



**Politics Department
Student Handbook
2015 - 2016**

INTRODUCTION

Forget about Marx, Weber, and Rousseau!

This Politics Student Handbook will prove to be the most useful piece of literature for getting a degree in Politics at the New School for Social Research (NSSR). The Handbook explains procedures and department requirements for degrees offered in Political Science. Read it carefully and keep it for easy reference. Additional information about the Political Science Department and the New School for Social Research is available on the NSSR Web site at <http://www.newschool.edu/nssr/>.

Keep in mind that you must also fulfill the general requirements imposed by the New School for Social Research as a whole and should always read this handbook in conjunction with the New School for Social Research Catalog. Students can obtain a copy of the catalog from the NSSR Office of Admissions, on the web, or from the NSSR Office of Academic Affairs. Degree requirements and procedures implemented by the New School for Social Research are stated in the section titled "Degree Requirements and Academic Policies" in the New School for Social Research Catalog. These general New School for Social Research requirements and procedures are not repeated in the present Handbook. It is your responsibility to familiarize yourself with both sets of requirements and procedures.

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This *Political Science Graduate Handbook* is a general reference to graduate study in this department. It includes information on academic programs, program requirements, teaching and research assistant-ships, and other matters related to your academic progress. It is designed to help your life as a graduate student proceed as smoothly as possible and to enable you to anticipate each stage in your graduate career.

The *Political Science Graduate Handbook* accompanies the *NSSR Catalog*. The *Catalog* is the official source of information about the rules, regulations and requirements of the University, the NSSR, and the Department. As a companion to the *Catalog*, this handbook is designed to clarify NSSR and Departmental policy, and provide you with resources for solving any problems that may arise as you pursue your graduate studies.

The information published here represents the plans of the New School for Social Research at the time of publication. The division reserves the right to change any matter contained in this publication, including but not limited to policies, degree programs, names of programs, course offerings, academic activities, academic requirements, faculty and administrators.

For further assistance, please contact the Political Science Student Advisor, the Department Secretary, or your faculty Advisor.

TABLE OF CONTENTS

I. LISTING OF FACULTY	3
II. THE MA IN POLITICS: PROCEDURES	65
A. ADVISING	65
B. CORE COURSEWORK REQUIREMENTS FOR THE MA	65
C. MA PAPER	87
D. CREDIT LIMIT	98
E. GRADES	98
F. PROCEDURE FOR INTERNAL ADMISSION INTO THE PHD PROGRAM	98
G. M.A. DEGREE CHECKLIST	110
III. PH.D. PROCEDURES	1311
A. ADVISING	1311
B. CORE COURSES AND METHOD REQUIREMENTS	1311
C. EXAM REQUIREMENT: FIELD COMPETENCY FOR THE PH.D.	1412
D. THE DISSERTATION	1513
E. THE LANGUAGE REQUIREMENT	1716
F. RESEARCH WITH HUMAN SUBJECTS	1816
G. PHD IN POLITICAL SCIENCE AND HISTORICAL STUDIES	1816
H. PHD IN POLITICAL SCIENCE WORKSHEET	1917
IV. GENERAL DEPARTMENT PROCEDURES AND INFORMATION	2018
A. STUDENT ASSOCIATIONS	2018
B. MAILBOXES	2018
C. ADDITIONAL SERVICES	2018
D. REGISTRATION	2119
E. TRANSFERRING CREDIT	2219
F. WAIVERS	2220
G. RESEARCH ASSISTANTSHIPS	2220

I. LISTING OF FACULTY

FULL TIME FACULTY

Ayse Banu Bargu (On leave Spring 2016)
bargub@newschool.edu

Nancy Fraser (On leave Fall 2015)
frasern@earthlink.net

Mark Frazier
frazierm@newschool.edu

Victoria Hattam
hattamv@newschool.edu

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Anne McNevin (On leave Spring 2016)

James Miller
millerje@newschool.edu

Jessica Pisano (On Leave 2015-2016)
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David Plotke
PlotkeD@newschool.edu

Sanjay Ruparelia
RuparelS@newschool.edu

Deva Woodly
WoodlyD@newschool.edu

Rafi Youatt (on leave Fall 2015)
YouattR@newschool.edu

AFFILIATED FACULTY

[Andrew Arato](#)

Dorothy Hart Hirshon Professor of Political and Social
Theory

[Michael Cohen](#)

Director of International Affairs Program
The New School for Public Engagement

[Alexandra Delano](#)

Coordinator of Global Studies
Assistant Professor of Global Studies
Current holder of the Eugene M. Lang Professorship in
Teaching and Mentoring

Federico Finchelstein
Associate Professor of History and Director of The Janey
Program in Latin American Studies

[Carlos Forment](#)

Associate Professor of Sociology

[Oz Frankel](#)

Associate Professor of History

[Ellen Freeberg](#)

Associate Dean

[Lisa Huestis](#)

Associate Professor of Legal Studies
Eugene Lang College The New School for Liberal Studies

[Sanjay Reddy](#)

Associate Professor of Economics

PART-TIME FACULTY

[Ross Poole](#)

BPhil 1969, Oxford University

VISITING SCHOLARS

Fall 2016

Demet Evrenosoglu

Hannah Holme

Tobias Muller

Johanna Oksala

Ditte Sorensen

Spring 2017

Demet Evrenosoglu

Maressa Miranda

Johanna Oksala

Alexis Rodriguez Rata (department scholar January -
February 2017)

II. THE MA IN POLITICS: PROCEDURES

A. Advising

During Orientation, all MA students will be given a faculty advisor. All MA students are strongly encouraged to meet with their faculty advisor when they start the program and they *must* meet with their faculty advisors before registering in spring semester of their first year.

B. Core Coursework Requirements for the MA

To earn an MA in Politics at the New School for Social Research, students are required to:

Complete 30 credits

Complete the MA seminar

Take at least 18 (“core”) credits within the department (this means courses that are coded GPOL)

Take at least one methodology course (if a GPOL course, it can be part of the 18 credits)

Maintain no less than a B (3.0) grade point average

Submit the written work requirement: MA Paper

Thematic Areas

The Politics Department commonly offers courses in the following thematic areas that reflect the interests of students and faculty:

Democracy in Theory and Practice

History of Political Thought

Identities, Culture, and Politics

Global Politics

Institutions, Policy, and Governance

Political Development in Historical Perspective

Politics in Economic and Social Context

Migration and Citizenship

Course Requirements

MA Seminar

All MA students are required to take the MA Seminar, preferably in their first semester at the New School for Social Research. This course is designed to introduce students to the canon within Politics as well as to teach students on how best to conduct rigorous inquiries while pursuing their degree. It is taught during the fall semester of each year. The current course description, as posted on the Department webpage and in the catalog is:

MA Seminar – Power, Culture, and Freedom

9/3/2015 to 12/17/2015; : Thu Time: 02:00 PM to 03:50 PM

Why is it worthwhile to study politics? Should political knowledge be valued for its role in an active political and civic life? Should it be a way to achieve desired political and social ends? Or is it a professional and scientific project? With these questions in mind we analyze and debate basic concepts: power, action, culture and institutions, equality and freedom. We assess competing views of these concepts both among political scientists and from the perspectives of economists and sociologists. Authors include Hannah Arendt, G.A. Cohen, Robert Dahl, Steven Lukes, Jane Mansbridge, Elinor Ostrom, John Rawls, Amartya Sen, Michael Walzer, Max Weber, and others. This course is required for M.A. students in Politics and open to Ph.D. students in Politics. It is open to students in other Departments and programs.

Methodology

At least one of the following courses:

GPOL 6195	Qualitative Methods
GHIS 6133	Historiography and Historical Practice
MMTE 5070	Quantitative Methods (at the Milano the New School for Management and Urban Policy)
GPOL 6134	Historical Methods

A number of other courses can also be taken to fulfill the Methodology requirement; however these courses should only be taken with the consultation of your Department Academic Advisor. These courses include: MTCH 7001 Research Methods; MTCH 6549 Introduction to Quantitative and Qualitative Research; and MMTE 6090 Statistical and Research Methods. Please see the advisor about other options that may be available.

Graduate Writing I (GWI) and Graduate Writing II (GWII)

One or both of these courses may be required for students entering for whom English is not their native language. Before registration, all incoming international students are required to take a diagnostic writing exam. The results of this exam are reviewed by the Graduate Writing Coordinator who determines if a student needs assistance in strengthening his/her English language abilities. If a student tests into one of these courses, then the student is allowed to take only up to two additional academic courses during that semester. Each of the *GWI* and *GWII* courses are considered full-time classes, enabling the student to receive three credits worth of equivalency for the class in addition to the six credits for the other two courses. (Equivalency credits do not count toward the degree but do allow the student who takes 2 other courses to retain full time status.) Please speak to either the NSSR Admissions Office or the Student Advisor for further information.

****Should you find yourself struggling with writing, please visit the University Learning Center** located at
71 Fifth Avenue, 9th floor
(Between 14th and 15th Streets)
New York, NY 10003
212.229.5121

Graduate students book their own 40-minute appointments via www.newschool.edu/writingcenter
Graduate writing tutors are specified by "GRAD" on the schedule.

C. MA Paper

To receive the MA, a student must fulfill the MA written work requirement.

The MA Paper

Choose ONE of your papers prepared for courses or seminars

Approach a faculty member to act as an MA Thesis advisor (no later than 2 months before the MA thesis is due – see below)

If you plan to work with a faculty member from another department, you need to first obtain a permission from the Department Chair, Andreas Kalyvas

Appropriately revise the paper upon the advice of the faculty member

Inform the Student Advisor who is your MA Thesis advisor

Hand in the revised paper with the paper that has the original comments from the faculty

The length should run between 20-25 pages including the bibliography

The final draft of the paper(s) should be submitted to the faculty member by April 1st for May Graduation and November 15th for January Graduation.

The reader will write an evaluation of the student's work, and will include a recommendation to the rest of the faculty as to whether or not the student has met the Department's expectations for the MA degree.

*Please notify the student advisor which faculty member you choose to read the MA Paper no later than February 1st, 2016

Writing as a Scholar

Papers should be written in an accepted scholarly format, as set forth in Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, or *The Chicago Manual of Style*.

With this, as with all other papers, students are bound by law and academic ethics to scrupulously cite all material -- whether quoted or paraphrased -- that is taken from other authors. Not doing so may expose you to accusations of plagiarism.

Plagiarism

Plagiarism is the use of another person's words or ideas in any academic work using books, journals, Internet postings, or other student papers without proper acknowledgment. For further information on proper acknowledgment and plagiarism, including proper expectations for paraphrasing source material and proper forms of citation in research and writing, students should consult the MLA Style Manual and Guide to Scholarly Publishing on documentation. The New School University Learning Center also provides useful online resources to help students understand and avoid plagiarism, at <http://www.newschool.edu/nssr/subpage.aspx?id=14522>.

Students must receive prior permission from instructors to submit the same or substantially overlapping material for two different assignments. Submission of the same work for two assignments without the prior permission of instructors is plagiarism.

Students should also consult the division's catalog to familiarize themselves the school's plagiarism policy and its consequences.

D. Credit Limit

No MA student may take over 30 credits.

E. Grades

Grades in Political Science courses conform to the following standards:

A – Excellent: A contribution to the field; a paper that could be presented at a conference; an exam that shows mastery and originality.

A– (minus) – Very good work: An academic accomplishment and good progress in either the MA or Ph.D.

B+ (plus) – Good work with significant merit

B – Acceptable for credit, but not strong.

B– (minus) – Not acceptable

(For additional information about all grades and grading policies in general, see the appendix to the handbook or the NSSR Catalog.)

F. Procedure for Internal Admission into the PhD PROGRAM

I. Eligibility

MA Students in Politics, Historical Studies or Liberal Studies are eligible to apply for internal admission to the Politics PhD program.

II. Application Deadlines

The deadline for submitting application is February 1st.

Note that current MA students are ineligible to apply as external candidates, Do not submit your application to the Office of Admissions!

III. Application Materials

The application for internal admission requires the submission of both one-page application form and supplementary materials.

A. Part 1 - Application Form

The applicant must complete an “Application for Internal PhD Admission” form and **send it to the Office of Academic Affairs by email**. This form appears under the “Academic Petitions and Policies” link on the Academic Affairs website.

B. Part 2 - Supplementary Materials

By February 1st, the applicant must also submit the following supplementary materials **via email to Victoria Hattam and Sanjay Ruparelia** (tbc 5/13)

B1. Statement of Purpose

In this statement (not to exceed 1000 words), the applicant should describe his or her interest in pursuing a PhD, his or her primary intellectual concerns, and his or her potential research question. The applicant should also identify the faculty member with whom he or she plans to work if accepted into the PhD program, as well as any faculty members that are familiar with his or her past work. NOTE: The applicant should have communicated with a potential PhD advisor and attained this faculty member’s support prior to submitting an application for internal admission.

B2. Curriculum Vitae

The CV should contain information about the applicant’s educational background, professional and research experience, and publications or conference presentations, if any.

B3. Writing Sample

This should be a substantial paper and not a short review or exam. The MA Paper is acceptable.

B4. Recommendation Letters

Students are required to submit one recommendation letter from NSSR faculty.

- It is strongly encouraged that the applicant secures the support and endorsement of two Politics Department faculty for his or her application.
- It is the applicant’s responsibility to obtain the support of faculty members and discuss the prospects of applying to the PhD track at least 2-3 months before the application deadline.
- If the supporting faculty member is a Full Time Faculty member at the Politics Department, then a letter of recommendation does not have to be submitted.
- If the supporting faculty member is not a member of the Politics Department, then the applicant must obtain a written letter of recommendation and submit it as part of his

or her application. In this letter, the sponsoring faculty member should specify the role that he or she intends to play in the student's doctoral study.

IV. Other Information

A. Timing

In general, the process of application starts in the third semester and is finalized in the beginning of the fourth.

C. Credit Restriction

Students who have attempted 30 or more credits and have not won admission into the PhD program will not be permitted to register for further courses.

C. Competitiveness

Internal PhD admissions are highly competitive. In general, the applicant should have a GPA of 3.7 or higher. Incompletes on the applicant's transcript will reduce his or her chances of winning admission. Applicants are not guaranteed a spot in the PhD program, and they should take this into consideration as they consider their future PhD options.

D. Evaluation

Decisions on admission are based on a review of the applicant's entire record. They are made by the Politics Department faculty as a whole. A student's application is subject to special consideration by the faculty member with whom he or she intends to work.

Note that all internal admission to the PhD are 'provisional' pending completion of the MA requirements and continued good academic standing.

G. M.A. DEGREE CHECKLIST

Name:

Year Entered:

Faculty Advisor:

MA Course Requirements:

MA Seminar:

Methodology Course (*and if GPOL, will count toward one of the "core" department courses needed*):one

Core Course 1:

Core Course 2:

Core Course 3:

Core Course 4:

Core Course 5:

Core Course 6/Elective 1:
Core Course 7/Elective 2:
Core Course 8/Elective 3:

MA Paper

III. PH.D. PROCEDURES

A. Advising

During Orientation, all PhD students will be given a faculty advisor. All new PhD students are strongly encouraged to meet with their faculty advisor when they start the program and they *must* meet with their faculty advisors before registering in spring semester of their first year.

B. Core Courses and Method Requirements

Students must complete a total of 60 credits of course work.

Major and Minor Concentrations

The four fields of concentration (political science subfields) are:

American Politics
Comparative Politics
Global Politics
Political Theory

Students will declare one major and one minor field when taking exams.

PhD Field seminars

Students are required to take *two* out of the four Field Seminars:

GPOL6299 Field Seminar in Global Politics
GPOL6301 Field Seminar in Political Theory
GPOL6332 Field Seminar in American Politics
GPOL6349 Field Seminar in Comparative Politics

Course in Methodology

Students whose major field is Political Theory need to complete **one** methodology course.

Students whose major field is Comparative, American, or Global are required to complete at least **two** courses in methodology. One must be in qualitative methods and one must be in quantitative methods. The following courses are suitable for meeting these requirements. Other courses may be approved depending on students' research interests.

GPOL 6195	Qualitative Methods
MMTE 5070	Quantitative Methods
GHIS6134	Historical Methods and Sources
GHIS6133	Historiography and Historical Practice

Approved courses from the Inter-University Consortium

A number of other courses can also be taken to fulfill the Methodology requirement; however these courses should only be taken with the consultation of your Department Academic Advisor. These courses include: GSOC 6029 Text & Interpretation; GSOC 6030 Social Theory & Field Research; MTCH 7001 Research Methods; MTCH 6549 Introduction to Quantitative and Qualitative Research; and MMTE 6090 Statistical and Research Methods.

Ph.D. Seminar

This course extends over an entire academic year. It meets once every other week. It provides an opportunity for advanced Ph.D. students to work on their dissertation prospectus.

GPOL7300 Ph.D. Seminar

The Ph.D. Seminar is restricted to students who are working seriously on dissertation proposals. Admission to this course normally requires that the student has passed at least one field exam.

In addition, the student's advisor should be available for consultation with the instructor of the Ph.D. seminar regarding the proposal. If the instructor of the seminar deems it appropriate, the student's advisor should also be available to help organize and participate in the session at which the proposal is first discussed. Students may defend their dissertation proposals while taking the Ph.D. seminar.

To prepare for the PhD Seminar, students should have a 10 page draft of a proposal. Consider writing the proposal as one of your final papers in your qualitative methods course or other relevant course. The PHD Seminar should be taken towards the end of their Ph.D. coursework.

Directed Dissertation Study

Students have the option to take up to 6 credits of directed dissertation study with the Chair of their dissertation committee. As of 2015, enrollment in Directed Dissertation is no longer a requirement (effective for both current and incoming cohort) and students should consult with their Chair in advance of enrolling

C. Exam Requirement: Field Competency for the Ph.D.

Students must take a total of two field examinations from the following fields - *American Politics, Comparative Politics, Global Politics, or Political Theory*. They will declare one field as their *major field* and the other as their *minor field*.

The exam will be read and evaluated by faculty within the respective concentration. The major examination should be taken first. Students are strongly encouraged to take their first exam at the first sitting after they have taken 42 credits.

Field Competency Examination

Exams are offered twice a year, in February and September/October. The student must be registered in the semester that he or she takes the exam.

The exams vary by field, and have a 'take-home' component. The exam should be picked up by 12:00

p.m. on a Friday afternoon and returned no later than 6:00 p.m. the following Monday. Students are allowed to use books and notes at will.

Note that the Comparative field exam has both a written and an oral component. Contact Profs. Jessica Pisano and Mark Frazier for additional information

Each exam consists of between 7-10 questions. Students are required to answer 3 or 4 questions in total for each examination. Students should indicate whether the exam is in their major or minor field when sitting for the exam.

Exam Evaluation

Students will receive written notification of the results of their exam within one month after the date on which exams are submitted.

Grades for field exams will be as follows:

High Pass – excellent, **Pass** – accomplished command of a field, **Low Pass** – general but uneven command of a field, and **Fail** – inadequate understanding of the main elements of a field.

The committee evaluating the exam assigns these grades, and they refer to the exam as a whole. Students who fail a field exam may appeal to the Department chair for reconsideration. Students may also retake the exam. However, students who fail an exam twice will not be permitted to continue in the program, except under exceptional circumstances.

D. The Dissertation

Upon satisfactory completion of the preceding requirements, students proceed to the preparation of their dissertation proposal and the oral examination. **The dissertation proposal defense cannot occur before the completion of the field exams**

Preparation of the dissertation proposal is normally undertaken immediately after passing the field competency exams and it must be completed within one year of completing the PhD Seminar.

When the dissertation proposal is complete, to the satisfaction of the supervising faculty, the student will defend it in an oral examination before the dissertation committee.

Dissertation Committee

The proposal is developed with the advice and guidance of a faculty committee member. The Department has a number of guidelines for forming a committee. Students should first determine a Committee Chairperson. A member of the Department should chair Ph.D. committees. The student should consult closely with their Committee Chairperson in forming the committee.

Ph.D. committees must have at least two other members (for a total of at least three committee members), one of whom must be a member of the Department. Students in the Political Science Ph.D. and Historical Studies should have a CHS faculty serving in their committees.

A Dean's Representative is no longer required for Dissertation Proposal Defense. See the New School for Social Research Catalog for more information regarding the Dean's Representative selection process and role as a member of a dissertation committee.

Students may also add a third or fourth member of their committees from among faculty in the Political Science Department, faculty from other NSSR Departments, or faculty at other universities.

All committees are subject to the approval of the Department Chair.

Note: The student must submit a copy of the dissertation proposal to all committee members including the Dean's representative prior to the oral examination (proposal defense).

Dissertation Proposal

The dissertation proposal is usually 15-30 pages long. Students must answer the following questions:

- What is the question? What is the problem or puzzle you intend to investigate?
- What contribution would your answer make to the relevant literature?
- How do you intend to research your question?
- What methodology will you employ?
- Why should students of politics and the wider academic community care about your findings? In other words, so what?

Samples of previous Dissertation Proposals in all fields are available from the Student Advisor. Please also see the PhD Handbook for further guidelines. (On the Website or in the NSSR Office of Academic Affairs)

Dissertation - Oral Examination (Proposal Defense)

Students must arrange for the Oral Examination, which is also known as the Proposal Defense. During this examination the student will present and defend his/her Dissertation Proposal. Several steps are involved in doing this:

Schedule the Exam

Consult with your Dissertation Chair and Nancy Shealy to arrange a date and time with all dissertation committee members. Nancy Shealy will coordinate faculty schedules and arrange room reservation.

Time Limit

Students must defend their dissertation proposal within four years of beginning the Ph.D. program.

Submit paperwork

The student must also inform the Political Science Student Advisor so that he/she may fill out the appropriate paperwork for the chair of the committee, subsequently submitted to the Registrar's Office.

Ph.D. Candidacy

The Ph.D. student formally becomes a Ph.D. candidate (ABD) once she/he has successfully completed 60 course credits, passed the field exams and dissertation proposal defense, as well as the foreign language written proficiency exam.

Please fill out a CHANGE of STATUS form upon becoming ABD.

Students working towards the *Oral Examination* are still classified as Ph.D. students by the Department.

***Students who fail their proposal defense twice may apply for the M.Phil Degree (see the NSSR Catalog about this degree) but are not entitled to continue on for the PhD.**

Writing and Completing the Dissertation

As their central project within the Ph.D. program, students must research and write a dissertation. The dissertation establishes their ability to do substantial and original scholarly work. The dissertation is normally written under the supervision of the chair of the committee, with appropriate assistance from other members of the committee, and advice as necessary from other scholars. Given the variety of forms of inquiry, it is not possible to specify a standard length or format for the dissertation.

There are a number of resources available for technical help in writing the dissertation. The American Political Science Association website provides a good starting point for locating some of these resources:

<http://www.apsanet.org/opps/grad/>

The Dissertation Defense

After receiving approval from his or her dissertation committee, the student will present an oral defense of the dissertation in accordance with procedures of the Department and the New School for Social Research.

The Dissertation Defense consists of an oral defense of the student's research findings. Please note that a student should contact Nancy Shealy to secure the participation of a Dean's Representative for the Dissertation Defense. Please follow the same procedures as outlined above for the Oral Examination in regards to arranging for a time and a place for the Dissertation Defense, as well as for completing the necessary paperwork.

Additional information on dissertation defense, filing, and graduation is available here:

<http://www.newschool.edu/nssr/subpage.aspx?id=9258>

Please upload your dissertation here: www.etdadmin.com/newschool
at least 1-2 weeks ahead of your scheduled defense

The Dissertation Reader

The dissertation reader is an individual from the NSSR Office of Academic Affairs. Students are responsible for turning in a completed copy of their dissertation to the New School for Social Research dissertation reader one month before the defense. The dissertation reader looks over the dissertation to make sure that it is in compliance with style and format guidelines. Please obtain a copy of the Dissertation Guidelines from the NSSR Office of Academic Affairs or from the New School for Social Research web site. In addition, students should write their dissertation in the Chicago Manual of Style in order to be in compliance with New School for Social Research guidelines.

E. The Language Requirement

Ph.D. students must demonstrate reading knowledge in an appropriate foreign language chosen in consultation with the principal dissertation advisor. The examination, administered by the department, will normally consist of a two-hour translation of social science materials from that language into English. A dictionary may be used.

Students whose undergraduate education was in a language other than English may be exempt from this requirement if that language is appropriate for their research.

Language Exam - Written Proficiency

As a demonstrable written proficiency in a foreign language is required for final completion of degree requirements, Ph.D. students can receive tuition remission for relevant language courses offered at the New School. See the NSSR Office of Academic Affairs for further information.

F. Research with Human Subjects

Please see NSSR Appendix and read the section titled “Institutional Review Board.” Information on the IRB is also available here: <http://www.newschool.edu/leadership/provost/irb/>

G. PhD in Political Science and Historical Studies

A student may opt to earn their Ph.D. in Political Science and Historical Studies. The student must apply for this program and must follow the program in close consultation with the NSSR Committee on Historical Studies (CHS) and the Political Science Faculty.

Students who are accepted into a Ph.D. degree in Political Science and Historical Studies should also consult with the Chair of the Department. They are advised to refer to Historical Studies Handbook for more information about degree requirements and application procedures. Students accepted into the program need to see the Student Advisors from both Historical Studies and Political Science at the time of registration.

H. PhD IN POLITICAL SCIENCE WORKSHEET

For students entering program Fall 2006 or later
(60 credits, 20 courses, total may include 30 credits from GF M.A. or Transfer M.A.)

Name:

Advisor:

Credit Bearing Requirements:

Major Field Seminar (3 credits)
Minor Field Seminar (3 credits)
Quantitative Methods (3 credits)
Qualitative Methods (3 credits)
PhD Seminar (3 credits)
Directed Dissertation Study (3 credits)

Non-Credit Bearing Requirements:

Language Requirement
Major Field Exam
Minor Field Exam
Dissertation Proposal/Oral
Dissertation Defense
Dissertation Chair
Committee Member #2

Committee Member #3

Committee Member#4 (optional)

Dean's Representative

Graduation

IV. GENERAL DEPARTMENT PROCEDURES AND INFORMATION

A. Student Associations

The Union of Political Science Students (UPSS)

The Politics Department's student association is called the Union of Political Science Students (UPSS). Every Politics student is a member of the UPSS. Active student participation is key to improving resources, funding, and educational access in the department.

UPSS officers are selected by lot from the entire Politics Department student body. The lots are drawn once per semester. We use a lot system to encourage a democratic culture within the student body and to spread departmental responsibilities equitably across both categories of students in our department (MA and PhD).

The UPSS has eight officer positions: two presidents, one treasurer, one faculty representative, one alumni representative, two Graduate Faculty Student Senate (GFSS) representatives, and one Dean's Advisory Council (DAC) representative.

The UPSS plays an active role in the Politics Department. Its activities include: organizing conferences, co-moderating departmental town-hall meetings, participating in faculty hiring decisions, issuing recommendations on curricular changes, issuing recommendations on the department speaker series, and co-organizing departmental parties.

The UPSS holds general meetings once a month. All students in the department are invited by email to attend these meetings.

You can reach the UPSS via e-mail at: upss.newschool@gmail.com.

B. Mailboxes

Bulletin Boards, Email and Student Mailboxes

Students are urged to consult the bulletin boards and student mailboxes outside the Department office. If you are a registered student in Politics there will be a mailbox with your name on it and an assigned e-mail address. Make sure that you register for your free email account the first week you register if you are a new student. The mailboxes and e-mail are essential to communication within the department and New School for Social Research. Use them!

Listings of lectures, movies, student programs, conferences, etc., are continually posted on the boards, as well as listings of research jobs, teaching positions, and fellowships.

C. Additional Services

Housing

You may have heard that finding decent, affordable housing is a difficult task in New York. Check the New School's Housing Office for information on options as well as for neighborhood maps and guidance in tenant-landlord disputes.

Housing advertisements may also be found in the daily newspapers and in the Village Voice. Keep your eye open for apartments in the other boroughs and in New Jersey, Jersey City and Hoboken. These have commuting times similar to those from Brooklyn and Queens. As a general rule, rents are cheaper the farther you go away from Manhattan. If you are in temporary housing at the beginning of the semester, consult other students and faculty for information about locations and neighborhoods with affordable rents. People also put their own lease and share notices up on the bulletin boards around the school, so watch for those. Finally, tell everybody you meet you are looking for an apartment--word of mouth can sometimes be the best way to find a place to live.

D. Registration and Academic Advising

Before each registration period, the New School mails an information packet to students. Read this packet carefully and bring it along when you register with the Student Advisor. Course registration is normally conducted through the web-based mynewschool found on the university's website. Students should familiarize themselves with the mynewschool network.

The Student Advisor

Course registration begins in the Political Science Department with an appointment with the Student Advisor. Students consult with the Student Advisor about course availability and selection. Each student completing on-line registration must obtain their pin number from the Student Advisor before proceeding with registration. New students should make an appointment to see the Student Advisor during registration. Alternatively, continuing students may conduct the registration advising process through e-mail. (Because this process involves private information and data, the University requires that registration e-mail communication only be conducted through New School e-mail addresses.)

The Student Advisor is an advanced graduate student who assists students during orientation and registration. The Student Advisor counsels students about course selection during registration. The advisor may also inform students about requirements for MA and Ph.D. comprehensive examinations, about paper and dissertation requirements, credit transfers, various academic petitions, etc.

The Faculty Advisor

Students should consult with their Faculty Advisor about course selection. Students who are registering for the first time will be assigned a Faculty Advisor. The Faculty Advisor helps the student in making course selection and other academic decisions, and should be consulted routinely. Students experiencing problems or difficulties with their academic progress, or the New School Administration, are invited to discuss them with their Student or Faculty Advisor. A student is free to change his or her faculty advisor at anytime she/he thinks fit. Students should consult the Department webpage for information regarding faculty members' academic background and interests.

All new students are strongly encouraged to meet with their faculty advisor when they start the program and they *must* meet with their faculty advisors before registering in spring semester of their first year.

E. Transferring Credit

Transfers between programs within the New School for Social Research

All transfer decisions are the prerogative of the Chair, though in practice, several additional Department faculty (one from the proposed field of concentration) are usually consulted. Grades and content relevant to the Department's program have been the primary considerations in the decision. The Department has always accepted courses cross-listed in our own curriculum. However, the Department may refuse to permit a student to transfer candidacy into the program when his or her academic standing in the "home" department was not satisfactory (e.g., cumulative GPA was below 3.00).

Academic Credit earned outside the New School for Social Research

Department practice has been to require twelve credits of completed course work in order to provide a clearer picture of the student's abilities and prior training. Criteria for acceptance of credit are content relevance, grades, and the University from which the credits are being transferred.

No Ph.D. Students in Political Science will be allowed to transfer graduate credits with a grade below a B+.

Applications for transfer credits may be obtained from the Student Advisor and the **completed** application is returned to the Advisor's office. In addition, it is the student's responsibility to provide the Advisor and Department Chair with a transcript and syllabi from those relevant courses that the student hopes to transfer. The student will receive an email notification on the number of credits approved for transfer from the Office of Academic Affairs.

F. Waivers

Waiver of Program Requirements

The Chair of the Political Science Department can, under New School for Social Research regulations and past practice, substitute program requirements in individual cases upon petition by the student.

Waiver for Quantitative Methods

The Department has accepted a variety of equivalent courses as a satisfactory substitute for this requirement. The student has been asked to provide a transcript carrying the grade for the course, an official course description from the appropriate catalog, and a copy of the syllabus for the course.

G. Research Assistantships

Department Research Assistantships

Each year the Department hires a few research assistants to work in close collaboration with one or several faculty members. A research assistant may work up to 10 hours per week. Applications for the positions are usually due in March. Check the Department bulletin boards for information. Interested students should also speak directly to the faculty member with whom they would like to work. Assistantships consist of a stipend.

Any student may apply. Preference is given to advanced students.

Applications must be submitted to the NSSR Office of Academic Affairs and Scholarships

Work Study

There are two types of work-study jobs at the New School: (a) assignment to an administrative office (e.g., Financial Aid, Admissions, Department office); (b) assignment to a professor in the Political Science Department for duties such as library work, data collection, photocopying, etc. These work-study positions can be an integral part of your graduate career, and often are an important part of the apprenticeship process, which may eventually lead to a Department Research Assistantship position.
