

# MA HANDBOOK 2012-2013



UNIVERSITY *of*  
DENVER

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JOSEF KORBEL SCHOOL *of*  
INTERNATIONAL STUDIES

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

**Updated 11/05/2012**

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

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

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# PROGRAM REQUIREMENTS

# Master of Arts in International Studies

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

1. **International Studies Core:** Choose one course from the following list (5 credits).

INTS 4324 International Political Economy  
INTS 4349 Comparative Public Policy and Finance  
INTS 4370 Political Economy of Globalization  
INTS 4501 Comparative Politics in the 21st Century  
INTS 4599 Ethics and International Relations (was previously INTS 4601)  
INTS 4711 Citizens in Representative Democracies (Political Behavior)  
INTS 4715 Problems and Challenges of Democratization  
INTS 4820 Ancient Political Theory  
INTS 4821 Early Modern Political Theory  
INTS 4900 International Politics  
INTS 4951 Classics in International Relations Theory

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

## **International Politics**

INTS 4900 International Politics  
Three other courses in International Politics  
For questions in this field, see Jack Donnelly or Susan Rivera.

## **Comparative Politics**

INTS 4501 Comparative Politics in the 21st Century  
Three other courses in Comparative Politics  
For questions in this field, see Susan Rivera.

## **International Political Economy**

INTS 4310 International Trade  
INTS 4320 International Monetary Relations  
INTS 4324 Introduction to International Political Economy  
Plus a fourth course  
For questions in this field, see Rachel Epstein.

## **Political Theory**

Any four of the following:  
INTS 4599 Ethics and International Affairs  
INTS 4820 Ancient Political Theory  
INTS 4821 Early Modern Political Theory  
INTS 4822 Contemporary Political Theory  
INTS 4851 Theories of Non Violence or INTS 4852 Theories of Non Violence II  
For questions in this field, see Alan Gilbert.

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

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

Quantitative courses

INTS 4051 Statistical Methods II\*

INTS 4052 Statistical Methods III\*

INTS 4057 Statistics for International Affairs\*\*

INTS 4332 Data Analysis for Development (Prerequisite: INTS 4051 Statistical Methods II)

INTS 4333 International Project Analysis

INTS 4342 Project Management

INTS 4345 The Art of Forecasting

INTS 4423 Health Data for Decision-Making

INTS 4575 Systems Thinking for Social Scientists

Management and communications courses

INTS 4391 Financial Management and Fundraising for Non-Profits

INTS 4394 Non-Profit Management: Issues and Techniques

INTS 4555 Professional Communications

INTS 4557 Cross-Cultural Communications

Issue-oriented courses

INTS 4483 Practical Applications in Global Health

INTS 4493 Humanitarian Aid in Complex Emergencies

INTS 4735 Security and Defense Analysis Methods I

INTS 4736 Strategic Intelligence Data Collection and Analysis

INTS 4739 Security and Defense Analysis Methods II (Prerequisite: INTS 4735)

INTS 4954 Human Rights Research and Writing Seminar

Qualitative and other field methods

INTS 4010 Epistemology

INTS 4960 Systems and Policy Analysis

INTS 4964 Political Risk Analysis

INTS 4966 Applied Field Methods

5. **Foreign Language Proficiency:** Required

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

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

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

\*Statistics II (INTS 4051) has a prerequisite of Statistics I (INTS 4050). Students with a background in statistics should contact the instructor about a placement exam that will be used to determine if they may enroll in Statistics II without having completed Statistics I at the Korbel School. Credit for Statistics I (INTS

4050) counts toward the 90-credit degree requirement (as an elective), but cannot be used to satisfy the skills course requirement for the degree.

\*\*Statistics for International Affairs (INTS 4057) is an accelerated course. Students should only enroll in this course if they earned a score of 600 or better on the math portion of their GRE exam (students with a lower math GRE score may not take the course without the permission of the instructor).

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

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

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

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

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

Students may be interested to know that the course, “Economics: Fundamental Knowledge, Global Applications” (INTS 4536) with Professor Mark Evers (to be taught in the Fall quarter only), is designed for students who have **NEVER** successfully completed an undergraduate course in Introductory Macroeconomics & Microeconomics (or undergraduate Principles of Economics or undergraduate

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

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



International Economics). INTS 4536 will prepare students who do not possess this basic economics background to enroll in INTS 4310 (Int'l Trade) and INTS 4320 (International Monetary Relations).

## Curriculum

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

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

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

Or a Political Theory course, typically:

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

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

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

And one of either:

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

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

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

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

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

### 3. Concentration: Three courses (12-15 credits):

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

### 4. Skills Set: Three courses (12 - 15 credits):

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

### 5. Foreign Language Proficiency: Required

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

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

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

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

\*\*Statistics for International Affairs (INTS 4057) is an accelerated course. Students should only enroll in this course if they earned a score of 600 or better on the math portion of their GRE exam (students with a lower math GRE score may not take the course without the permission of the instructor).

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

# Master of Arts in International Administration

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

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

- INTS 4501 Comparative Politics in the 21<sup>st</sup> Century
- INTS 4900 International Politics

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

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

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

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

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

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

- INTS 4051 Statistical Methods II\* (*Stats II is a requirement and must be taken for the degree*)

\*\*\* Please note that students **NOT** completing an MA Thesis or SRP are *required* to take two additional skills or methodology courses found in this handbook, for a total of three methods or skills classes.\*\*\*

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

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

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

7. **Foreign Language Proficiency:** Required

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

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

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

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

\*\*Statistics for International Affairs (INTS 4057) is an accelerated course. Students should only enroll in this course if they earned a score of 600 or better on the math portion of their GRE exam (students with a lower math GRE score may not take the course without the permission of the instructor).

# Master of Arts in International Human Rights

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

Because of its integrative and interdisciplinary nature, the human rights curriculum leads to flexible career options, linking 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, gender, etc. For practical experience, students are offered skills courses, internships and opportunities for fieldwork crafted to enhance professional qualifications.

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

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

## DEGREE REQUIREMENTS

**International Studies Core:** Choose **one** of the following courses (**5 credits**)

- INTS 4324 International Political Economy
- INTS 4501 Comparative Politics in the 21<sup>st</sup> Century
- INTS 4900 International Politics

**Program Training Core:** Choose 3 courses, one from each section (**12-15 credits**)

Section 1) INTS 4940 Introduction to Human Rights (*REQUIRED*)

Section 2) INTS 4947 Human Rights and National Security **OR** INTS 4941 Human Rights and International Organizations **OR** INTS 4987 Contemporary Slavery & Human Trafficking

**OR** INTS 4875 Human Rights and Foreign Policy

Section 3) INTS 4936 International Law and Human Rights (3 credits) **OR** INTS 4935 International Humanitarian Law of Armed Conflict

**Concentration: 3 courses from one of the following lists (15 credits)**

You may have more than one concentration.

### Development & Human Rights

- INTS 4710 Topics: Human Rights in the Middle East
- INTS 4937 Human Rights and the International Refugee System
- INTS 4987 Contemporary Slavery & Human Trafficking
- INTS 4710 Topics: Gender and Development
- INTS 4435 Health and Development

- INTS 4364 Global Poverty and Human Rights
- INTS 4955 Environment, Development & Human Well-Being
- INTS 4396 Education and Development
- INTS 4468 Politics of Development
- INTS 4379 Gender, Environments, and Development
- INTS 4396 Education and Development

### **Health & Human Rights**

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

### **Humanitarian Assistance & Human Rights**

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

### **International Administration, Law & Human Rights**

- INTS 4391 Financial Management and Fundraising for Non-Profits
- INTS 4935 International Humanitarian Law of Armed Conflict
- INTS 4936 International Law and Human Rights
- INTS 4941 Human Rights and International Organizations
- INTS 4928 Topics in International Law – Torture
- INTS 4363 Discrimination, Minority Groups and the Rights of Indigenous Peoples  
-Plus approved courses from the Sturm College of Law

### **Political Economy and Human Rights**

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

### **Security & Human Rights**

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

### **Forced Labour, Human Trafficking & Human Rights**

- INTS 4987 Contemporary Slavery and Human Trafficking (*required*)
- INTS 4051 Statistics II\*
- INTS 4052 Statistics III\*
- INTS 4954 Human Rights Research and Writing Seminar
- INTS 4966 Applied Field Methods
- INTS 4500 Social Science Methods
- INTS 4955 Human Trafficking Clinic (open only to Human Trafficking Clinic Associates)
- INTS 4936 International Law and Human Rights (3 credits)  
-Plus other courses upon approval of the Director of the Human Trafficking Clinic

### **Methodology/Skills Courses: 4 courses (15-20 credits)**

- INTS 4051 Statistics II\* **OR** INTS 4057 Statistics for International Affairs\*\*
- INTS 4052 Statistics III\*
- INTS 4391 Financial Management and Fundraising for Non- Profits
- INTS 4497 International Campaign Management
- INTS 4954 Human Rights Research and Design
- INTS 4955 Human Trafficking Clinic (open only to Human Trafficking Clinic Associates)
- INTS 4966 Applied Field Methods
- INTS 4933 International Project Analysis
- INTS 4500 Social Science Methods
- INTS4576 Seminar in Community-Based Research  
-Plus other Methodology/Skills courses upon approval

**Customized concentrations may be considered with approval of the Director**

**Foreign Language Proficiency:** Required

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

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

\*Statistics II (INTS 4051) has a prerequisite of Statistics I (INTS 4050). Students with a background in statistics should contact the instructor (Professor Sachin Desai: [sdesai@du.edu](mailto:sdesai@du.edu)) about a placement exam that will be used to determine if they may enroll in Statistics II without having completed Statistics I at

the Korbel School. Credit for Statistics I (INTS 4050) counts toward the 90-credit degree requirement (as an elective), but cannot be used to satisfy the skills course requirement for the degree. Stats III has a prerequisite of Stats II or, with permission of the instructor, successful completion of a placement exam.

\*\*Statistics for International Affairs (INTS 4057) is an accelerated course. Students should only enroll in this course if they earned a score of 600 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).

**Degree Director**

**Prof. Claude d'Estrée**

MTS, The Divinity School, Harvard University

JD, Northeastern University School of Law

PON, Harvard Law School

Lecturer-in-Law

Director – International Human Rights Degree Program

Director – Center on Rights Development (CORD)

Director – Human Trafficking Clinic (HTC)



# Master of Arts in International Development

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

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

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

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

## *Curriculum*

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

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

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

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

### **2. Program Training Core: (15 credits)**

1. Economics of Development (5 credits): INTS 4350 (students who have sufficient background in development economics may substitute INTS 4310, 4320, 4370; see pre-requisite requirements for these courses)
2. Politics of Development (5 credits): **One** of the following courses:
  - a. INTS 4468 Politics of Development, or

- b. INTS 4521 International Development in Cross-Cultural Perspective
- 3. Sustainable Human Development/Environment and Development (SHD/ED). (5 credits.) **One** of the following courses:
  - a. INTS 4435 Health and Development
  - b. INTS 4521 International Development in Cross-Cultural Perspective
  - c. INTS 4353 Sustainable Development and the Environment
  - d. INTS 4379 Gender, Environment, and Development
  - e. INTS 4710 Gender and Development (Topics Course)
  - f. INTS 4396 Education and Development
  - g. INTS 4562 Millennium Development Goals
  - h. INTS 4888 Gender, Human Rights, and Development
  - i. INTS 4362 Gender and Health
  - j. INTS 4953 Health, Human Rights, and Development
  - k. INTS 4492 Health and Humanitarian Aid
  - l. INTS 4493 Humanitarian Aid in Complex Emergencies
  - m. INTS 4539 Food Security
  - n. INTS 4397 Environment and Human Well-Being

**3. Skills courses: (variable credits)**

1. Completion of **Statistics II or Stats for International Affairs is required. INTS 4051-Statistics III or INTS 4593-Knowledge for Development** is required. Students who need to complete Statistics I before taking Statistics II will receive elective credit for Stats I.
2. Completion of **Statistics III or INTS 4593 Knowledge for Development is required.**
3. **One** of the following courses will complete the skills requirement:
  - o. INTS 4342 Project Management
  - p. INTS 4391 Financial Management and Fundraising for Non-Profits
  - q. INTS 4394 Non-Profit Management Issues and Techniques
  - r. INTS 4966 Applied Field Methods
  - s. INTS 4555 Professional Communications
  - t. INTS 4557 Cross-Cultural Communications
  - u. INTS 4563 Crisis Management and Communications
  - v. INTS 4423 Health Data for Decision-Making
  - w. INTS 4575 Systems Thinking for the Social Sciences (for 5 credits)
  - x. INTS 4576 Seminar in Community-Based Research
  - y. INTS 4601 International Futures: Global Change and Development
  - z. INTS 4333 International Project Analysis

**4. Concentration: (12-15 credits)**

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

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

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

**6. 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 thesis.

**7. Foreign Language Proficiency:** Required

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

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

# 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 and defense analysis; training in preparing and writing policy memos; experience in policy-making through simulation and table-top exercises; opportunities for concentrated study in selected security subfields such as: Intelligence, Homeland Security, or Geographic Areas, and interdisciplinary study of security in conjunction with cognate International Studies specialties: conflict resolution, development, economics, human rights, global health, and humanitarian assistance.

## DEGREE REQUIREMENTS

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

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

5. **Portfolio:** One course required (1 credit)  
**\*Required if you are not writing a master's thesis—take second year\***
  - INTS 4791 Portfolio for International Security
6. **Foreign Language Proficiency:** Required
7. **Internship:** Required (0-5 credits: Please register for 4 credits if you are completing a Portfolio)
  - INTS 4981 Internship
8. **Substantial Research Paper (SRP):** Optional; No oral defense (0-5 credits)
  - INTS 4991 Independent Study
9. **Thesis:** Optional; Requires oral defense (0-10 credits: Please begin 4 quarters before graduation)
  - INTS 4995 MA Thesis Research
10. **Electives:** to reach a total of 90 credits

### The Portfolio

**Purpose:** The portfolio serves as a culmination mechanism for all graduating MA candidates who select the non-thesis option in their curriculum. It is designed to showcase a student's substantive knowledge, technical skills, and writing ability as evidence of preparation for positions, tasks, and responsibilities in the marketplace of International Security. Most of the portfolio contents will consist of previous class assignments completed during graduate coursework.

**Contents:** The following materials should be compiled in the following order, placed into a three-ring, loose-leaf binder and submitted to the International Security Degree Director. For each item, describe on a separate page when the assignment was completed and in what context (e.g. Policy Brief: INTS 4747 Arms Control, Professor Jones, Winter 2011).

1. Resume: 2 page maximum
2. Current Unofficial Transcript
3. Policy Memo or Presidential Daily Briefing (PDB) 1 page maximum
4. Power Point slides on a Security issue (numbered)
5. Role-Play Simulation/Table Top Exercise: description and learning evaluation
6. Research Proposal
7. Internship Report ( task summary and evaluation extracted from Career Center Report)
8. Book Reviews of 3 Classics in International Security (see explanation below for book selection)
9. Original Research Paper

**Assessment:** The Director of the Security Program will assess the Portfolios, assigning a grade of either pass or fail, depending on whether the contents are complete, of sufficient quality and are submitted according to the deadline (which is at the time a student applies for graduation).

**Enrollment:** Any non-thesis student seeking the MA degree in International Security is required to register for INTS 4791, Portfolio, for 1 credit hour as part of graduate coursework. While students completing a master's thesis are exempt from this requirement, anyone completing an SRP must submit a portfolio and register for the credit. *Students should submit their portfolio in hard copy to the International Security director at the time they apply for graduation.*

**Guidelines: Book Reviews:** The purpose of the portfolio book reviews is to demonstrate basic competency in understanding key perspectives for analyzing international security issues in general. A book review typically identifies a book's central thesis, describes the substantive contents, and evaluates the usefulness of the study for understanding security analysis and policy application. Each review must include: (a) a summary of the main points of argument in the book, (b) an extended statement as to the relevance of those points for the field of international security, (c) an extended statement as to the book's strengths and weaknesses, and (d) the degree to which it advances our understanding of the particular and general issues of the field. Length of each: 1200-1300 words.

Book selections for 2012-2013: All students read and review two books: Joseph Nye, *Soft Power* and Thomas Schelling, *The Strategy of Conflict* and select a third book from the following: Samuel Huntington, *The Clash of Civilizations*; Fred Iklé, *How Nations Negotiate*; George Kennan, *American Diplomacy*, or Kenneth Waltz, *Man, the State and War*.

*Role-Play Simulation or Table Top Exercise.* The purpose of a role-play simulation or table top exercise is to learn through direct experience what it feels like to act in a policy-making position, i.e. to internalize the constraints, emotions, and sticking points that decision leaders confront while crafting policy. The dynamic interplay between competing units is designed to portray how information is collected and assessed and how disagreements are managed. Submit a report under the following headings: name of the exercise, date of the exercise, the instructions governing the exercise (including scenario, group or team organization, issues etc, duration of the exercise); names of organizers (a professor, federal government, OSS group), total number of participants, your role, the main task of the exercise, the outcome of the exercise and what you specifically learned from the experience. Suggested Length: 4-5 pages.

*Research Proposal.* The purpose of a research proposal is to show mastery of conceptual training, substantive knowledge and methodological tools to examine social problems, policy issues, and programs through evidence-based analysis of primary sources. A proposal includes a problem statement, an analysis of the previous literature findings (essays, theories, and empirical results) that have addressed it and a summary of the main answers that emerge; a detailed description of a strategy for investigating the matter further that outlines the *primary* sources of information and evidence needed to do so; the structure of the cases, time, variable measurement and hypothesis-testing procedures. Suggested Length: 10-15 pages.

*Original Research Paper.* The purpose of an original research paper is to practice developing analytic skills in interpreting patterns and drawing insight uncovered through the information collected in primary source documents and to contribute to the accumulation of knowledge on a particular substantive topic or issue. Original research is not exclusively based on a summary, review or synthesis of earlier publications or presenting the existing knowledge in a new form as in a classic college term paper. It is not composed entirely of what others have said about an issue. Rather, it is designed to discover new information or a new understanding of an issue through an evaluation of primary source material. Length: 25-50 pages. (An SRP may constitute original research and could be submitted to meet this requirement.)

*Note:* Primary sources describe material that is closest to the person, information, period, or idea being studied: artifacts, documents, a recording, autobiographies, diaries, emails, interviews, surveys, letters, minutes of meetings, news film footage, official records, and speeches. Primary Source Examples: UN Statistics, Public Opinion Polls, National Laws, Presidential proclamations. [Secondary sources](#) comment or build upon primary sources to provide an interpretation of events and situations. Secondary sources are one step removed from the original event and include Encyclopedia entries, political commentary, textbooks, and what historians have summarized about an issue. Secondary Source Examples: articles published in *Foreign Affairs* and *Foreign Policy*; books analyzing primary source materials.

Some examples of Original Research publications using primary sources: Giacomo Chiozza. (2002) "Is there a Clash of Civilizations? Evidence from Patterns of International Conflict Involvement, 1946-97" *Journal of*

*Peace Research*. 39. 711-734. James L. Gibson. (2004). "Does Truth Lead to Reconciliation? Testing the Causal Assumptions of the South African Truth and Reconciliation Process." *American Journal of Political Science*. 48. 201-217. Lawrence R. Jacobs and Benjamin I. Page. (2005) "Who Influences U.S. Foreign Policy?" *American Political Science Review*. 99. 107-123.

# Joint Degree Program Requirements

## Master of Arts in International and Intercultural Communication

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



# The International Studies Dual Degree Program: From BA to MA

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

## How the BA and MA Program Merge

The dual degree program allows qualified INTS majors who 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 at least two, 3000-level INTS courses, with a grade of “A-” or better, before they are eligible to begin taking 4000-level courses during their senior year, however 3000-level courses count only toward the undergraduate degree and are not eligible to be included among the credits that are double-counted toward the dual degree BA/MA program.

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

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

Given the need for significant advance planning prior to the formal application, students interested in pursuing the dual degree BA/MA Program are required to submit a non-binding, informal application and a letter of intent to the Associate Director of the BA Program. The informal application may be accessed online (<https://portfolio.du.edu/pc/port?page=3&uid=6773>), and is **due no later than May 1<sup>st</sup> (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), and three letters of recommendation (at least two of which must be from INTS faculty members), is **required by February 1<sup>st</sup> (Winter Quarter) of the student’s junior year.** The Graduate Records Exam (GRE) is also required. 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/admissions/howtoapply/index.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
<b>Freshman (YEAR 1)</b>	Declare INTS major	INTS 1500	INTS 1700 + Informal Application (May 01)	
<b>Sophomore (YEAR 2)</b>	INTS 2975	INTS 3xxx	INTS 3xxx	Complete GRE
<b>Junior (YEAR 3)</b>	Study Abroad	Formal Application (February 01)		
<b>- If accepted - Senior (YEAR 4)</b>	Two, 4xxx courses	Two, 4xxx courses	Two, 4xxx courses	Internship
<b>Graduate (YEAR 5)</b>	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 encompass all required elements of the dual degree BA/MA program in INTS.

**MA Programs for Dual Degree Students**

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

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

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

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

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

**The Master of Arts in International Security** offers a multi-dimensional approach to understanding the security environment in a new era of world politics. This degree may require some additional course work for dual degree students. Please discuss this option with your graduate academic advisor(s).

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

For more information about the graduate programs at the Josef Korbel School of International Studies, please view their descriptions online at:  
[http://www.du.edu/korbel/academic/academic\\_degree\\_programs/ma/index.html](http://www.du.edu/korbel/academic/academic_degree_programs/ma/index.html).

### **Dual Degree Requirements:**

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

- 1. Required International Studies Core (12 credits).** Three courses to be completed during student's freshman and/or sophomore year: INTS 1500 - Contemporary Issues in the Global Economy; INTS 1700 - Introduction to International Politics; and INTS 2975 - 21st Century Global Governance. This coursework must be completed with a grade of "A-" or better to remain eligible for the dual degree program.
- 2. 3000-level courses (8 credits minimum).** At least two, 3000-level courses must be completed during student's sophomore and/or junior year: Any 3000-level INTS course will satisfy this requirement, but coursework must be completed with a grade of "A-" or better to remain eligible for the dual degree program.
- 3. Specialization Requirement.** Students must choose at least one area of specialization and must successfully complete a minimum of three upper-division courses (12 credits) within that area. For the purposes of the dual degree BA/MA program in INTS, courses that are 3000-level or higher 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 subsequent “Language Requirement” section for more details.

**6. Study Abroad Requirement.** Given the nuance involved in applying coursework from study abroad to the INTS major and 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, will disqualify themselves entirely for the dual degree BA/MA program.

**6. Internship requirement.** An internship is required for all dual degree students *regardless of the degree they are pursuing*. As an undergraduate, an internship may be pursued for 0-4 credits and all dual degree students must complete the BA Program Internship Portfolio. Once students have matriculated into the dual degree program, an internship can no longer be pursued for credit and students must fulfill graduate level internship requirements. All dual degree students must have their internship approved by both the BA Program Office and the Office of Career and Professional Development *prior* to the start of the internship. Internships taken for credit *do not* satisfy the 3000-level course requirement outlined in point 2 above. Please note that some MA Programs *may* require an additional, graduate level internship, regardless of whether an undergraduate internship was approved and completed for the BA/MA dual degree program.

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

#### **Dual Degree BA/MA Policies and Procedures for accepted students**

- 1. Orientation.** The fall MA orientation, including the Office of Career and Professional Development orientation, is a mandatory requirement for all incoming students, including dual degree students. You will be expected to participate in the orientation program that precedes your senior year, when you matriculate into the dual degree program. Note: Experience indicates that students who fail to attend orientation often lack critical information that will affect their overall academic and career experience.
- 2. Joint Advising Session.** You are required to schedule a joint advising session with Deana Ahmad, Associate Director of the BA Program, and Susan Rivera, Director of Student Affairs. At this meeting, we will make sure you are aware of program structure, timelines, and the status of your course requirements for both the BA and MA degree. If possible, please schedule this meeting for late spring or early summer of your junior year (after matriculating into the program).
- 3. Degree Options.** As a dual degree student, you may choose from any of the following MA degree programs:
  - MA in Global Finance, Trade and Economic Integration (GFTEI)
  - MA in International Administration
  - MA in International Development
  - MA in International Human Rights

- MA in International Security\*
- MA in International Studies

\*If you are interested in the MA in International Security, please discuss this with your MA advisor as additional coursework may be required.

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 required for all dual degree students *regardless of the degree they are pursuing*. This requirement may be met in one of the following ways:
  - a) **An Undergraduate Internship**
    - i. **Internship Credit**
      - An undergraduate internship may be taken for 0-4 undergraduate credit hours.
    - ii. **Application and Approval Process**
      - This internship must be approved and concluded before BA requirements are complete or within the first four years of study, whichever comes first. Students who pursue this option, whether the internship is credit bearing or not, are *required* to collaborate with the Associate Director of the BA Program and must complete all Internship Portfolio requirements.
      - Dual degree students pursuing an internship at the undergraduate level must schedule an appointment with the Associate Director of the BA Program before the internship commences, in order to determine if the internship satisfies graduate internship standards. Students who complete an internship at the undergraduate level, but fail to obtain this approval, will be required to complete a graduate level internship for no credit during the MA portion of the dual degree program.

**NOTE:** Internships taken for credit *do not* satisfy the 3000-level course requirement for the dual degree BA/MA program in INTS.

- b) **A Graduate Internship**
  - i. **Internship Credit**
    - A graduate level internship may NOT be taken for credit.
  - ii. **Application and Approval Process**
    - A graduate level internship may only be pursued after matriculating into the dual degree BA/MA program.
    - After securing an internship, you must submit the Internship Agreement Form (located on the document library of Korbeltcareers) to the Associate Director of Career and Professional Development for approval.
    - Upon completion of the internship, you must submit the following documents to the Associate Director of Career and Professional Development:
      - A supervisor's evaluation;
      - A final report reflecting on the internship experience.

More information regarding these documents is available on the document library of [www.Korbelcareers.com](http://www.Korbelcareers.com). Note: Students will not have access to this graduate resource until and unless they matriculate into the dual degree BA/MA program in INTS.

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

completed at least **two quarters** prior to the intended quarter of graduation (for graduate degree).

**13. Graduate Language Proficiency Requirement.** Students may meet the graduate language proficiency requirement in any of the following ways:

- Completion of a high school diploma from a program conducted in a language other than English.
- Documentation of a foreign language major field of study for the Bachelor's degree.
- Completion of at least one 3000 or 4000 level foreign language class at the University of Denver, with a grade of B or better.
- Passage of the DU graduate proficiency exam in a foreign language with a score of 21 or better.
- Passage of a graduate degree proficiency exam in a foreign language at another university before matriculating into the Josef Korbel School of International Studies.

# Master of Arts-Juris Doctor (MA-JD)

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

## DEGREE REQUIREMENTS

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

- **International Studies Core: 2 courses (10 credits)**
  - INTS 4900 International Politics
  - INTS 4501 Comparative Politics in the 21<sup>st</sup> Century
  - INTS 4324 Introduction to International Political Economy
  - INTS 4820 Ancient Political Theory
  - INTS 4821 Early Modern Political Theory
  - INTS 4822 Contemporary Political Theory
  - INTS 4599 Ethics and International Relations
  
- **Field: 4 courses in a single field (20 credits)**  
Choose from:
  - **International Politics:**
    - INTS 4900 International Politics
    - One course chosen from the list of Advanced International Politics courses
    - Two other courses in International Politics
  
  - **Comparative Politics:**
    - INTS 4501 Comparative Politics in the 21<sup>st</sup> Century
    - One course chosen from the list of Advanced Comparative Politics courses
    - Two other courses in Comparative Politics
  
  - **International Political Economy:**
    - INTS 4310 International Trade
    - INTS 4320 International Monetary Relations
    - INTS 4324 Introduction to International Political Economy AND
    - One other course
  
  - **Political Theory:**
    - INTS 4515 Political Theory and the Rise of Political Economy
    - INTS 4820 Ancient Political Theory
    - INTS 4821 Early Modern Political Theory
    - INTS 4822 Contemporary Political Theory OR
    - INTS 4599 Ethics and International Affairs
  
- **Concentration:** One concentration such as International Development, International Security, Human Rights, Conflict Resolution, International Health, Policy Analysis, Environmental Policy, Technology Policy, or Homeland Security **(0-20 credits)**
  
- **Foreign Language:** Required



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

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

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

### **ADMISSIONS**

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

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

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

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

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

### **ADVISORS**

International Studies Advisor: Susan Rivera, [surivera@du.edu](mailto:surivera@du.edu)

Law School Advisor: Susan Erlenborn, [serlenb2@du.edu](mailto:serlenb2@du.edu)

### **ADDITIONAL INFORMATION**

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

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

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

(MA in GFTEI at JK SIS)

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

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

## The International MBA (IMBA at Daniels College of Business)

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

## Dual Degree Program

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

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

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

For questions about the JKIS portion of the dual degree, please contact Professor Ilene Grabel, [Ilene.Grabel@du.edu](mailto:Ilene.Grabel@du.edu), phone 303.871.2546 or Susan Rivera, Director of Student Affairs, [Susan.Rivera@du.edu](mailto:Susan.Rivera@du.edu), phone 303.871.2534.

## ***Master of Arts in Global Finance, Trade and Economic Integration, MA in GFTEI (JKIS)***

*Required credits under dual degree program: 75 credits*

### **Degree Requirements**

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

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

Or a Political Theory course, typically:

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

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

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

And one of either:

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

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

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

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

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

#### **3. Concentration: Three courses (12-15 credits):**

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

**4. Skills Set: Three courses (12 - 15 credits):**

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

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

\*\*Statistics for International Affairs (INTS 4057) is an accelerated course. Students should only enroll in this course if they earned a score of 600 or better on the math portion of their GRE exam (students with a lower math GRE score may not take the course without the permission of the instructor).

**5. Foreign Language Proficiency: Required**

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

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

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

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

**TOTAL JK SIS CREDITS: 75 CREDITS**

***International Master of Business Administration (IMBA at DCB)***

*Required credits under dual degree program: 58 credits*

**Degree Requirements**

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

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

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

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

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

ACTG 4610 Financial Accounting 4 credits

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

MGMT 4620 Organizational Dynamics 4 credits

ITEC 4610 Information Technology Strategy 4 credits

**International MBA Core Courses: 26 credits**

FIN 4610 Multinational Finance & Investments (prereq: FIN 4630) 4 credits  
LGST 4700 International Law 4 credits<sup>2</sup>  
IMBA 4142 Global Management (prereq: MGMT 4620) 4 credits  
IMBA 4500 Global Theory in Practice 4 credits<sup>3</sup> (co-requisite MGMT 4503)  
MGMT 4503 Comparative Management (co-requisite IMBA 4500) 2 credits  
MGMT 4490 Global Strategy (prereq: FIN 4610) 4 credits  
IMBA 4141 Managing Exports 4 credits OR  
MKTG 4630 International Marketing 4 credits

**Business Elective: 4 credits****TOTAL DCB CREDITS: 58 CREDITS**

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

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

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

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

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

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<sup>2</sup> Approved courses through JKSSIS or College of Law may be substituted for LGST 4700.

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

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

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

## JOSEF KORBEL SCHOOL OF INTERNATIONAL STUDIES DEGREE REQUIREMENTS

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

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

- **Foreign Language Proficiency:** Required
- **Electives:** Electives to reach a total of **45** international studies credits

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

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

### **MSW DEGREE REQUIREMENTS**

- **Professional Foundations:** Take all of the following:
  - SOWK 4001 Social Skills Across Client Systems: Lab
  - SOWK 4002 Clinical Theories and Practice I
  - SOWK 4003 Clinical Theories and Practice II
  - SOWK 4007 Community Theories and Practice I
  - SOWK 4008 Community Theories and Practice II
  - SOWK 4020 Social Work Practice
  - SOWK 4118 History of Social Welfare/Social Work
  - SOWK 4120 Social Welfare Policy
  - SOWK 4132 Multicultural Social Work Practice
  - SOWK 4150 Foundation Seminar
  - SOWK 4201 Research Methods and Design
  - SOWK 4950 Foundation Field Practicum
- **Concentration:**
  - One Overview Course
  - Two Skills Courses
  - One Advanced Policy Course
  - One Track Elective
  - One Field Practicum SOWK 4960 or 4961
- **Research Sequence:**
  - SOWK 4900 Methods for Evaluating Practice and Programs
  - SOWK 4901 Applied Practice Evaluation Research
- **Electives:** Electives to reach a total of **90** GSSW credits

### **ADMISSIONS**

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

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

For more information on the GSSW application process and deadlines, please visit:  
[http://www.du.edu/gssw/.](http://www.du.edu/gssw/)

## **ADVISORS**

JKSIS Advisor: Susan Rivera, surivera@du.edu

GSSW Advisor: Kathy Ohman, kohman@du.edu

## **ADDITIONAL INFORMATION**

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



# Flexible Dual Degree Programs

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

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

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

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

## EXAMPLE:

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

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

# Master's International Program for Peace Corps Students

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

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

## Peace Corps Fellows Program for Returning Peace Corps Volunteers

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

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

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

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

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

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

# Certificate Programs

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

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

## Certificate in Homeland Security

Certificate Requirements:

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

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

**Certificate Requirement:** Complete all four concentration courses listed above plus choose at least three courses from the following: INTS 4731 (Homeland Security: Prevention and Mitigation), INTS 4732 (Homeland Security: Response and Recovery) INTS 4753 (Intelligence and National Security); INTS 4736 (Strategic Intelligence Data Collection); or INTS 4989 (North American Defense Policy).

## Certificate in Global Health Affairs

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

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

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

It is recommended, though not required, that you take at least one Global Health Core course prior to or concurrent to your first Methods and Practice or Elective course.

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

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

## 1. **Global Health Core:** Required

### INTS4367 Global Health Affairs: Theory & Practice

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

### INTS4516 Major Diseases in Global Health

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

## 2 **Methods and Practice Core:** Required

### INTS4483 Practical Applications in Global Health

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

### INTS4423 Health Data for Decision Making

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

3. **Elective Courses:** Three of the following are required

Health Issues and Interactions

INTS4435 Health and Development  
INTS4492 Health and Humanitarian Aid  
INTS4362 Gender and Health  
INTS4368 HIV/AIDS in International Affairs  
INTS4498 Global Community Health  
INTS4366 Reproductive Health\*  
INTS4465 Population and Society\* +  
INTS4953 Mental Health, Human Rights, & Post-Conflict Development+  
INTS4422 International Health Organizations and Actors\*  
INTS4353 Sustainable Development and Environment+  
INTS4397 Environment and Human Well-Being+

Methodological:

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

**\* Course not offered every year**

**+ Only one of these courses may count for elective requirement**

4. **Internship / Field Requirement**

All GHA candidates must conduct a single, 150-hour health-related internship or other field project. 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 submit an additional, separate report on the health implications of their internship/practicum to the certificate director in order to fulfill the requirement. It is possible for students to fulfill both a degree and certificate requirement with one internship/practicum.

Students are encouraged but not required to base their internship on their required proposal for INTS4367, and to prepare a thesis, significant research paper, or independent study based on one of their internships or

other self-driven or faculty-driven research. Students are also encouraged to apply for one of the Service-Based Research Opportunities during the summer and the Global Health Affairs Summer Scholarship Award competition at the end of their first year.

More information concerning internship opportunities can be found at <http://www.du.edu/korbel/health/>

### **Core Faculty**

Randall Kuhn, PhD, GHA Director and Assistant Professor

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

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

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

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

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

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

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

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

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

For more information concerning the certificate, please email [gha@du.edu](mailto:gha@du.edu)

## **Certificate in Humanitarian Assistance**

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

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

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

All Certificate students are required to:

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

## 1. Core

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

INTS 44581 Humanitarian Systems and Policies **(5 credits)**

INTS 4496 Field Operations for Humanitarian Assistance **(3 credits)**

And two of the following:

INTS 4492 Health and Humanitarian Aid

INTS 4493 Humanitarian Aid in Complex Emergencies

INTS 4935 International Humanitarian Law of Armed Conflict

INTS 4056 Information Management in Humanitarian Crises

INTS 4583 Protection in Humanitarian Settings

## 2. Elective Courses: Three courses in one of the following tracks:

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

\*Only 1 non-INTS course may be counted towards the Certificate. Only 1 elective may be double counted

### Monitoring, Evaluation and Analysis

INTS 4423 Health Data for Decision Making

INTS 4333 International Project Analysis

INTS 4332 Data Analysis and Development

INTS 4057 Statistics for International Affairs

INTS 4615 Development Project Evaluation

\*PPOL 4400 Analytical & Critical Skills (4 credits)

\*GEOG 3100 Geospatial Data

\*GEOG 3130 Advanced GIS

### Management/Operations

INTS 4184 Cost- Benefit Analysis

INTS4342 Project Management

INTS 4391 Financial Management and Fundraising for Non-Profits

INTS 4394 Non-Profit Management: Issues & Techniques

INTS 4555 Professional Communications

INTS 4557 Cross-Cultural Communication

INTS 4497 International Campaign Management

INTS 4920 Conflict Resolution

### Policy/Advocacy

INTS 4497 International Campaign Management

INTS 4931 International Organizations

INTS 4934 Intervention Policy & Practice

INTS 4941 Human Rights & International Organizations

INTS 4936 International Law and Human Rights

INTS 4937 Human Rights and the Intl. Refugee System

INTS 4987 Contemporary Slavery & Human Trafficking

INTS4531 Health Issues in Response and Recovery

INTS 4495 Civil Wars and International Responses I: Causes and Consequences

INTS 4595 Civil Wars and International Responses II: Postwar Peacebuilding

\*CSPY 4500 International Disaster Psychology I (School of Professional Psychology, instructor approval required)

\*CSPY 4606 Gender-Based Violence (School of Professional Psychology, instructor approval required)

### **3. Internship**

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

#### **Chester Lee Brinser III Scholarship for Humanitarian Assistance**

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

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

INTS 4581 Humanitarian Systems and Policies; INTS 4496 Field Operations for Humanitarian Assistance; INTS 4492 Health and Humanitarian Aid; NTS 4493 Humanitarian Aid in Complex Emergencies ; INTS 4935 International Humanitarian Law of Armed Conflict; INTS 4056 Information Management in Humanitarian Crises; or INTS 4583 Protection in Humanitarian Settings.

However, approval for this customized concentration must come from the students' degree director (via their approved/signed program statement) and then also approved by Student Affairs. Students interested in such a concentration must understand seats are available only on a "space-available" basis and after Humanitarian Assistance Certificate students have had the opportunity to register for their required courses.

Please see <https://portfolio.du.edu/haprog> for more information.

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



# ELEMENTS OF THE CURRICULUM

# Concentrations

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

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

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

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

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

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

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

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

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

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

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

# Foreign Language Proficiency

All JK SIS MA degrees have a foreign language proficiency requirement. Students must satisfy the foreign language requirement in one of the following ways.

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

## **For Native English speakers:**

Documentation of a high school diploma from a program conducted in a language other than English, or documentation of a foreign language major field of study for the bachelor's degree, or completing at least one 3000 or 4000 level foreign language class at DU with grade B or better, or passing a proficiency exam in a foreign language at DU, or passing a graduate degree proficiency exam in a foreign language at another university before starting JK SIS.

## **Foreign Language Proficiency Exam**

[The Center for World Languages and Cultures](#) offers group proficiency exams in Chinese, French, German, Italian, Latin, Japanese, Russian, and Spanish.

For information on these exams including dates and policies please visit:

[http://www.du.edu/ahss/cwlc/testing/grad\\_proficiency.html](http://www.du.edu/ahss/cwlc/testing/grad_proficiency.html)

To register for an exam, please visit: [http://www.du.edu/ahss/cwlc/testing/grad\\_proficiency\\_form.html](http://www.du.edu/ahss/cwlc/testing/grad_proficiency_form.html)

You may not register to graduate until you have met your language proficiency requirement, so please plan ahead accordingly. The minimum passing score reflects the normal performance by students who have two years of language study at the college level. Results are due to the CWLC office three weeks from the date of the exam. Emails will be sent to students and program directors shortly thereafter; if you pass the exam, an official letter will be mailed to your home address. A student may take the exam a maximum of three times per language. If a student fails the exam three times, he or she may choose to take a 3000 level language class and pass with a grade of B or better to meet the language requirement. Tests for other languages may be arranged through Student Affairs. Students can access sample proficiency exams by visiting:

[http://www.du.edu/ahss/cwlc/testing/grad\\_proficiency.html](http://www.du.edu/ahss/cwlc/testing/grad_proficiency.html).

Students applying to take DU proficiency exams must apply for the exam a minimum of 72 full hours prior to the testing dates; the Office of Student Affairs strongly recommends students apply for the exam ***one full quarter*** prior to graduation. If you **MUST** take the exam the quarter you are graduating, then you should be scheduling yourself for the first exam of the quarter (not the last) and by all means be respectful of the minimum 72 hour deadline.

If you are “late” in registering, you will not be allowed to test and you will have to postpone your application to graduate to a future quarter. Remember, there are no summer language proficiency exams.

## **On Line Language Tools at Penrose Library to assist in preparation for Proficiency Exam**

Students are able to prepare for their proficiency exam using online resources available at Penrose Library.

You can get information about these tools (which are free of charge to you) at this site:

<http://bianca.penlib.du.edu/search/h?SEARCH=http://bianca.penlib.du.edu/search/h?SEARCH=Languag e%20Learning%20Most%20Useful&searchscope=8>

**Berlitz Language Center**

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

**Alliance Francaise**

The Alliance Francaise, based here in Denver, provides inexpensive language training (with the option for individual training as well). More information is available at this link:

<http://www.afdenver.org/team-view/philippe-marse-executive-director/>

You can reach the Director for more information via email at: [director@afdenver.org](mailto:director@afdenver.org).

# Program Statement

The Program Statement outlines a student's planned course of study at JKSSIS. Preparing a Program Statement facilitates orderly and coherent selection of courses and requires students to become aware of their particular degree requirements. Students are strongly encouraged to file an initial Program Statement in their first quarter of study and update it periodically as necessary. It is officially due at the end of the student's second completed quarter.

**To prepare a Program Statement, please fill out an electronic form for your degree program and email it back to Student Affairs at: [issta@du.edu](mailto:issta@du.edu). These forms can be found on our Portfolio website at: <https://portfolio.du.edu/pc/port?page=7&uid=16005>, under the 'forms and apps' tab.**

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

## Course Waivers

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

Waivers typically arise in two areas.

**International Studies Core Courses:** If you have taken a course substantially similar to a required International Studies core course, you may petition for a waiver of that requirement. Your transcript must show a grade of B or better in the course in question and you must provide a syllabus. Waiver of International Studies Core courses must be approved by the Associate Dean.

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

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

# MA Thesis and SRP

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

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

**For complete details on the electronic submission policies and procedures, students are strongly advised to visit:** [www.du.edu/grad/gradinfo/graduation.html](http://www.du.edu/grad/gradinfo/graduation.html)

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

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

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

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

For further information, see "[MA Thesis and Substantial Research Papers: Some Guidelines](#)" in the Office of Student Affairs.

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

# Independent Study

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

If you are a student seeking a 90 credit hour degree you are limited to a maximum of **10 credit hours** of Independent Study, and if you are a student seeking a 72 credit hour degree you are limited to **5 credit hours** of Independent Study.

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

For more information contact Susan Rivera, Director of Student Affairs, [susan.rivera@du.edu](mailto:susan.rivera@du.edu)

## University Rules Regarding Graduate Level Independent Study

Independent study provides opportunities for the student to do special work under individual supervision in areas **not covered** by class offerings. (You cannot register for Independent Study credit for ANY course currently offered at DU). The topic and outline must be agreed upon by the student with the approval of the instructor and department concerned. The following policies apply:

- 1) Independent study projects (e.g. 4991, 5991) appear on the student’s transcript with the specific topic as the course title.
- 2) Academic grades (A-F) are assigned.
- 3) Projects must be undertaken within the academic term in which they are registered.
- 4) The student must be in good academic standing (e.g. 3.0 GPA).
- 5) Independent study may not be taken instead of, or to modify, a regular course offered by a department.
- 6) Graduate students obtain applications from the Office of Graduate studies or their academic unit. Partial applications will NOT be processed.
- 7) Independent studies must be at least one credit hour and generally do not exceed five hours.
- 8) The responsibilities of the instructor of record are: a) see the grades are submitted; b) approve the course of study; c) approve the credentials of other faculty involved; d) agree to assume responsibility if problems arise.

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

# Internship and Practicum 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

## Communication and Responsibility

While the Office of Career and Professional Development (OCPD) staff is committed to working with students throughout the internship and job search processes, it is required that the student assume responsibility for the following:

- Read, follow, and be aware of all internship-related policies and deadlines outlined in this Handbook and distributed via JKSiS/OCPD electronic communications
- Present all information regarding his/her internship truthfully and accurately
- Report any changes, updates, or concerns to the OCPD
- Follow DU policies, including but not limited to the DU Honor Code and Student Conduct Policies, the laws of the country where the internship takes place, and any regulations/standards of the host organization

## Internship Key Components

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

- Involve substantive graduate-level and degree-relevant work for an organization that extends classroom learning and furthers a student's professional development and career goals
- Meet a minimum of 150 hours, to be completed within two quarters with one organization
- Be supervised by a member of the employer's staff

## Who is Required to Complete an Internship?

The majority of degree and certificate programs require an internship, but internships are highly recommended for all students.



<b>Students in the following programs are <i>required</i> to complete an internship:</b>	
• Global Finance, Trade & Economic Integration	• Humanitarian Assistance Certificate
• International Security	• Global Health Affairs Certificate
• International Development	• IIC (Managed by the IIC Program)
• International Human Rights	• Conflict Resolution (Managed by ConRes)
• Dual Degree BA/MA	

<b>Students in the following programs are <i>strongly encouraged</i> to complete an internship:</b>	
• International Administration	• MA/MSSW
• International Studies	• MA/JD
• Peace Corps Master’s International Program (PCMI)	
• Returned Peace Corps Volunteers (RPCV) Fellows (Have practicum requirement)	

**Certificate Internship Requirements:**

***Global Health Affairs (GHA)***

The GHA certificate requires that a substantive component of the internship focus on issues related to health. If this condition is not met within the context of the internship, the student may submit an additional, separate report on the health implications of his/her internship to the certificate director for consideration. It is possible for students to fulfill both a degree/graduation requirement and certificate requirement with one internship.

***Humanitarian Assistance (HA)***

The HA certificate requires an internship with an organization whose core work includes international humanitarian assistance or humanitarian policy/advocacy. These are usually completed by students in the summer between the first and second years of the MA program. Students arrange their own internships but should consult with the HA program director for ideas and approval. Internships must also be approved by the OCPD before beginning the internship.

*Please note:* Students seeking a career in the humanitarian field are highly encouraged to pursue opportunities providing them with direct international field-based experience or relevant experience at a humanitarian organization’s headquarters as this will help them develop professional networks and position them strongly for future career opportunities. 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.

RPCV Fellows in the HA certificate program are also required to complete an internship but are ineligible to enroll for credit.

Students who will be completing an internship before they are admitted to the certificate, but who intend to count the internship toward program requirements, are to seek prior approval from the HA program director.

## Internship Requirements, Policies, and Procedures

All students completing an internship as part of a graduation, degree, or certificate requirement are expected to be aware of and comply with the following:

1. Submit for approval a completed Internship Agreement Form and additional required documents as outlined on the Agreement Form cover sheet. The HA Certificate Program Director will also approve all internships for HA certificate students.
2. Submit the Agreement Form AFTER securing but BEFORE beginning the experience
3. Register the internship for at least 0 credits
4. Retroactive credit for hours completed before an internship is approved WILL NOT BE GRANTED
5. Students currently on judicial probation may not participate in an internship
6. Approval of internships for students on academic probation is unlikely
7. Internships completed prior to matriculation at JK SIS cannot be used to fulfill program requirements (see #2)
8. Graduation, degree, or certificate internship waivers will not be granted by the OCPD
9. Students will not be able to graduate until all components of the internship requirement have been satisfactorily completed

**Note:** All resources and forms are available in the Document Library on KorbelCareers

## Academic Credit Policies and Procedures

All students completing an internship as part of a degree, graduation, or certificate requirement are to comply with the following:

- Register for at least 0 credit hours during each quarter actively interning
- Credit hours may be split between consecutive quarters (0 credit option is always available)
- All credit registration for internships must be completed/approved through the OCPD and cannot be independently registered online
- All international internships regardless of graduation, degree, or certificate requirement must be registered for 0 credits, at minimum
- Students registering an internship will be registered for INTS 4981 Internship
- Any requested changes to credit hours must first be approved through the OCPD
- The internship will show as open, or “In Progress,” while the student is actively engaging in the experience
- Upon satisfactory and timely completion of all requirements, a student will receive a “Pass” grade
- Students who have not submitted the required concluding documents within 30 days after completing the internship (as calculated by the end date indicated on the Agreement Form) will receive an “Incomplete” until requirements are fulfilled
- If requirements are not completed within 1 year of the “Incomplete” designation, the “Incomplete” becomes a “Fail”

Program-Specific Credit Information	
BA/MA, RPCV Fellows, PCMIs	0 credits
MA (GFTEI, Dev., HR, Security, Admin., Studies); GHA/HA certificates	0-5 credits

### Approval Process Outline: Internships

Please find the steps outlining the internship approval process below:

**Step 1:** Familiarize yourself with the Handbook, policies, and deadlines

**Step 2:** Secure an internship

**Step 3:** Download and complete the Internship Agreement Form and any additional required documents as indicated on the form's cover sheet

**Step 4:** Submit the completed documents to the OCPD for approval (HA Certificate students are to seek approval from the HA Program Director prior to submitting forms to the OCPD)

**Step 5:** Typically within one week, OCPD staff will review and notify the student of approval status

**Step 6:** After receiving approval, begin internship

**Step 7:** Within 30 days after completing the internship, submit the final documents as indicated on the Agreement Form's cover sheet to fulfill requirements

### Key Dates and Deadlines

There are several key dates and deadlines for students to know pertaining to internship registration, grading, and funding. Quarter-specific dates will be communicated via KorbelsCareers and OCPD/JKSIS electronic communications but are outlined as follows:

Key Dates/Deadlines	
Quarterly registration deadline (Fall, Spr., Win., Sum.)	The Monday of Week 5 by 4pm (10/08/12 for fall, 2/04/13 for winter, 4/22/13 for spring; 7/15/13 for summer 2013)
Winter Interterm registration deadline	The first day of Interterm, 4pm (11/21/12)
Fall internship credit start date	Occurs on the next business day following summer (August) graduation (8/20/12 and 8/19/13)
Completion/grading	10 days before grades are due (8/13/12 for summer 2012, 11/19/12 for fall, 3/14/13 for winter, 6/3/13 for spring, 8/12/13 for summer 2013)
JKSIS funding applications	Academic Year (Fall-Spring): Accepted on a rolling basis
	Summer: Priority funding deadline is in mid-May (5/16/13)

### International Internships

Many students choose to complete an international internship (defined as an experience outside of the student's native country) to fulfill a degree/certificate requirement. International internships, on the whole, take more advanced planning and are more logistically complex than domestic internships. There are additional safety, security, insurance, health, housing, transportation, and risk management considerations for international internships. Below are requirements and information regarding international internships.

#### Planning

- For U.S. citizens, passports need to be valid for six months from the initial day of international travel
- Students are responsible for securing required visas and/or vaccinations

- Verify that medical insurance is effective internationally (DU will provide International SOS emergency evacuation and repatriation coverage for approved internships, but this is separate from, and in addition to, an individual's health insurance coverage)
- International students seeking internship opportunities outside of their country of citizenship should consult with International Student and Scholar Services (ISSS) regarding possible restrictions
- Students doing personal travel before/after internship dates are responsible for purchasing their own emergency evacuation/repatriation insurance for that time period as they are no longer part of a DU-affiliated experience

### **Research**

The student holds the responsibility for conducting thorough research about the organization, position, location, and housing/transportation options before accepting an internship. Considerations and questions to research include the following:

- **Organizational research:** 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 (liability, workers' comp.), emergency/evacuation protocols/plan, thought given to personal security during the internship (esp. for field-based positions), and health precautions taken by the organization
- **Internship position:** organization's familiarity/frequency in working with interns, organizational structure, degree of supervision, whether a specific position description or work plan with relevant projects is provided, 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 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**

International internships may be subject to additional review by a University committee depending on the country, region, city, and opportunity.

- Internships with any of the following circumstances will require additional JKSSIS and/or DU review before approval (*Note: this process could take up to 3 weeks*):
  - Countries with published State Department [travel warnings](#)
  - Countries with significant health & safety risks (disease, sanitation, water, weather). Visit [International SOS](#) for an overview of travel safety information (contact the OCPD for the account #) and the CDC for health-related information <http://wwwnc.cdc.gov/travel/notices.htm>
- Internships in the following situations will not be approved by the OCPD:
  - Active war zones
  - Countries [economically sanctioned](#) by the US
  - Internships without in-country organizational day-to-day supervision and support
  - Internships where students are asked to break the law, violate DU, JKSSIS, and/or OCPD policies, or be unethical in the context of the internship duties

**Once the international internship has been conditionally approved:**

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

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

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

**Internship Financial Considerations**

The OCPD does not advise students about Financial Aid policies or Work Study information. Please contact the Office of Financial Aid for accurate information.

Students are allowed to receive compensation for internship experiences. Compensation can come in the form of hourly/monthly wage, stipend, housing, or transportation expenses. International students are to consult with ISSS regarding compensation and regulations.

**JKSIS Funding Opportunities**

JKSIS is fortunate to have support from the Paterson, SSF, and Destiny Capital Corporation Internship Funds to provide financial assistance for un/underfunded out-of-area (+50 miles from DU) and international internships.

Students may apply for funding more than once, with priority given to first-time applicants.

**Funding Eligibility Requirements**

- Must be a current student in good academic and judicial standing
- Minimum GPA of 3.5 and no incompletes on transcript
- Internship must be registered for a minimum of 0 credits

**Award Amounts**

Awards vary per fund and depend on a variety of factors including length and location(s) of the internship, number of applications, and funds available. Guidelines are as follows:

- Domestic, out-of-area Colorado awards (+50 miles from DU) are up to \$250
- Domestic, outside-of-Colorado awards are up to \$500
- International awards are up to \$1,000

**Funding Award Requirements and Information**

- Awards can only be used for travel, housing, and daily expenses related to a registered internship and cannot be used to pay tuition or other fees related to coursework through the University of Denver
- Internship funding awards are processed AFTER the student completes the experience and related requirements (see below)
- Award notifications will be sent to students via email
- To accept an award, the student must log on to KorbCareers, read the Terms of Agreement, and complete the funding award survey

- Beyond completing the required internship hours and report, students receiving funding awards must also submit a photograph of themselves at the internship (when possible) and thank you letter to the appropriate donor. Recipients may also be asked to attend an event recognizing the donor's contributions
- Applications for practicums, research, independent study, or language study will not be considered
- Cancellation or non-completion (on the part of the student or the organization) of the internship automatically revokes the award
- The OCPD must pre-approve any changes in the time period, organization, or location
- Final documents outlined above must be submitted within 30 days after completion of the internship or the student risks loss of the award
- DU does not provide advice regarding tax implications of awards. Students are to consult with their tax professional for advice and information.

### **DCC Learning Enhancement Initiative Fund (DCCLEI)**

Students in the GFTEI program are able to apply for funds from the DCCLEI fund to support relevant professional development experiences not associated with an internship or practicum. The same requirements and processes indicated above apply to DCCLEI awards. Award amounts vary and depend on funds available.

### **Additional Policies and Considerations:**

#### **Contracts or Letters Required by Internship Organization**

Certain organizations will require either a letter verifying student status/standing from the institution, a Memorandum of Understanding (MOU), or a contract to be signed by the University.

The OCPD staff or Director of Student Affairs can provide a verification letter (usually within 1-2 days), but please be aware that contracts or MOUs require a MINIMUM of 10 business days to be evaluated. This process may take longer depending on the wording in the agreement.

#### **Internships Requiring Institutional Research Board (IRB) Approval**

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

Please visit <http://www.du.edu/orsp/irb.html> to determine whether or not the internship will require approval from the Institutional Review Board (IRB). Please allow at least two months to complete the IRB review process.

#### **International Students**

International students are responsible for ensuring they are in compliance with their visa status prior to submitting an Internship Agreement Form. Considerations for international students regarding internships include the following: location of the internship; compensation; time of year (summer vs. academic year); academic credit; and whether the internship is a program requirement.

General information and instructions are available at the International Student and Scholar Services (ISSS) website: <http://www.du.edu/intl/iss/cpt.html>. Specific questions regarding Curricular Practical Training (CPT) are best directed to the ISSS office.

### Appeal Process

Students wishing to appeal an internship-related decision should submit a formal letter to the Director of the OCPD. The appeal should be no longer than 2 pages and must include the details of the reason for the appeal, situational explanation, current decision, and desired outcome.

Waivers of the internship requirement are rarely granted, but are done so via appeal to a student's Degree Director.

### Other Programs and Experiences:

Students participating in any of the programs listed below and registering through the OCPD must follow the same procedures, requirements, deadlines, and policies regarding internships as outlined above for consideration and registration.

<b>Program</b>	<b>Eligible to fulfill internship requirement? <i>(reviewed on a case by case basis)</i></b>	<b>Eligible for funding support from JKIS funds?</b>
Work Study Community Partnerships (Approved via Student Employment)	Yes	No
International Service Learning: Project Bosnia-Herzegovina (BiH)	Yes	Yes, for additional fees
International Service Learning: Project Dharamsala (India) and Project El Salvador	No	No
DC Semester Program Internship	Yes	Yes
GHA Service Based Research Opportunities (India, Kenya, Jerusalem)	Possibly, depending on safety considerations and structure of program	Possibly
DU Research Assistant	No	No
JKIS/DU Student Group leadership	No	No
Independent Fieldwork/Research	No	No
Human Trafficking Clinic- Research Associate or Staff	No	No
Center on Rights Development- Staff	No	No

# RPCV Fellows Practicum Overview

## **Practicum basics:**

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

For registration and approval through the Student Affairs Office, please follow the steps found at this link:  
[https://udenver.qualtrics.com/SE/?SID=SV\\_ah1OMI5jFdyFLSI](https://udenver.qualtrics.com/SE/?SID=SV_ah1OMI5jFdyFLSI)

## **Policies and Procedures:**

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

## **Past Practicum Organizations:**

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

## **Community Resources**

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

## **Office of Career & Professional Development Resources**

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



# Josef Korbel School of International Studies in Washington, DC Program

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

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

## **Overview**

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

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

## **Course Offerings**

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

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

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

**Financial Aid**

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

**Application Process**

The application process for JKIS in Washington, DC Program is conducted internally through the Office of Student Affairs. Students will complete an application in November of their first year and will also be required to conduct an interview with the program's selection committee. Students are typically notified of selection results by the end of December. Please be aware that this is a *highly* competitive program with only 20 openings available to participants. Students with **incomplete grades** or a GPA below 3.0 will **NOT** be considered. Please note that this program is only available during the fall term of each year.

**Contact Information:**

Please contact Susan Rivera

[Susan.Rivera@du.edu](mailto:Susan.Rivera@du.edu)

303.871.2534

# **POLICIES AND PROCEDURES**

# Registration

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

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

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

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

**Graduate Level Courses in Other Departments:** Any student wishing to take a graduate level course in another department must have the course preapproved by the Office of Student Affairs, located in Ben Cherrington 101. Undergraduate courses cannot be taken for graduate credit.

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

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

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

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

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

For current and quarter-specific deadlines, please consult the Registrar’s website at [www.du.edu/registrar](http://www.du.edu/registrar).

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

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

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

**Auditing Courses:** Auditing privileges are extended only to full-time students who have the approval of Student Affairs and the DU Registrar's Office. See Susan Rivera in Student Affairs for more information.

**Continuous Enrollment:** A student who has already acquired the necessary credits to meet degree requirements but has not yet graduated must register for continuous enrollment. There is an \$82 per quarter fee (\$50 continuous enrollment fee and \$32 technology fee) for continuous enrollment. This fee provides access to the library and other university facilities, as well as continued eligibility for financial aid and/or loan deferment.

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

# Individual Class Withdrawals (“W”)

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

The “W” will remain on your transcript.

## Procedure for Academic Grievances and Appeals

### Grades

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

\*Final decisions on grades are not subject to further appeal.\*

### Academic Issues Other Than Grades

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

of the final decision to the student, the Chair of any committee involved, the head of the unit from which the grievance originates.

## Incomplete (“I”)

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

The student is responsible for requesting from the instructor that a temporary grade of “I” be assigned, and must complete all outstanding work before a final grade can be assigned. When the last outstanding work is submitted, the student should also include a "Change of Incomplete Form," which is online at:

<http://www.du.edu/registrar/general/forms.html>

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

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

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

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

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

### Warning

Incompletes often appear as a boon, an opportunity to spend additional time producing high quality work. In practice, they are one of the great banes of the lives of many graduate students. The anticipated extra time rarely materializes. Even worse, the “I” looms over succeeding quarters. Every incomplete that you accumulate puts you further behind for each succeeding term. Make rare and judicious use of incompletes. They should only be used for medical or family emergencies or similar situations.

# Student Status Policies

**Active Student:** DU defines an active student as a person who is currently registered for credits at DU or currently in continuous enrollment AND pursuing a degree within the time limit allotted for a degree (5 years for an MA).

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

**New Student:** A first term registrant at JKISIS.

**Continuing Student:** Any previously registered student at JKISIS.

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

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

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

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

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

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

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

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

**Probationary Status:** Any regular graduate student with a GPA below 3.0 is under probation. The student has one quarter to raise the grade average to the 3.0 minimum to be allowed to remain at JKISIS.

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



**Continuous Enrollment:** Students who have completed coursework requirements for a degree may sign up for continuous enrollment for up to 10 quarters, being eligible for financial aid for 8 of those 10 quarters. During continuous enrollment students are considered to be full-time. There is a \$50 fee plus \$32 tech fee per quarter for enrolling in continuous enrollment. (The tech fee is assessed at \$4 per credit hour and continuous enrollment is generally assessed for 8 credits a quarter.) For more information see the Graduate Studies Office or go to [http://www.du.edu/grad/grad\\_cs.html](http://www.du.edu/grad/grad_cs.html).

**Withdrawal:** A student withdrawing from the university must notify JKSSIS, complete a drop/add form for classes (if currently enrolled and leaving before credits are completed for degree) and submit it to the Graduate Studies Office. Loan repayment becomes due when a program is terminated. Official withdrawal during the first six weeks of the quarter will result in grades of W for all courses. After the sixth week, grades of F will be recorded for all courses, unless the professors in charge and the Associate Dean authorize grades of W. In addition, students who wish to move to a degree program outside of JKSSIS must withdraw from JKSSIS before being admitted into the other program.

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

# University of Denver Honor Code

## **HONOR CODE STATEMENT**

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

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

## **RATIONALE**

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

## **AUTHORITY**

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

## **ENFORCEMENT**

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

Adopted by the Board of Trustees, April 15, 2000

## **JOSEF KORBEL SCHOOL OF INTERNATIONAL STUDIES SUPPORT OF THE HONOR CODE**

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

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

## **PLAGIARISM**

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

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

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

# **Confidentiality of Information**

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

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

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

# Graduation

The student must file a formal application for graduation in the Graduate Studies Office two full quarters prior to anticipated graduation (this application can be found online through WebCentral.) Failure to do so may delay graduation to a subsequent quarter. Apply only if all degree requirements will be finished before the graduation date. All hours of credit must be paid prior to graduation. The university will not certify students for graduation until they have met the minimum requirements for hours towards their degree. In some cases, students with transfer credits from institutions on a semester system have half credits (as when 3 semester credits transfer as 4.5 quarter credits). We do not "round up" credit hours. Students may graduate with more hours than required, but cannot graduate with even a half credit less than required. There is no charge for the initial graduation application. If it is necessary to reapply, a \$20 fee will be charged. This is an internal fee paid to Student Affairs.

## **A STUDENT MAY APPLY FOR GRADUATION ONLY AFTER:**

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

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

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

Deadlines for graduation application are as follows:

### **Graduation**

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

### **Application for Graduation is Due**

June (1<sup>st</sup> day of summer classes)  
September (1<sup>st</sup> day of fall classes)  
January (1<sup>st</sup> day of winter classes)  
March (1<sup>st</sup> day of spring classes)

# Tuition and Fees

For **2012-2013** tuition rates are as follows:

For the 2012-2013 academic year the cost/credit is now \$1,062/credit (12-18 credits = \$12,744). Per academic year the total tuition is \$38,232. This information can be found on the Bursar's Office website at <http://www.du.edu/bursar/>.

Students registering for more than 18 quarter hours, including non-credit courses, will be charged the hourly rate of \$1,062 per credit in excess of 18. Tuition charges are the same for all students, whether residents or nonresidents of Colorado. The University reserves the right to make changes to tuition charges or refund policies without notice. Please be aware that students taking courses at other schools on campus (e.g. University College, Daniels Business College, Sturm College of Law) may incur additional costs.

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

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

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

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

**Fees and Service Charges:** All fees are subject to change without notice. For 2012-2013 fees, service charges, and other expenses, visit <http://www.du.edu/registrar/>

# Voluntary Medical Stop-Out, Withdrawal and Continuous Enrollment

**The Stop-Out Program** is for students with a medical condition who may elect to withdraw temporarily from the university with appropriate medical documentation. The Stop-Out Program assumes that the student will be returning within one academic year. If the student does not return from the Stop-Out within one academic year, the student will be given an automatic Medical Withdrawal and terminated from their program, though they may be eligible to reapply. To access the medical stop-out form, go to: <http://www.du.edu/car/advising/MedicalStop-OutForm.pdf>

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

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

Please visit [http://www.du.edu/grad/forms/ContinuousEnrollmentPolicy\\_003.pdf](http://www.du.edu/grad/forms/ContinuousEnrollmentPolicy_003.pdf) to read the complete Continuous Enrollment Policy

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

## Re-admission Policy and Procedure

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

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

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

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

# STUDENT RESOURCES

# Disability Services Program (DSP)

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

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

**For any questions regarding DPS, contact:**

**Michele McCandless, MSW, Associate Director of Disabilities Services Program**

**303.871.2278/2455**

**FAX 303.871.3939**

**[Michele.mccandless@studentlife.du.edu](mailto:Michele.mccandless@studentlife.du.edu)**



# Thinking About a PhD?

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

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

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

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

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

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

# Financial Aid – Financing Your Education

For the most up-to-date financial aid information, please visit DU's Central Financial Aid Office website:

<http://www.du.edu/finaid/grad.htm>

## **FAFSA**

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

## **FEDERAL DIRECT LOANS**

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

## **PLUS LOANS**

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

## **PERKINS LOANS**

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

## **WORK STUDY**

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

**For the most up-to-date JKISIS funding opportunities, please visit our website: [www.du.edu/korbel](http://www.du.edu/korbel)**

## **CONFERENCE ATTENDANCE FUNDING**

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

For the 2011-12 academic year, the maximum reimbursement amounts are as follows:

\$500 for domestic conferences

\$1,000 for international conferences

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

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

Additional information and forms can be found at:

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

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

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

### **RESEARCH ASSISTANT**

To apply for research assistantship positions, please submit your resume and the research assistantship form to Student Affairs in Suite 101. This information will be further discussed at the new student orientation. It is possible as a first year student to receive a Research Assistant position, so all are encouraged to apply as opportunities become available.

### **EXTERNAL SCHOLARSHIP RESOURCES**

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

### **DESTINY CAPITAL CORPORATION LEARNING ENHANCEMENT INITIATIVE (DCCLEI)**

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

Information and eligibility is as follows:

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

# Office of Career and Professional Development

## Connecting Students with Career Opportunities

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

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

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

The OCPD provides comprehensive services to JKSIS graduate students including:

### **Individual Career and Fellowship Coaching**

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

### **Courses, Workshops and other Career Preparation Programs**

#### **Career Development Courses**

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

#### **Job Search Club**

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

#### **Workshops and Information Sessions**

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

#### **Resources**

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

#### **KorbelCareers**

JKSIS students and alumni benefit from using the one-stop Office of Career and Professional Development website called KorbelCareers ([www.korbelcareers.com](http://www.korbelcareers.com)). You will find job, internship, and fellowship listings; career resources including employer reports, a list of past internship sites, and career guides by degree and location; forms needed to register and complete an internship/practicum; event announcements and registration and more.

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

### **Career Resources in the Office of Career and Professional Development**

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

### **Employer Connections**

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

### **Professionals-in-Residence**

Alumni and friends of JKSIS are invited to present and discuss personal experiences in their career search, perspectives on current trends and opportunities in their fields and recommendations on distinguishing skills, characteristics and experiences to enter the field. Recent presenters have represented a variety of employers including the U.S. Department of Commerce, U.S. General Accountability Office, U.S. Department of State, CIA, Oxfam America, International Rescue Committee, Catholic Relief Services, United Nations Development Program, Inter-American Development Bank, and more.

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

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

### **Recruiting Events, Career Fairs and Networking Forums**

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

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

### **LinkedIn**

Students are invited to join the University of Denver: Josef Korbel School of International Studies. LinkedIn Group with more than 600 alumni and student members and growing. This is a forum for requesting informational interviews and allows you to follow discussions on career trends.

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

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

1. Students are expected to represent themselves and their experiences accurately and honestly in all written and oral communications with the OCPD, prospective employers, and alumni.
2. Students are expected to act in a professional and respectful manner in all meetings, events, correspondence, trips and networking opportunities.
3. After attending the OCPD orientation session and receiving information on KorbelsCareers, it is the student's responsibility to login into KorbelsCareers, complete a CareerProfile and upload a current resume. These documents must be uploaded prior to scheduling an appointment with the OCPD.

4. The OCPD staff will review resumes uploaded into KorbelsCareers and will respond within 3 business days. This response will indicate whether or not the resume has been approved for resume books.
5. Once students have an approved resume on KorbelsCareers, they are eligible to submit application materials to any Resume Book. With regard to Resume Books: students are expected to only pursue opportunities in which they are truly interested and for which they meet the stated qualifications.
6. Students may schedule appointments with OCPD staff members for a variety of career coaching needs. Students are expected to provide all available materials (i.e. resume, cover letter, position description) relevant to the appointment to the staff with whom they are meeting at least 24 hours in advance of the appointment.
7. Cover letter reviews and detailed resume reviews are done through appointments and are not conducted via email.
8. The OCPD offers drop-in hours that provide students the opportunity to meet with an OCPD staff member to receive answers to quick questions without making an appointment in advance and do not require pre-submission of resumes or cover letters.
9. A minimum of 24 hours notice is required to cancel an appointment or interview set up through the OCPD, except in the case of an emergency. Repeated cancellations and/or failure to show up for events or appointments may result in the loss of access to OCPD services including career coaching and access to KorbelsCareers.
10. While the OCPD strives to keep all fees to a minimum, any fees paid to the OCPD are nonrefundable, unless otherwise stated in advance of payment.

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

# Other Organizations at JK SIS

## Graduate Student Organizations

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

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

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

## Affiliated Centers

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

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

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

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

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

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

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



# Institutional Review Board

## Human Subjects Use:

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

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

University of Denver Multiple Federal Wide Assurance  
Code of Federal Regulations for Protection of Human Subjects (45 CFR 46)  
The Belmont Report

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

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

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

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

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

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

Formal workshops on IRB issues, processes and responsibilities.  
Informal sessions presented by the Research Compliance Manager and IRB Chair.

## Review Process:

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

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

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

For a list of upcoming IRB Meeting Dates and deadlines, go to: <http://www.du.edu/osp/meetingdates.html>

### **Annual Review:**

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

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

### **Membership of the IRB:**

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

Contact 303.871.4052 or 4050 to discuss:

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

# APPENDICES

# MA IN INTERNATIONAL STUDIES PROGRAM STATEMENT\*

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:

\_\_\_\_\_

\_\_\_\_\_

## INTERNATIONAL STUDIES CORE:

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

## FIELD:

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

## CONCENTRATION:

Please note that students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

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

## METHODOLOGY/SKILLS:

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

**INTERNSHIP:** (Not required but strongly recommended) (0-5 credits)

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

**FOREIGN LANGUAGE PROFICIENCY:**

Completed: \_\_\_\_\_ Test Date: \_\_\_\_\_

**ELECTIVES:**

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

Total Credit Hours (90) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*RPCVs are required to complete a minimum of 72 hours and the Peace Corps Practicum.***

# MA IN GLOBAL FINANCE, TRADE, AND ECONOMIC INTEGRATION PROGRAM STATEMENT\*

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:

Degree: \_\_\_\_\_

Year: \_\_\_\_\_

**INTERNATIONAL STUDIES CORE:** (one course/5 credits)

INTS 4324: Introduction to International Political Economy (very strongly recommended)

INTS 4900: Theories of International Politics

INTS 4501: Comparative Politics in the 21<sup>st</sup> Century

One Political Theory Course (typically INTS 4820, 4821, 4822, or 4601)

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

**PROGRAM TRAINING CORE:** (three courses/15 credits)

INTS 4320 International Monetary Relations

INTS 4310 International Trade

AND EITHER

INTS 4370 Political Economy of Globalization

OR

INTS 4324 Introduction to International Political Economy

Note: students that take INTS 4324 to satisfy their International Studies Core requirement must take INTS 4370 to satisfy their GFTEI Program Training Core.

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

**CONCENTRATION:** (three courses/12-15 credits)

Issue specializations allow students to group at least three elective courses that relate to a particular theme. Students are required to complete one twelve to fifteen credit issue specialization, and can also choose to complete a second issue specialization. Students have considerable latitude in the design of issue specialization(s), and should consult with their advisors on the selection of elective courses to complete their chosen specializations. Please note that

students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

Concentration (name): \_\_\_\_\_

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

**METHODOLOGY & SKILLS COURSES:** (three courses/13-15 credits)

INTS 4051, Statistics II

INTS 4303, Applied Econometrics

A third skills oriented course approved by your student advisor or Student Affairs

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

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

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

**FOREIGN LANGUAGE PROFICIENCY:**

Completed:      Test Date:

\_\_\_\_\_

**OPTIONAL THESIS OR SRP:** (0-10 credits)

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

**ELECTIVES:**

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

5) \_\_\_\_\_

6) \_\_\_\_\_

Total Credit Hours (90) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*SPECIFIC DEGREE REQUIREMENTS APPEAR IN THE DEGREE REQUIREMENT SECTION OF THE HANDBOOK  
\*RPCVs are required to complete a minimum of 72 hours, Peace Corps Practicum.**



# MA IN INTERNATIONAL ADMINISTRATION PROGRAM STATEMENT\*

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:

\_\_\_\_\_

\_\_\_\_\_

**INTERNATIONAL STUDIES CORE:**

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

**ADMINISTRATION CORE:**

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

**PUBLIC SECTOR CORE:**

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

**CONCENTRATION:**

Please note that students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

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

**METHODOLOGY & SKILLS COURSE:**

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

**INTERNSHIP:** (NOT REQUIRED BUT STRONGLY RECOMMENDED – 0-5 CREDITS)

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

**FOREIGN LANGUAGE PROFICIENCY:**

Completed: \_\_\_\_\_ Test Date: \_\_\_\_\_  
\_\_\_\_\_

**ELECTIVES:**

Course #	Course Title	Term/Year	Credits
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____
8) _____	_____	_____	_____
9) _____	_____	_____	_____
10) _____	_____	_____	_____
11) _____	_____	_____	_____
12) _____	_____	_____	_____

Total Credit Hours (90) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*RPCVs are required to complete a minimum of 72 hours and the Peace Corps Practicum.*

# MA IN INTERNATIONAL HUMAN RIGHTS PROGRAM STATEMENT

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:  
 \_\_\_\_\_  
 \_\_\_\_\_

## INTERNATIONAL STUDIES CORE:

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

## PROGRAM TRAINING CORE:

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

## CONCENTRATION:

Please note that students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

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

**METHODOLOGY & SKILLS COURSES:**

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

**INTERNSHIP: (REQUIRED, 0-5 CREDITS)**

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

**FOREIGN LANGUAGE PROFICIENCY:**

Completed: \_\_\_\_\_ Test Date: \_\_\_\_\_  
\_\_\_\_\_

**ELECTIVES:**

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

Total Credit Hours (90) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*RPCVs are required to complete a minimum of 72 hours and the Peace Corps Practicum.*

# MA IN INTERNATIONAL DEVELOPMENT PROGRAM STATEMENT

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:

\_\_\_\_\_  
\_\_\_\_\_

## INTERNATIONAL STUDIES CORE:

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

## PROGRAM TRAINING CORE:

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

## METHODOLOGY & SKILLS COURSES:

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

**CONCENTRATION:**

Please note that students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

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

**INTERNSHIP: (REQUIRED, 0-5 CREDITS)**

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

**THESIS/COURSEWORK OPTION:**

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

**FOREIGN LANGUAGE PROFICIENCY:**

Completed: \_\_\_\_\_ Test Date: \_\_\_\_\_

**ELECTIVES:**

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

Total Credit Hours (90) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*RPCVs are required to complete a minimum of 72 hours and the Peace Corps Practicum.*

# MA IN INTERNATIONAL SECURITY PROGRAM STATEMENT

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:

\_\_\_\_\_

\_\_\_\_\_

## INTERNATIONAL STUDIES CORE:

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

## PROGRAM TRAINING CORE:

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

## SKILLS ENHANCEMENT COURSES:

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

**TOPICS AND ISSUES:**

Please note that students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

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

**INTERNSHIP:** (REQUIRED, 0-5 CREDITS)

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

**PORTFOLIO:** (REQUIRED, 1 CREDIT)

Course #	Course Title	Term/Year	Credits
1) <u>INTS 4971</u>	<u>PORTFOLIO</u>	_____	<u>1</u>

**THESIS OR SUBSTANTIAL RESEARCH PAPERS:** (OPTIONAL)

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

**FOREIGN LANGUAGE PROFICIENCY:**

Completed: \_\_\_\_\_ Test Date: \_\_\_\_\_  
\_\_\_\_\_



**ELECTIVES:** (UP TO 35 CREDITS)

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

Total Credit Hours (90) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*RPCVs are required to complete a minimum of 72 hours and the Peace Corps Practicum.***

# MA IN INTERNATIONAL ADMINISTRATION FOR PEACE CORPS MASTER'S INTERNATIONAL PROGRAM STATEMENT

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:  
 \_\_\_\_\_  
 \_\_\_\_\_

## INTERNATIONAL STUDIES CORE:

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

## PROGRAM TRAINING CORE:

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

## PUBLIC SECTOR CORE:

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

## CONCENTRATION:

Please note that students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

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

## METHODOLOGY & SKILLS:

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

## SRP:

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

## ELECTIVES:

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

Total Credit Hours (72) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The last **18 hrs of credit** required for the degree – to bring the total to 90 hrs – are waived only after the student **completes the Peace Corps assignment and submits a 30-35 page paper discussing a research interest or experience while in the Peace Corps. Once a grade is awarded for this paper, the student can apply to graduate.**

# MA IN INTERNATIONAL DEVELOPMENT FOR PEACE CORPS MASTER'S INTERNATIONAL PROGRAM STATEMENT

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:  
 \_\_\_\_\_  
 \_\_\_\_\_

## INTERNATIONAL STUDIES CORE:

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

## PROGRAM TRAINING CORE:

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

## CONCENTRATION:

Please note that students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

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

**METHODOLOGY & SKILLS:**

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

**SRP:**

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

**ELECTIVES:**

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

Total Credit Hours (72) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The last **18 hrs of credit** required for the degree – to bring the total to 90 hrs – is waived only after the student **completes the Peace Corps assignment and submits a 30-35 page paper discussing a research interest or experience while in the Peace Corps. Once a grade is awarded for this paper, the student can apply to graduate.**

# MA IN GLOBAL FINANCE, TRADE, AND ECONOMIC INTEGRATION FOR PEACE CORPS MASTER'S INTERNATIONAL PROGRAM STATEMENT

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

Previous Education:

\_\_\_\_\_

\_\_\_\_\_

## INTERNATIONAL STUDIES CORE:

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

## PROGRAM TRAINING CORE:

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

## CONCENTRATION:

Please note that students pursuing a concentration in Humanitarian Assistance **must** include a signed Humanitarian Assistance program statement.

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

**METHODOLOGY & SKILLS:**

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

**SRP:**

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

**ELECTIVES:**

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

Total Credit Hours (72) \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The last **18 hrs of credit** required for the degree – to bring the total to 90 hrs – are waived only after the student **completes the Peace Corps assignment and submits a 30-35 page paper discussing a research interest or experience while in the Peace Corps. Once a grade is awarded for this paper, the student can apply to graduate.**

# PROGRAM IN HUMANITARIAN ASSISTANCE CERTIFICATE OR CONCENTRATION PROGRAM STATEMENT

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Desired Degree: \_\_\_\_\_

**Circle One:**                      Certificate    Concentration

Projected Graduation Date: \_\_\_\_\_

## CORE COURSES:

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

## ELECTIVE COURSES:

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

## FIELD TRAINING & SKILLS DEVELOPMENT CORE:

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



**INTERNSHIP:**

Organization

Hours

---

Total Credit Hours \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PROGRAM IN GLOBAL HEALTH AFFAIRS CERTIFICATE OR CONCENTRATION PROGRAM STATEMENT

Name: \_\_\_\_\_

DU ID Number: \_\_\_\_\_

Term Enrolled: \_\_\_\_\_

Year Enrolled: \_\_\_\_\_

Desired Degree: \_\_\_\_\_

**Circle One:**                      Certificate    Concentration

Projected Graduation Date: \_\_\_\_\_

## SUBSTANTIVE CORE

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

## METHODS AND PRACTICE CORE

Course #	Course Title	Term/Year	Credits
1) <u>INTS 4483</u>	<u>Practical Applications in Global Health</u>	_____	_____
2) <u>INTS 4423</u>	<u>Health Data for Decision Making</u>	_____	_____

## ELECTIVE COURSES:

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

**INTERNSHIP:**

Organization	Hours	Health/Paper Option
_____	_____	_____

Total Credit Hours \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_