

PhD Program Requirements

June 2021

This document pertains to student requirements and procedures. For Graduate Employee information, refer to the GTFF Collective Bargaining Agreement and the General Duties and Responsibilities Statement (GDRS); both can be found on the department website.

It is the responsibility of each student to be aware of, monitor, and meet, all departmental, graduate school, and university requirements relevant to making progress towards and completing their degree. No departmental requirements shall conflict with the Graduate School PhD degree requirements. All program requirements (coursework, research paper, comprehensive exams, and dissertation) must be successfully completed within seven years of initial enrollment into the program, although students are expected and encouraged to complete their requirements more quickly.

Coursework Requirements and Procedures

Students must complete a minimum of 100 political science graduate credit hours towards the degree and must be enrolled in a minimum of 3 political science graduate credit hours each term (9 for students holding a GE appointment), excluding summer. Courses must be taken for graded credit and receive a grade of B or better, with the exception of PS 602, 608, and open-ended variable-credit coursework (described below) to be counted towards the degree, the following requirements count towards this 100-credit minimum:

Seminar Requirement – Minimum of 20 credits

- 5 credits must be from PS 620 (State of the Discipline). This seminar must be taken during the first term of enrollment.
- A minimum of 10 credits must be from required field core seminars that thematically parallel the student's comprehensive exams. Seminars should be taken at the earliest availability. See Appendix I for required field core seminars.

Methods Requirement

In order to demonstrate proficiency in quantitative and qualitative research methods, students must do the following:

- Earn 8 credits from the combination of PS 545 and PS 546 during the first academic year. If PS 545 and/or 546 are not offered during a specific year, the Graduate Coordinator will notify students of the quantitative methods courses that will count towards this requirement.
 - Students who have successfully completed coursework in statistics at or above the level of PS 545/546 may request a waiver of this requirement by submitting transcripts and syllabi to the Director of Graduate Studies. This request must be submitted at least two weeks prior to the term when the first course of this requirement is offered. The Director of Graduate Studies will consult with relevant faculty, as appropriate.
- Earn 10 credits from the combination of PS 612 Qualitative Methods and PS 613 Interpretive Methods.
 - The courses will generally be offered in alternating years. Students should take one course in each year of their first two years in the program, subject to available offerings. Students should take these courses at the earliest opportunity.
 - Students who have successfully completed coursework in qualitative or interpretive methods at or above the level of the required courses may request a waiver of this requirement by submitting transcripts and syllabi to the Director of Graduate Studies. This request must be submitted at least two weeks prior to the term when the first course of this requirement is offered. The Director of Graduate Studies will consult with relevant faculty, as appropriate.
- Earn 5 credits from PS 614 Research Design. Complete during the first academic year; typically offered in Spring term.

Supervised College Teaching (PS 602)

- First-year Political Science graduate students (GEs and non-GEs alike) are required to take this course Fall term. Enrollment is limited to first-year students.
- PS 602 credits will count towards a students' degree.

Professional Development (PS 608)

- First-year Political Science graduate students (GEs and non-GEs alike) are required to enroll in PS 608 in Winter and Spring terms. PS 608 will focus on practical questions relating to research and professional development.
- Offered Winter and Spring only.
- Credits count towards a students' degree.
- Students in later years are encouraged to register for this course if the topic or instructor differs from when they previously completed PS 608.

Variable-Credit Graduate Courses

The department recommends that graduate students register for 16 credits per term. Along with 500 and 600 level classes, students can register for "open-ended" variable-credits. These course numbers allow students to obtain credit for academic effort outside the workload of standard classes. Prior to registering for variable-credit coursework, the student and supervising faculty member negotiate the number of credits that will be received, and the method of evaluation for the work. The number of credits for such work is based upon the estimated workload for the term, which includes independent work by the student and the time spent in consultation with the faculty member. An *Authorization to Register* form must be completed and approved by both faculty and student.

- PS 601 -- Research [P/NP] 1-16 credits
Research credits are used for conducting individualized research, or for collaborative research between a graduate student and a faculty member. If the workload includes writing a substantial paper and being evaluated on this written work, 4-5 credit hours may be appropriate.
- PS 603 -- Dissertation [P/NP] 1-16 credits
Dissertation credits are taken following advancement to candidacy, and are the only credits taken by a student while the dissertation is being completed. A minimum of 18 Dissertation (PS 603) credits are required. No more than 18 will be counted towards the degree. Students must enroll in a minimum of 3 PS 603 credits during the term of defense.
- PS 605 -- Reading [Grade or P/NP] 1-16 credits
Reading credits are used for work such as exploring topics in-depth, preparing for comprehensive examinations, or preparing a conference paper or journal article.

Transfer Credit

The department recognizes that previous course work is beneficial and may accelerate a student's progress through the program. However, each student must complete all requirements toward the degree regardless of prior coursework at another institution. Thus, we do not accommodate transfer credits.

Language Requirement

Political Science does not have a language requirement, but it is strongly recommended that all students prepare themselves in at least one foreign language.

Concurrent Degrees

Students planning to pursue a concurrent degree in another program must submit a written request explaining how the concurrent degree will benefit their political science studies. The department head, in consultation with the Director of Graduate Studies, will review these requests. In principle the department will support concurrent degrees when they strengthen a student's studies in political science. However, credits from a concurrent degree program will not count towards the political science degree.

Research Paper

Students must complete an article-length research paper no later than their sixth term of enrollment (excluding summer). Research shall begin no later than Fall term of the second year and must be completed by the following

Spring term. Research Papers will be judged by a standard of readiness for submission for publication at a scholarly journal, and evaluated relative to that standard as follows: high pass, pass, low pass, or fail.

Failure to complete this paper during spring term of year two will result in a grade of "Fail." A grade of fail will be a significant factor during the "end-of-second-year" review and could lead to a vote by faculty for dismissal from the program.

A Master's degree will be awarded to students who pass the Research Paper, provided they have completed all of the department's first and second year coursework requirements (see Appendix II) and have met the minimum Graduate School requirements for the Master's degree.

Deadlines and procedures:

- Fall term, no later than Friday of week 5, students must submit a Research Paper Contract that identifies the Political Science faculty members who will serve as first and second reader. Submit to Graduate Coordinator.
 - Both faculty members must be tenure-track faculty members within Political Science.
- Spring term, no later than Friday of week 2, students must apply for their Master's degree via Gradweb.
- Spring term, no later than Friday of week 5, students must submit the final draft to readers.
- Spring term, no later than Friday of week 7, student's paper must be accepted as finished by both readers.
- Spring term, no later than Monday of week 8, faculty readers will notify students of the evaluation result.

Comprehensive Examinations

Students must take 1 Major and 1 Minor comprehensive examination in two different department fields (see Appendix I for field requirements):

- The Major field will be examined by a written examination and an oral examination.
- The Minor field will be examined by written examination only.

Prior to Arranging Exams

- The PS core seminar(s) required by each field must be completed prior to taking that exam.
- Meet with the field chair to begin planning for exam at least one term prior to exam term.
- All course requirements (seminar courses, research methods, quantitative methods, and a minimum of 82 credits applicable to the degree) must be completed prior to (or during) the term of the final comprehensive examination.

Arranging Exams

- The Comprehensive Exam Contract must be completed and submitted to the Graduate Coordinator no later than Wednesday of week three for examinations taking place during week five and Wednesday of week five for examinations taking place during week seven. Once this form is submitted, students may not change themes or dates without a formal written request and the consent of the field chair and Director of Graduate Studies.
- Comprehensive examinations must be scheduled for the fifth or seventh full week of the term.
- If a student takes more than one examination during a single term, the exams will be given two weeks apart.

Written Exams

The length and format of the written exams varies by field. See Appendix I for field exam requirements.

Oral Exams

- The oral examination will be held within two weeks following completion of the written examination.
- The oral examination shall be general in nature and may include material from the written examination.
- It is the responsibility of the student and committee to arrive at a date and time for the oral exam.
 - Students must notify the Graduate Coordinator of exam date and time for room space and documentation.

Evaluation of the Exams

- Comprehensive exams will be evaluated as follows: High Pass, Pass, Low Pass, or Fail.

- Minor exam results and comments will be sent to the Graduate Coordinator within one week of exam completion. These will be distributed to the student no later than the next business day.
- Within one week of completing a Major written examination, notification of oral exam status will be communicated to the student and Graduate Coordinator.
- Oral examination must be completed within one week of notification; a single grade will be given after completion of the oral.
- Major exam comments will be sent to the Graduate Coordinator within one week of oral exam completion. These will be distributed to the student no later than the next business day. The chair of the committee may decide to distribute comments prior to oral examination.

Failed Examinations

- Any examination that is not completed during the contracted term, or turned in on time, will receive a grade of Fail.
- Students who have otherwise made satisfactory progress in the program may repeat failed Major and/or Minor comprehensive examinations once, but students are only permitted a maximum of two attempts at Minor exams and two attempts at Major exams. Thus, a student who switched exam fields after failing a Major exam would only have one attempt at another Major exam, and similarly with Minor exams.
- Should any comprehensive examination be failed twice, the department will recommend disqualification to the Graduate School.

Post-Comprehensive

- After successful completion of all coursework requirements and comprehensive examinations, students shall be advanced to Ph.D. candidacy.

Dissertation

Registration - PS 603 (Dissertation)

- A minimum of 18 Dissertation credit hours are required for the degree.
- A maximum of 18 Dissertation credit hours may be applied toward the degree.
- A minimum registration of 3 Dissertation credit hours is required in a student's final term.

Committee

- Students must select a dissertation committee, and have it approved by the department, within one month following advancement to candidacy. For students who advance at the end of spring term, they must have their committee selected and approved within the first month of fall term.
- The committee should be structured as follows:
 - Chair: The student will choose a chair, and the student and chair shall agree on three other faculty members to form the rest of the committee (all of which will supervise the writing of the dissertation); the chair must be a PS faculty member.
 - Core Members (2): One core member must be from the PS faculty. The remaining member may be a tenured PS faculty member, tenured-faculty from another UO department, or an individual approved by the political science department as a "department representative."
 - Institutional Representative: The UO requires that each committee include one PhD-holding faculty member from another UO department to act as an "institutional representative."

Prospectus

- The student shall meet with their dissertation committee to present and defend a Dissertation Prospectus.
- The Prospectus must be successfully defended by the conclusion of the academic term following advancement to candidacy. For students who advance at the end of spring term, their Prospectus must be defended by the conclusion of fall term.
- Upon successful defense of the Prospectus, students who begin the process of composing their dissertation must comply with University requirements for dissertation preparation, procedure, form, and style, as specified in the current University of Oregon Catalog and the University of Oregon Style and Policy Manual for Theses and Dissertations (available online).

Oral Defense

- The dissertation must be successfully defended at a public Oral Examination no later than seven calendar years from the student's first term of enrollment.
- All members of the dissertation committee must have a final draft of the dissertation in hand at least three weeks prior to the formal defense.
- The dissertation committee will recommend one of the following to the department after the oral defense:
 - Failure
 - Conditional pass with revisions and a second oral examination required
 - Pass with no or minor revisions required and no second oral examination required
- The dissertation chair will supervise the revision process after the oral examination, and not sign the dissertation until these revisions are satisfactorily completed.
- Successfully defended dissertations must adhere to University requirements for Graduate School submission, as specified in the current University of Oregon Catalog and the University of Oregon Style and Policy Manual for Theses and Dissertations (available online).

Appendix I Requirements by Field

General Information

- Each field is guided by a committee, consisting of those faculty members who teach in the area. Each field committee determines committee membership and the requirements for comprehensive exams in that field. The student is responsible for speaking with the field committee chair to identify current committee membership policy.
- All fields will have Core Seminar(s) that are designed to cover the major areas in the field's comprehensive exam. The number and substance of Core Seminars, like the format of comprehensive exams, are at the discretion of each field. All Core Seminars will be offered at least every other year, unless no appropriate faculty member is available to teach them. They will be required before a student takes the field's major or minor comprehensive exam.
- No intersection between any two of a student's committees may include more than two faculty members.

Comparative Politics (revised 6/2020)

Required Core Seminars: 3 - PS 628 State and State-Society Relations, PS 629 Comparative Political Economy, PS 630 States and Regimes,

Comprehensive Exam Format

Students shall have four weekdays to complete their major examination, and three for their minor. Exams will be emailed at 8:15 am on day 1, and must be returned by 4:30 pm (emailed directly to the Graduate Coordinator) on the final day of the exam.

While taking the exam, students are not allowed to discuss it with other people. The exam is open-book, but students must give credits or have proper citations for the work and ideas of others. After submission, the exam will be put through plagiarism software, with any findings of academic misconduct reported to the Dean of Students. Confirmed misconduct will lead to a failing grade on the exam, and will be considered by the department for further sanctions, which may include a vote by the faculty on disqualification from the program.

The major exam will have three sections:

- i. Core: broad theoretical questions that engage epistemological, methodological, conceptual themes (see Core part of reading list), and rely on mastery of all three substantive thematic areas of the reading list (see three thematic sections of reading list). Write one essay from choice of two questions.
- ii. Cross-regional questions. Write one essay from choice of three questions. The three questions will be drawn identifiably from the three areas of the core seminars (and the three related thematic areas of the reading list), and will all ask for essays that engage empirics from two regions of the world (see regional list and instructions below).
- iii. Regional focus questions, tailored by student regional focus (see below). Students will write one essay from a choice of two questions. Questions may be on any theme. Students should expect these two questions to draw on the two thematic areas least related to their primary intellectual focus (e.g., a student with main interest in political economy and development should expect question in this section to speak to states & regimes and state-society relations).

Regarding regional focus (for question 3): When applying to take the exam, students will announce a primary regional focus from the following options: Western Europe, Eastern Europe and Former Soviet Union, Northeast Asia, Southeast Asia and Oceania, South Asia, North Africa and Middle East, Sub-Saharan Africa, Latin America, North America. They will write one essay from a choice of two questions. Questions can be on any theme.

Minor Exam:

The minor exam is comprised of the first two sections of the major exam. Students do not need to declare regional focuses because they do not take the regionally-tailored part of the major exam.

Formal Theory and Methodology (revised 7/2013)

Required Core Seminar: 1 - PS 627 Formal Theory and Methodology

Comprehensive Exam Format

Students shall have four weekdays to complete their major examination, and three for their minor. Exams will be emailed at 8:15 am on day 1, and must be returned by 4:30 pm (emailed directly to the Graduate Coordinator) on the final day of the exam.

- If the student prefers to pick up and deliver exam in paper form rather than email, they must consult with the Graduate Coordinator before day 1 of the exam. The same delivery and return times will apply.

For a major in the formal theory and methodology subfield candidates must take a core exam and two theme exams from the list below. For a minor, candidates must take a core exam and one theme exam. Candidates are required to assemble a committee of two faculty members and meet with them before setting an exam date in order to determine the scope of the student's exam.

Themes:

- | | |
|-------------------------------------|--|
| 1) Decision Making | 2) Formal Models of politics |
| 3) Quantitative Statistical Methods | 4) Qualitative Statistical Methods |
| 5) Experimental Methods | 6) Strategy, game theory, and bargaining |

International Relations (revised 6/2020)

Required Core Seminars: 2 - PS 624 International Relations, PS 626 International Political Economy

All students taking either a major or a minor comprehensive exam in international relations must have read and show a mastery of the literature under the Core Theme on the International Relations Reading List as well as of the literature on TWO additional themes for MAJOR exams or ONE additional theme for MINOR exams.

The Reading List identifies required readings as well as strongly recommended readings. It should be noted that the Reading List is intended as a starting point to prepare students for each theme. As part of writing a contract with their committee, the student should also develop a list of readings for each theme that reflects the committee's and student's assessment of important new works not yet on the Reading List. The committee expects students' exams to reflect all relevant work in the field, whether or not those works are on the Reading List. Students are reminded that good comprehensive exams demonstrate the student's knowledge of important cases and the student's ability to apply theory to particular empirical contexts.

The International Relations field includes the following themes in addition to the Core theme: International Political Economy, International Security, and International Environmental Politics.

Students may also take an exam on the theme of "Foreign Policy and Decision Making." To develop an appropriate reading list for that theme, the student is required to contact the field committee chair no later than week 1 of the prior Spring term for a Fall term exam or week 1 of the prior Fall term for either a Winter term or Spring term exam.

Additional Information:

The goal of the comp exam process in International Relations is to foster your knowledge of the field. Successful preparation should leave you "knowing the field" well enough to identify interesting questions for a dissertation, have an understanding of available theories and cases for answering that question, and have a sense of the "look and feel" of compelling and convincing arguments in the field. Preparation for the exam should also position you so that you are 60-80% of the way to being prepared to teach an introductory undergraduate course in International Relations.

The IR field committee has produced a document entitled "Strategy for taking comprehensive exams in International Relations". All students interested in taking a comprehensive exam in International Relations should read this document at the earliest opportunity.

Comprehensive Exams:

The exam takes place in a one-day, eight-hour time period, plus one hour for lunch. Non-native English speakers are allowed nine hours, plus one hour for lunch. The exam is closed book; students leave their belongings in the department office and write the exam on a department computer in a room or office provided by the department. Students will be given their questions at 9:00 AM and must perform a final save of their answers to the exam laptop no later than 6:00 PM (7:00 PM for non-native English speakers).

Students are reminded that all exams must meet all University of Oregon requirements related to academic integrity. While taking the exam, students are not allowed to discuss it with other people. The exam is open-book, but students must give credits or have proper citations for the work and ideas of others. The exam will be put through plagiarism software, and plagiarism, if found, will result in a failure and likely disqualification from the program.

Major Exam:

This exam will have three sections

- (a) Core Theme: answer 1 (of 2 or more) questions provided by the committee, which will cover the full breadth of the Core Theme on the Reading List.
- (b) Additional Theme #1: answer 1 of 2 (or more) questions provided by the committee that will cover the full breadth of the student's chosen additional field.
- (c) Additional Theme #2: answer 1 of 2 (or more) questions provided by the committee that will cover the full breadth of the student's chosen additional field.

Minor Exam:

The minor exam is comprised of the first two sections of the major exam. Minor exam takers have six hours, plus an hour for lunch, and take the exam under the same conditions as the major. The exam begins at 9:00 AM and must be completed by 4:00 PM (5:00 PM for non-native English speakers).

Exam committees will consist of three members decided upon by the field chair in consultation with the subfield committee members.

Political Theory (revised 6/2020)

Required Core Seminar: 1 - PS 622 Political Theory

Comprehensive Exam Format

Students shall have four weekdays to complete their major examination, and three for their minor. International Students for whom English is not their native language will have an additional day to complete the comprehensive examination (five days for a major; four days for a minor). Exams will be emailed at 8:15 am on day 1, and must be returned by 4:30 pm (emailed directly to the Graduate Coordinator) on the final day of the exam.

- If the student prefers to pick up and deliver exam in paper form rather than email, they must consult with the Graduate Coordinator before day 1 of the exam. The same delivery and return times will apply.

For a major examination, the Committee requires a student to offer the core theme (History of Political Thought) and four additional themes. For a minor examination, the student will offer the core theme and two additional themes. On the examination, questions may integrate material from more than one theme prepared by the student; or may be specific to one theme. Students majoring in the field will answer three out of five questions, including answering a question on the core theme. Students minoring in the field will answer two out of three questions.

Minor exam takers may be required, at the discretion of the examination committee, to meet and discuss their written exam work prior to a grade being given.

The field offers fifteen different themes: History of Political Thought; Republicanism and the Public Sphere; Natural Right, Natural Law, and the Social Contract; Philosophy of Social Science and Interpretive Methodology; Politics of

Identity; Comparative Political Theory; American Political Thought; Critical Theory and Post-Structuralism; Liberalism, Utilitarianism, Communitarianism; Democratic Thought and Equality; Feminism; Justice and Law; Marxism, Socialism, and Anarchism; Theories of Affect, Aesthetics, and Embodiment; and Critical Race Theory.

Public Policy (revised 6/2021)

Required Core Seminar: 1 - PS 625 Public Policy

The public policy subfield is available only as a Minor field, not as a Major field. Prior to taking a comprehensive exam in public policy, all students must have taken and passed at least two courses:

- PS 625: Graduate Seminar in Public Policy (required), and
- At least one of the classes in the following list, when offered by a faculty member in the department's Public Policy subfield (consult the list at polisci.uoregon.edu/fields/public-policy)
 - PS 566: Legalizing Civil Rights in Post-Warren Era
 - PS 567: US Presidency
 - PS 571: Intergenerational Justice
 - PS 577: International Environmental Politics
 - PS 584: US Supreme Court
 - PS 595: US Political Economy
 - PS 630: States and Regimes

In the event that these courses are not offered before the student takes the exam – or if the student was otherwise unable to take one of these courses – the student should contact the chair of the policy field to explore other options to fulfill the course requirements. These alternate options must be approved through an exception process; consult the Director of Graduate Studies.

The public policy subfield will organize an annual roundtable on preparation for the policy exam. All prospective public policy students should attend. Consult the public policy subfield chair for details.

Students taking a comprehensive exam in public policy are expected to have read the public policy literature as defined by the Public Policy Core Reading List. All students must demonstrate their mastery of that Core Reading List as well as additions to that list that reflect the student's particular interests, developed in consultation with the full Public Policy field committee. Students should begin this consultation well in advance of the anticipated term of examination.

All students taking the MINOR exam must master additional readings covering EITHER a key theoretical subfield within Public Policy OR a substantive area of expertise. Students taking a minor exam will answer two (2) questions.

The Public Policy Committee offers a reading list for the “pre-specified” subtheme of “Law and Public Policy.” The reading list for this subtheme can serve as either a theoretical subfield OR a substantive area of expertise.

The Core Reading List will be posted on the Department of Political Science website. This list is intended to serve as a *starting point* for student preparation for the core theme. In addition, an archive of reading lists for theoretical subfields and substantive areas will be maintained as students who take the comp exam develop them in consultation with the committee. Again, these lists are intended to serve as *starting points* for student preparation for the corresponding theme.

For all comprehensive exams, *questions* will be solicited from all current faculty on the Public Policy Field Committee. The completed examination will be *evaluated* by three Field Committee members to be determined by the Field Committee chair in consultation with all members of the Field Committee.

As part of writing a contract with their committee, the student will develop a list of readings for either a theoretical subfield or a substantive area, or both. That list or those lists should reflect both the field committee's and the student's assessment of important new works in the field covered by the theme. The committee expects

students to make reference to all appropriate and relevant work in the field, whether or not those works were included in the students contracted reading list. Good comprehensive exam answers demonstrate empirical knowledge of important cases as well as the student's ability to explore and understand the application of a theory to a particular empirical context.

Comprehensive Exam Format

Students shall have three weekdays to complete the MINOR examination. Exams will be emailed at 8:15 am on day 1, and must be returned by 4:30 pm on day three (emailed directly to the Graduate Coordinator).

- If the student prefers to pick up and deliver exam in paper form rather than email, they must consult with the Graduate Coordinator before day 1 of the exam. The same delivery and return times will apply.

Those taking the MINOR exam must do (a) and either (b) or (c) below.

(a) Core: answer 1 of 2 (or more) questions provided by the committee, which will cover the full breadth of the Core Reading List.

(b) Theoretical subfield: answer 1 of 2 (or more) questions provided by the committee that may cover the full breadth of the Theoretical Subfield Additional Readings. The list of additional readings will be developed through a consultation between the student and the committee chair and members. This list will include no less than 20 readings (books, articles, chapters) designed to help the student develop a theoretically-informed mastery of a key theoretical field within public policy (e.g., agenda setting, bureaucracy, regulation, political economy, implementation, decision making, and policy evaluation).

(c) Substantive area: answer 1 of 2 (or more) questions provided by the committee that may cover the full breadth of the Substantive Area Additional Readings. The list of additional readings will be developed through a consultation between the student and the committee chair and members. This list will include no less than 20 readings (books, articles, chapters) designed to help the student develop a theoretically-informed and sophisticated knowledge of a particular substantive area of expertise (e.g., health care, poverty, environment, business regulation, immigration, science and technology policy).

Plagiarism

While taking the exam, students are not allowed to discuss it with other people. The exam is open-book, but students must give credits or have proper citations for the work and ideas of others. After submission, the exam will be put through plagiarism software, with any findings of academic misconduct reported to the Dean of Students. Confirmed misconduct will lead to a failing grade on the exam, and will be considered by the department for further sanctions, which may include a vote by the faculty on disqualification from the program.

United States Politics (revised 6/2020)

Required Core Seminar: 1 - PS 607 American Politics Pro-Seminar

Students wishing to pass comprehensive exams in the US subfield must take three substantive seminars:

1. REQUIRED core seminar, PS 607: American Politics Pro-Seminar
2. One 600-level U.S. political science seminar
3. Either one additional 600-level U.S. political science seminar or one 500-level U.S. political science course.
 - a. PS 625 Public Policy Seminar does not count towards the U.S. requirements, even if it is taught by U.S. faculty.
 - b. If students are uncertain about whether or not a course will count, they should consult the subfield chair via email before enrolling. Students should keep a record of approvals in this regard to ensure that they are on track. (Subfield chairs will also keep track of approvals.)

The subfield chair will review student coursework prior to signing the student's comprehensive exam contract, to ensure students have met the three-seminar requirement. The comprehensive exam contract along with the U.S. Politics Comprehensive Exam Coursework Worksheet should be signed by the subfield chair and submitted by the student to the Graduate Coordinator for records retention purposes prior to the exam.

Comprehensive Exam Format

Major exams take place in a one-day, eight-hour time period, plus one hour for lunch. Non-native English speakers are allowed nine hours, plus one hour for lunch. The exam is closed book; students leave their belongings in the department office and write the exam on a department computer in a room or office provided by the department. Students will be given their questions at 9:00 AM and must perform a final save of their answers to the exam laptop no later than 6:00 PM (7:00 PM for non-native English speakers).

Major exam students will answer 3 of 5 questions, requiring knowledge of U.S. political institutions, culture, and behavior and drawn from the U.S Politics Reading List and required coursework.

Minor exam takers have six hours, plus an hour for lunch, and take the exam under the same conditions as the major. The exam begins at 9:00 AM and must be completed by 4:00 PM (5:00 PM for non-native English speakers).

Minor exam students will answer 2 of 4 questions, requiring knowledge of U.S. political institutions, culture, and behavior and drawn from the U.S Politics Reading List and required coursework.

Appendix II

Progress towards Doctoral Degree

The department is committed to helping each graduate student complete their degree in the manner most likely to foster their future professional success. Our graduate program requirements, processes, and procedures are designed to help students do so. Academia is extraordinarily competitive and professional success is only likely for those whose performance is extremely strong in graduate school. Students should set their goals according to the expectations for success outlined below. The following section details the minimal requirements for continuation in the program. The University refers to the latter as defining conditions of “satisfactory progress,” but students must understand that performance near these minimal requirements is not satisfactory with respect to their future career prospects.

It is important to note that success in completing degree requirements as determined by the Department and the UO is far from sufficient to guarantee success in the academic job market or the broader job market for PhDs. For most students, the PhD degree is only the first credential to obtain a job and begin a professional career whether in an academic or non-academic environment. Success in the job market for PhDs requires students to develop strong communication and presentation skills; wide professional networks involving other researchers who share similar interests (not necessarily in the same discipline of Political Science) in other universities in the US and around the world; and a good knowledge of the market for PhDs that include not only universities but think tanks, research institutes, consulting firms, and government agencies at state and federal levels. Students are advised to begin as early as their second year to seek out those opportunities outside of the program and the UO that will help them succeed in the highly competitive job market for PhDs once they graduated. Students should not be deterred by rejections but should learn from and build on the experiences by reformulating their research questions, revising and resubmitting their applications, and rewriting and revising their papers.

Expectations for Success

Professional success as an academic calls for performance far beyond “satisfactory progress.” Above all, it depends on students producing high-quality **published** scholarship that is capable of receiving external recognition beyond UO. To be on a trajectory over that bar, the department expects to see students reaching the following points and engaging in a wide range of professional activities along the way:

- Forge relationships with appropriate faculty mentors during the first and second year of the program. Tap into existing professional networks of faculty in the Department and other UO departments and centers to build career networks.
- Complete most courses (and particularly field seminars) with grades of ‘A.’
- Receive few, if any, incompletes.
- Complete all comprehensive exams with a grade of pass or high pass (and prior to the end of their ninth term).
- In terms of workload, take at least two substantive seminars per quarter during their first two years.
- Actively participate in departmental colloquia, workshops, job talks, and other events that offer opportunities to sharpen their professional skills and that contribute to the department’s sense of intellectual community.
- Present a version of the second-year Research Paper at a conference and submit it for publication in their third year.
- Beginning in their second year, seek opportunities for non-UO fellowships and scholarships, for presenting research at the American Political Science Association (APSA) and other national and international conferences, and for publishing research papers and other writings.
- Begin discussing ideas for a dissertation prospectus with faculty as early as possible, and certainly before completing comprehensive exams.
- Continue to be active in professional circles beyond the Department and the UO by regularly participating in national and international conferences, revising and submitting seminar papers for publication, publishing early versions of chapters in the dissertation if possible, and applying for external fellowships and scholarships.
- Complete dissertation and defend during year 6.

Minimal Requirements

Each student is responsible for remaining aware of, monitoring, and meeting all departmental, graduate school, and university requirements relevant to making progress towards and completing their degree.

To meet minimal department requirements for "Satisfactory Progress" students must:

- Maintain a cumulative GPA of 3.40 or better
- Complete at least 3 political science graduate credits toward degree each term (9 for students holding a GE appointment)
 - Grades below a B and "Incomplete" credits do not count toward this minimum or degree
- Have no more than 5 "Incomplete" credits at any point
 - The student will be responsible for negotiating and submitting (to the Graduate Coordinator) an *Incomplete Grade Contract*. The student is responsible for meeting the terms of that contract by the agreed-upon deadline. The faculty member is responsible for ensuring that a grade is reported no later than three weeks after receipt of all work.
 - This policy does not apply to Dissertation (PS 603) credits, since these are automatically converted to Pass when the Graduate School accepts the dissertation.
- Follow the timeline below:
 - Year 1: complete quantitative methods courses (PS 545, PS 546, or courses indicated by the Graduate Coordinator), PS 602, PS 608 (two offerings), PS 612 Qualitative Methods or PS 613 Interpretive Methods (whichever is offered this year), PS 614 Research Design, PS 620, and as many field core seminars as possible.
 - Year 2: complete seminar requirement, begin research paper in Fall and defend by the end of Spring term, PS 612 Qualitative Methods or PS 613 Interpretive Methods (depending on which was not offered in the first year). Apply for Master's degree.
 - Year 3: complete major and minor comprehensive exams
 - Year 4: form dissertation committee and defend prospectus by the end of the term following advancement to candidacy
 - Year 7: complete dissertation and defend
- Meet all deadlines and requirements established by the Graduate School and/or the Department; this includes deadlines for submitting administrative paperwork.
- Maintain a pattern of satisfactory progress, as noted above, throughout academic history in the department.

The department recognizes that over the course of their graduate careers and for a variety of acceptable reasons some students may fail to meet one or two of the requirements by the specified deadlines. The department has designed its procedures to help students avoid such missteps and to regain their footing should this occur.

In addition, the department realizes that, despite these efforts, some students may display a pattern of failing to meet "satisfactory progress" requirements. These students will have previously been notified of their progress in the program through quarterly status reports. Under such conditions, the department may find that allowing the student to continue in the program does a disservice to the student and the graduate program as a whole, and may require disqualification from the program. This will be determined through faculty vote; students will be notified of when the vote will occur.

Quarterly Status and Academic History Reports

At the end of each term, the department will provide students with an assessment of their progress as follows:

- The Graduate Coordinator will generate Quarterly Status and Academic History Reports summarizing each student's progress toward their degree and any deficiencies in realizing satisfactory progress.
- The Director of Graduate Studies will review each student's report and provide a brief statement assessing the student's progress.
- The Director of Graduate Studies' statement, with Quarterly Status and Academic History Reports as attachments, will be distributed to students no later than three weeks following the end of each term.

- Students are responsible for closely monitoring these reports and for consulting with the Director of Graduate Studies and Graduate Coordinator in response. For those students identified as having “areas of concern” or deficiencies, the student is strongly encouraged to meet with the Director of Graduate Studies within three weeks of receipt of the report to identify strategies for addressing such issues.
- Within three weeks of receiving the quarterly report, students have the option of submitting a statement of up to 300 words to the Graduate Coordinator to be included in their file.

Annual Review

In spring term of each year, the department will undertake a review of each student’s progress in the program both with respect to minimal requirements and expectations for success. The purpose of this review is to: a) give all students clear and regular feedback on their progress toward degree, b) identify students who are diverging from a trajectory of expectations as early as possible so that appropriate assistance can be offered, and c) provide faculty with better information about how to improve every student’s chance of success in the program and the profession.

No later than week 11 of Spring term, the department faculty, sitting as a committee of the whole, will evaluate each student’s performance and progress. That evaluation will draw on the following sources of information:

- Students’ quarterly status and academic history reports and the statement from the Director of Graduate Studies about each report.
- Input from faculty who have taught the student in a seminar or directed reading.
- Input from advisors or committee members on research papers, comprehensive examinations, and/or dissertations.
- Input from any faculty member who has had academic contact with the student in other settings.

The faculty will take particular care in evaluating students completing their second year in the doctoral program. This “end-of-second-year” review will be used to identify any students whose pattern of degree progress to date suggests that they are unlikely to complete a strong dissertation within the schedule established by departmental, college, and university guidelines and requirements.

Students whose second-year paper quality and academic progress indicate that there may be significant difficulty in completing a PhD, may be advised or required to leave the program with a terminal Master’s degree. In some such cases, a second-year research paper that is graded in week eight (8) as a fail could be revised to serve as the Master’s Terminal Project before the end of the term in which it is originally submitted. However, in most cases at least an additional term will be necessary to revise a failed second-year research paper to qualify for the terminal Master’s degree.

Faculty will make recommendations to the Director of Graduate Studies regarding the content of feedback for each student. All students will receive timely feedback from the Director of Graduate Studies that identifies areas where students are making good progress, areas for improvement, and/or strategies for addressing areas of concern and deficiencies.

In what the department expects to be rare cases, any annual review may lead to a faculty vote to advise or require a student to leave the program if their record displays a pattern of poor grades, failure to maintain satisfactory progress, and/or meet program requirements or deadlines. These students will have been previously notified of their progress in the program through quarterly status reports.