relevant syllabi, to the [JKSiS Associate Dean of Academic Affairs](#) for review; and
3. ensure that an *official* transcript from the institution in question is on file with the Office of Graduate Studies.

Note: undergraduate credit is not eligible for transfer toward a graduate degree program.

If the transfer of credit request is approved by the [JKSiS Associate Dean of Academic Affairs](#) (Department Chairperson), you will be notified and the form will be forwarded to the Office of Graduate Studies for the next level of review and approval by the Associate Provost for Graduate Studies.

Leave of Absence/Withdrawal from the University

Students considering time away from graduate study must communicate with the University prior to taking time off from the graduate program and complete the appropriate paperwork. There are two types of withdrawals: temporary (including personal and medical leaves of absence) and permanent.

For detailed information and policies regarding withdrawing from the University, either temporarily or permanently, please see the “[Student Withdrawal from the University](#)” section of the Graduate Policies and Procedures Bulletin.

Re-admission Policy

Students that take time away from graduate study *without* following the proper withdraw procedure, in addition the students that are terminated from the program, must apply for readmission in order to official re-enter a program of study. For detailed information, please see the “[Readmission](#)” section of the Graduate Policies and Procedures Bulletin.

Note: Re-admitted students are required to attend new student orientation.

Other Potential Reasons for Taking Time Away from JK SIS

Outside of a temporary personal or medical leave of absence* from the university, there are a handful of other reasons a student may spend time away from a JK SIS MA Program, including:

- **Fellowships** (e.g. Boren, Fulbright, & EMDAP), during or outside of the regular academic year, which require a student to maintain active student status/graduate school enrollment;
- **Peace Corps Service** for Peace Corps Master’s International students;
- **Internships** conducted outside of the Denver area during the regular academic year;
- Participation in the Korbel in DC Program or the Korbel in Geneva Program;
- **Thesis-related research** required for degree completion and conducted outside of the Denver area;
- **Unaffiliated Study Abroad:** while not commonly pursued at the graduate level, students are *eligible* to transfer a maximum of 15 quarter credits toward degree electives from an accredited academic program conducted abroad. Please note that all unaffiliated study abroad programs require significant advance planning, institutional pre-approval via the Office of Internationalization, as well as explicit permission of the department and the degree director. For more information regarding process and relevant deadlines, please refer to the [Unaffiliated Programs by Petition](#) (UPP) policy, and [the UPP supplement](#).

*Note: Please refer to the “Leave of Absence/Withdrawal from the University” section of this handbook, as well as the “[Student Withdrawal from the University](#)” section of the Graduate Policies and Procedures Bulletin for more details about a temporary leave of absence.

How to Properly Structure Time Away from Graduate Study:

The manner in which a student must structure their time away from graduate study, depends on the situation and circumstance. Options may include a leave of absence, registering for internship/research credit, and/or registering for continuous enrollment status. Please consult with the JK SIS Office of Academic and Student Affairs for additional guidance or to be directed to the appropriate support office and resources.

Important Considerations for Taking Time Away from Graduate Study:

A student that falls into one these categories must take into consideration a number of important factors* in order to plan in advance and plan appropriately.

Planning Factors & Guiding Questions	Policy & Information Resources
Timing:	
When do you intend to take time away from the program (e.g. beginning, middle, or end)?	Depending on when you intend to take time away, you will need to consider a range of possible factors as outlined below.
Progress toward degree completion:	
What is your anticipated date of graduation? Are there classes which you must complete that are only offered once a year? If so, what is your plan for completing them prior to graduation?	Visit Student Affairs Portfolio site for course schedules. Consult with your degree director for advising and planning purposes. Be aware of the Time Limit for MA Degree Completion policy.
Credit & Degree Requirements:	
What are your options for earning credit and remaining on track for degree completion? If you are taking classes at another institution, have you obtained the appropriate permissions and is the eligible for transfer?	Consult the Graduate Policies and Procedures Bulletin .
Enrollment Status and Financial Aid/Loans:	
What impact will time away have on your enrollment status? On loan repayment structure/timing? Is there a minimum number of credits in which you need to be enrolled to remain eligible for loan disbursement? What is the grace period for loan repayment? Is loan deferment an option?	Consult the “ Enrollment Status ” section of the Graduate Policies and Procedures Bulletin, as well as the “ Graduate Student ” section of the Office of Financial Aid website .
Scholarships:	
What impact will this have on your academic year scholarship(s)?	Consult with the Office of Financial Aid and the JK SIS Director of Graduate Admission .
Student Employment/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 level research assistant job (not work study), will your role be impacted?	For student employment/work study information, visit the Office of Student Employment . For departmental-level research assistant positions, 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? Is there a minimum number of credits in which you need to be enrolled to maintain your student visa and immigration status?	Consult with the Office of International Student and Scholar Services .
Career Development:	
How is this experience moving you toward your career goals?	Consult with the JK SIS Graduate Office of Career and Professional Development team.

*NOTE: this information is meant to serve only as a general starting point; it is by no means a complete or comprehensive guide given that each student’s situation is unique.

Continuous Enrollment

Registration for Continuous Enrollment (CE) is limited to students who have completed all required coursework, with the exception of independent research hours (i.e. INTS 4995, INTS 4996, or INTS 5995) needed to complete a degree. CE is designed primarily for students who are working on a thesis, SRP, or doctoral dissertation.

For detailed information and policies regarding continuous enrollment, please see the “[Enrollment Status](#)” section of the Graduate Policies and Procedures Bulletin. Additional information is available regarding a [Tuition and Fees](#) and [Graduate Financial Aid](#) as it pertains to continuous enrollment.

Degree Completion & Graduation

Students may not receive a University of Denver degree without completing all [degree requirements](#). Students may not receive a degree with fewer than the published number of credits or with a cumulative GPA below the 3.0 minimum required for JK SIS graduate degree programs.

Per [graduate policy](#), students are required to submit the graduation application two quarters in advance of the intended date of graduation. Failure to abide by [university deadlines](#), as well as relevant departmental deadlines, will result in graduation delays.

General Graduation Planning Information and Resources:

- [Graduation Requirements](#) (Graduate Policies and Procedures Bulletin)
- [Graduation Instructions, Dates & Deadlines, and Forms for Graduate Students](#) (Office of Graduate Studies)
- [Graduation and Oral Defense Information](#) (Office of Graduate Studies)
- [Application for Graduation](#) (Office of the Registrar)
- [Commencement Ceremonies](#) (Graduate Policies and Procedures Bulletin)

JK SIS Specific Policies and Processes:

In order to facilitate an efficient and timely degree verification process, **all graduate degree candidates at the Josef Korbel School of International Studies are responsible for complying with the following requirements *at the time of application to graduate*:**

- Submit a final and accurate Program Statement (online via the [Student Affairs Portfolio Community](#) site), which has been approved and signed by the designated Degree Director;
- If applicable, ensure that any [course substitution approval forms](#) have been completed and submitted to the Office of Graduate Studies;
- Complete the language proficiency requirement and submit the relevant documentation to the Office of Academic and Student Affairs;
- Resolve any outstanding incompletes (I);
- Complete all coursework to date with an overall GPA of 3.0 or higher.

Students that do not comply with these requirements will not be advanced to candidacy by the Josef Korbel School of International Studies.

Furthermore, final graduation certification will not be granted until the student has satisfied *all* degree requirements—including coursework and non-course requirements (e.g. internship/practicum, language

requirement, thesis/dissertation/SRP, etc.)—and unless the student has satisfied the minimum credit hour requirement, met the minimum GPA threshold required for degree completion, and is in compliance with all other policies governing graduate degree requirements (see the [Graduate Policies and Procedure Bulletin](#) for complete details).

For complete details, including instructions and checklists, please visit the “Graduation and Commencement” tab of our Portfolio Community site at <http://portfolio.du.edu/issta/page/54365>.

Tuition & Fees

Information pertaining to University of Denver [Tuition and Fees](#) may found on the Office of the Registrar’s website.

Additional policies and resources may be found online at:

- [Tuition and Fees](#) (Graduate Policies and Procedures Bulletin)
- [Tuition and Fees](#) (Office of the Bursar)

Privacy of Educational Records & Access to Information

The University of Denver is committed to the safeguarding and accurate maintenance of student records. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides students with a number of rights regarding their educational records.

More information may be found on the Office of the Registrar’s [website](#).

Student Resources

Summary of Campus Resources

We understand that graduate school can be intense and that students have rich and complex lives outside of the classroom. In order to maximize your time at the University of Denver and the Josef Korbel School of International Studies, we hope you will familiarize yourself with and take advantage of the many resources available to support your personal, academic, and professional well-being while on campus.

Below is brief list of helpful resources. Students with questions or concerns about connecting to appropriate resources and support services are encouraged to be in touch with the JKIS Office of Academic and Student Affairs.

Academic and Degree Resources:

- [Anderson Academic Commons](#)
- [Center for World Languages and Cultures](#)
- [Current Graduate Students](#) (under “Academics” tab)
- [Disability Services Program](#)
- [Graduate Policies and Procedures Bulletin](#)
- [Institutional Review Board](#)
- [University Libraries](#)
- [Writing Center](#)

Career and Professional Development Resources:

- [DU Career Services](#)
- [JKIS Office of Career and Professional Development](#)

Graduate Financial Aid Resources:

- [Office of Financial Aid](#)

Health, Safety & Wellness Resources:

- [Campus Safety](#)
- [Center for Multicultural Excellence](#)
- [Health and Counseling Center](#)
 - [Center for Advocacy, Prevention and Empowerment \(CAPE\)](#)
- [Religious & Spiritual Life](#)
- [Richie Center for Sports and Wellness](#)
- [Sexual Respect & Title IX](#)

International Student Resources:

- [Disability Services Program](#)
- [English Language Center](#)
- [International Student and Scholar Services](#)
- [International Student Groups](#)

- [Writing Center](#)

Student Life Resources:

- [Campus Faith Communities](#)
- [Center for Community Engagement & Service Learning](#)
- [Center for Multicultural Excellence](#)
- [Driscoll Student Center](#)
- [DU Clubs and Organizations](#)
- [Graduate Student Government](#)
- [International Student Groups](#)
- [JKIS-affiliated Student Groups](#)
- [Pioneer Athletics](#)
- [Religious & Spiritual Life](#)

Technology Resources:

- [Canvas](#)
- [MyWeb](#)
- [PioneerWeb](#)
- [Portfolio Communities](#)
- [University Technology Services](#)
 - [New Student Support](#)
 - [Help Desk & Support](#)
 - [Service Requests](#)

Additional Student Resources:

- [Calendars](#)
- [DU Housing & Residential Education](#)
- [DU Parking & Transportation](#)
- [Graduate Student Resources](#)
- [Office of Graduate Studies](#)
- [Ombuds Office](#)
- [Support Services and Resources](#) (Graduate Policies and Procedures Bulletin)

Student Organizations

For students wishing to get involved outside of the classroom, extracurricular opportunities abound both at the Josef Korbel School of International Studies and the University of Denver in general. To learn more, please explore the following resources:

- [DU Clubs and Organizations](#)
- [International Student Groups](#)
- [JKSIS-affiliated Student Groups](#)

Additionally, the two primary graduate student organizations relevant to JKJIS/DU include:

The Josef Korbel School of International Studies Graduate Student Association, which represents graduate 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 JKJIS. The PhD, MA and International Student Representatives all are voting members of the Faculty Council. For more information, please visit: <https://portfolio.du.edu/jksis.gsa>

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, or visit: <http://www.du.edu/gsg/index.html>.

Research Assistantships

To apply for research assistantship positions, please submit your resume and a cover letter to the Office of Academic and Student Affairs (issta@du.edu). Please submit a general cover letter that speaks to your skills, experience, and academic/professional interests. All cover letters and resumes submitted are placed into a binder for professors' consideration at the start of Fall Quarter.

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

Funding to Attend Academic Conferences

Students that **present a paper** at a conference (relevant to their field of study) or conduct dissertation research can apply for funding through the JK SIS Graduate Student Association (GSA).

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>.

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.

JK SIS Research Centers, Institutes and Clinics

The Josef Korbel School is home to a number of research centers, institutes and clinics that add depth and breadth to the school's commitment to integrating teaching, research and practical problem solving. Students gain enriching research and internship opportunities through these centers, where they work alongside and network with world-renowned scholars, practitioners and experts.

For more details, please visit the "[Faculty and Research Centers](#)" tab of the main JK SIS website.

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' (JK SIS) Office of Career and Professional Development's (OCPD) mission is to enhance career success through programming, education and networking.

We achieve this by providing:

- Career education through courses, workshops, events, and resources;
- Professional development through career coaching and opportunities to pursue practical experience;
- Opportunities for connections between students, alumni and employers through targeted and proactive marketing and relationship management.

The OCPD provides comprehensive services to JK SIS graduate students including:

Individual Career and Fellowship Coaching:

Students may schedule in-person appointments for assistance with 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 non-credit 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 are offered on a variety of topics such as networking, writing competitive fellowship applications, working a career fair, the security clearance process, conducting a federal career search, etc.

Resources:

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

KorbelCareers.com and portfolio.du.edu/korbelcareers

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

Please note: Matriculated students and alumni are able to access KorbelCareers.com and portfolio.du.edu/korbelcareers after attending the mandatory orientation workshop. After completing the Career Survey and uploading a resume in KorbelCareers.com, students may use all the services offered by the Office of Career and Professional Development.

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 fields. Recent presenters have represented a variety of employers including the U.S. Department of Commerce, U.S. General Accountability Office, U.S. Department of State, CIA, Oxfam America, International Rescue Committee, Catholic Relief Services, United Nations Development Program, Inter-American Development Bank, and more.

Washington D.C. Career Connections Program:

Each year, this trip to Washington D.C. provides students the opportunity for career exploration in the International Affairs field, learn about the D.C. job market, 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 approximately 2,000 alumni and student members and growing. This is a forum for requesting informational interviews and allows you to follow discussions on career trends.

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

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

1. Students are expected to represent themselves and their experiences accurately and honestly in all written and oral communications with the OCPD, prospective employers, and alumni.
2. Students are expected to act in a professional and respectful manner in all meetings, events, correspondence, trips, and networking opportunities.
3. After attending the OCPD orientation session and receiving information on KorbelCareers, it is the student's responsibility to login into KorbelCareers, complete the Career Survey and upload a current resume. These documents must be uploaded prior to scheduling an appointment with OCPD staff.
4. The OCPD staff will review resumes uploaded into KorbelCareers and will respond within 3 business days. This response will indicate whether or not the resume has been approved for resume books.

5. Approved resumes on KorbelsCareers may be submitted to Resume Books. With regard to Resume Books: students are expected to only pursue opportunities in which they are truly interested and for which they meet the stated qualifications.
6. Students may schedule career coaching appointments with OCPD staff members. Students are expected to provide all available materials (i.e. resume, cover letter, position description) relevant to the appointment to the staff with whom they are meeting at least 24 business 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. We kindly request a minimum of 24 hours notice when canceling an appointment, except in the case of an emergency. Failure to give 24 hours notice, repeated cancellations and/or failure to show for events or appointments may result in the loss of access to OCPD services including career coaching and access to KorbelsCareers.
10. The OCPD keeps 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, please contact a member of the OCPD professional staff.

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 will probably work out.