

UNIVERSITY OF MISSOURI

TRUMAN SCHOOL OF GOVERNMENT & PUBLIC AFFAIRS



Graduate Handbook

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1 Introduction

This handbook is a guide for current and prospective graduate students in the Truman School of Government and Public Affairs (TSGPA). It contains information on graduate procedures and regulations. Students who entered the program in earlier years should refer to that year's version of the Handbook for information on the policies and course requirements that apply to them.

1.1 The University of Missouri

Established in 1839, MU is the oldest public university west of the Mississippi River. It is also the flagship campus of the University of Missouri System, which includes campuses in Kansas City, Rolla, and St. Louis. MU is located about thirty minutes from the state capital and is midway between the state's two large urban centers.

Masters degrees were first awarded in 1846. The first doctor of philosophy degree was awarded in 1899. MU's students come from everywhere, all 50 states and from 110 countries. The Graduate School has awarded over 50,000 master's degrees, and over 10,000 doctoral degrees in 967 educational specialist degrees. The University of Missouri—Columbia is a truly comprehensive university. In addition to a large and diverse College of Arts and Science, the University includes schools of Journalism, Law, Public Affairs, Business, Agriculture, Medicine, Engineering, Education, and others.

Recently, US News and World Report rated the University of Missouri as one of the best educational buys in the nation. MU is the only Carnegie Category I Research University in Missouri, and one of only 70 such research universities from among 3,400 universities in the United States. As such, it is comprehensive in the number and variety of programs it offers, and extensive in the research facilities it provides in respect to libraries, laboratories, computers, and doctoral faculty.

1.2 Columbia, MO

Located on Interstate 70 midway between St. Louis and Kansas City, Columbia is Missouri's leading center for education, medicine, and insurance. Its commitment to education dates from 1839 when many of the town's citizens contributed money and land to win a competition to determine the location of the state university. Stephens College

1 Introduction

and Columbia College are also located in Columbia, giving it a claim to the appellation, “College Town USA.” Its public schools are among the best in the state, and indeed, seven have earned the designation of “Blue Ribbon Schools” awarded by the U.S. Department of Education. Columbia is the home to seven major medical facilities, making it a leading health care provider in Missouri, and the national or regional offices of three national insurance companies are located here. These industries, along with a variety of smaller manufacturing and service businesses, help keep Columbia’s unemployment rate very low, generally around 2-3%. The cost of living in Columbia typically has run 7-10 percent below the average for metropolitan areas, based on U.S. Chamber of Commerce surveys. These and other considerations account for the fact that Money Magazine consistently ranked Columbia among the “best places to live” in the United States.

Columbia offers a variety of recreational, cultural, and entertainment activities to graduate students and their families. Over forty public-use parks are located in the city limits, affording the opportunity to hike, bike, swim, golf, or enjoy a quiet picnic. The MKT fitness trail and nearby KATY Trail offer hikers and cyclists 126 miles of scenic trails, and several state parks and wildlife refuges located within a fifteen mile radius of the city offer additional outdoor activities. A series of concerts and theater events sponsored by the University of Missouri and Stephens College, as well as private organizations, produce a busy cultural calendar. Several art galleries and museums located on the MU campus and throughout the city. The many moderately priced and ethnically diverse restaurants found in Columbia provide a wide selection of fine dining to cap off an evening out.

Off-campus housing in Columbia is affordable and rental units are abundant. The university offers off-campus housing information through its department of Residential Life (573-882-8293).

1.3 Graduate Study in the TSGPA

The Truman School of Government and Public Affairs (TSGPA) conducts basic, theoretically significant research in four areas of the discipline that will advance the frontiers of knowledge and also will provide a basis for advanced and contemporary postgraduate education. The TSGPA does not intend to provide applied training for practical politics, but rather sees its primary mission as the education of college and university teachers and researchers.

Advanced education in the study of politics, policy, and government is crucial to generating the knowledge and analyzing the values that are necessary to enhance the quality of political life wherever possible. The TSGPA provides such basic research and education to the citizens of Missouri, of the other states in the nation, and to the citizens of many other nations throughout the world. We take special pride in the leadership many of our graduates have exercised in enhancing the quality of political life in the universities, parliaments, and governments of a substantial number of countries around the globe, as well as in the United States.

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Recognizing the increasing utility of quantitative and computer skills, the TSGPA has training requirements in these areas. Nevertheless, the TSGPA takes a broad approach to the study of politics and recognizes the value not only of empirical and quantitative research modes, but formal, historical, institutional, and philosophical modes of inquiry, as required by the substantive concerns or questions raised by the researcher. Substance and political relevance take priority over method, although increasing methodological sophistication is necessary to deal with contemporary political complexities.

Students generally take nine to twelve hours of courses per regular (fall and spring) semester. Nine hours per semester is the minimum necessary to maintain full-time status. A student may opt for part-time status, but would still be obligated to maintain reasonable progress toward the degree and would be ineligible for TSGPA assistantships.

Most courses in the program of study are graduate seminars; these small classes (from 4-15 students) allow intensive study of political science concepts and research, close interaction with faculty, and individual attention to student progress. Graduate study requires a student to be a participant in discussion and analysis rather than simply a spectator. Graduate faculty in Political Science and Public Affairs at Missouri will advise and guide you in the transition from a passive learner to an active scholar capable of conducting independent analysis and research of political and social phenomena.

1.4 Degrees Offered

The Truman School of Government and Public Affairs offers programs of study leading to a Master of Arts degree (M.A.) and a Doctor of Philosophy (Ph.D.) in Political Science, an M.A. in Public Affairs, a Ph.D. in Public Affairs, and a M.A. in Defense and Strategic Studies.

2 Admissions

Prospective students who are looking to be admitted to the Truman School of Government and Public Affairs Doctoral Program may apply online here. It should be noted that we do not currently admit students into the Master of Arts in Political Science program.

2.1 Requirements

Doctoral candidates will need to submit their application by January 4. In order to be considered for admission an applicant must submit the following:

- A 1- or 2-page statement of purpose, describing the applicant's interests and goals in graduate study
- A curriculum vitae/resume
- Three letters of recommendation from those who can judge academic potential
- Unofficial transcripts from all degree-granting universities attended
- An academic writing sample
- Official results from the Graduate Record Examination (GRE)
- International students admitted to graduate study in Political Science must submit an official minimum TOEFL score of 88 or an IELTS score of 6.5. For more information on English language proficiency requirements, see here.

It is recommended that the applicant have an undergraduate major in Political Science or a similar field of study, however, another area may be acceptable. Twelve hours of upper-level course work in political science is ideal.

An applicant for graduate study should have at least a 3.0 grade point average (on a 4.0 scale) overall, in undergraduate political science courses, and during the last two years of college.

2.2 Acceptance

We will be communicating directly with all prospective students. Once a student has been admitted we will begin the process of determining whether or not the student is worthy of an offer as a doctoral candidate in our department. We will then put together financial packages for each student which are detailed under the financial assistance section of this handbook.

3 Master of Arts Degrees

3.1 The Master of Arts in Defense and Strategic Studies

The MA in Defense and Strategic Studies (DSS) is an online degree program within the Truman School of Government and Public Affairs. Defense and Strategic Studies is an important area of study centered on understanding political and military strategy, including topics such as military power and effectiveness, the causes of interstate and intrastate conflict, intelligence, diplomacy, and deterrence. These subjects are continually important for understanding international politics and security in an increasingly complex world.

The program is targeted towards US military officers and the civilian workforce in industries, government agencies, and think tanks related to international relations and national security. For military officers the degree is beneficial in order to be promoted to higher ranks, and will help them further understand international politics and strategy needed for their jobs. Military officers should be able to make command decisions and complete staff assignments with greater understanding of the broader context surrounding them because of their broadened intellectual horizon and increased understanding of international relations theory, conflict, and security learned through the program. Similarly, the intellectual base and knowledge gained in the program will enable civilian graduates to better perform their job duties.

3.2 The Master of Arts in Political Science

Candidates for the generalist Master of Arts degree must complete a minimum of 30 hours of academic credit. All master's students must take the following courses: PolSc7000 Introductory Statistics for Political Science (3 hours), PolSc7010 Computing Methods (a one hour lab), and PolSc9030 Linear Models in Politics (3 hours). At least eighteen hours of the program must be graduate seminars at the 8000 to 9000 level.

A master's student must take graduate seminars in at least three of the following fields: American Politics, Comparative Politics, International Relations, Political Theory, and Public Policy and Administration. During the second semester, a student selects an advisor who chairs a three-person faculty committee which guides the student, reads the master's thesis or paper, and conducts an oral examination in the student's final semester.

3 Master of Arts Degrees

The *thesis option* requires students to prepare an original research project in political science, to write a thesis (for up to six hours of credit in PolSc8090), and to successfully pass a comprehensive oral examination covering the thesis and course work. The *non-thesis option* also requires students to write a final research paper (for up to three hours credit in PolSc8085), and the non-thesis paper is often an expanded version of a paper the student prepared in a research seminar during the master's program. This decision to write a master's paper will be jointly decided upon by the student, the advisor and the Director of Graduate Studies. The master's paper may not be as extensive or demanding as a master's thesis.

A student who wishes to continue graduate study and pursue a doctoral degree must complete a master's thesis. Completion of a master's thesis, however, is not in itself a guarantee of admission to the doctoral program. The student's M.A. committee will consider whether the master's candidate should be allowed to continue doctoral work and reports its recommendation to the Director of Graduate Studies. A favorable recommendation and satisfactory completion of the master's thesis and all other course work for the MA will in most cases be sufficient for admission to the doctoral program.

Both master's thesis and non-thesis research papers are defended before the student's committee. The graduate assistant will be notified at least two weeks in advance of the defense. The defense is open to faculty and graduate students.

Graduate School regulations require that the MA program must be completed within five years of the first semester of enrollment. Political Science expectations are that the master's program be completed within two years.

3.3 The Master of Arts in Public Affairs

The mission of the Truman School's MPA Program is to prepare a diverse student body for ethical leadership in the public, nonprofit, and private sectors. The MPA program draws upon the interdisciplinary teaching, research and public service capacity of the Truman School to provide students with a range of perspectives and experiences that promote public service values and democratic discourse. Through their coursework, students build knowledge of policy processes and management principles and develop critical thinking and analytic skills that enable them to advance in careers in a rapidly changing public service.

Goals:

1. Offer a comprehensive set of core and specialization courses that build a strong theoretical foundation in public affairs, policy, and management, develop rigorous analytic skills, and provide opportunities for practical application of knowledge, skills, and competencies to significant public policy and management issues.

3 Master of Arts Degrees

2. Ensure students gain hands-on experiences and engage with public and nonprofit organizations as an integral part of the program.
3. Promote public service values across the curriculum and provide opportunities for experiential application of these values.
4. Promote a respect for diversity by exposing students to national and international scholars, governmental and nonprofit leaders, and students from various countries who exemplify public service values.
5. Provide students with the skills to critically analyze, evaluate, propose, and facilitate solutions that address the dynamic challenges facing the public, private, and nonprofit sectors.

The Truman School Master of Public Affairs program provides a mix of theory and practical knowledge, helps students develop analytic and research skills, and provides opportunities for hands-on learning. A rigorous set of core courses are complemented by professionally relevant areas of specialization in public policy and management.

This combination ensures that MPA graduates are well prepared for leadership and policy roles in the multi-sectored public service. In the Truman School MPA Program, students study with outstanding faculty, well-known for their excellent research and teaching, and deeply committed to the ideals of public service. MPA faculty members are talented teachers as well as active, nationally prominent researchers. They take a great deal of interest in students and are readily available for personal interaction.

Students come to the Truman School from across the United States and around the world, making the student body a diverse group of individuals seeking to broaden their perspectives and to sharpen their skills. Graduates understand the challenge, anticipate the excitement, and accept the responsibility that comes with today's dynamic public service.

Interaction among academics, students, and those engaged in public policy making and administration supports our educational mission. Policy forums, roundtables with policy makers, lectures by distinguished visiting scholars, and research symposia enrich our learning community.

MPA students are encouraged to join various professional and on-campus organizations dedicated to the field of public policy and administration. The American Society for Public Administration (ASPA) and the Association for Public Policy and Management (APPAM) allow students the chance to share ideas and develop relationships with scholars and practitioners in public policy and administration. The Association for Mizzou Public Affairs Students (AMPAS), established and managed by MPA and PhD students on the Columbia campus, engages in a wide variety of activities, including information on job contacts and placement, professional organizations, speakers, social programs, peer-advising, fundraising events, and service learning.

4 The Doctoral Programs

4.1 The Doctor of Philosophy in Political Science

For the doctoral degree, the program of study includes at least 45 hours of graduate course work, exclusive of the comprehensive examination (PolSc9970) and dissertation research (PolSc9090). Up to 24 hours of courses from a student's master's program (at Missouri or elsewhere) may be counted toward the doctoral degree, at the discretion of the student's doctoral committee (typically decided during the second-year review). The doctoral degree requires a minimum of 72 hours of course credit including research hours through the dissertation defense. All doctoral students must take the following courses: PolSc7000 Introductory Statistics for Political Science (3 hours), PolSc7010 Computing Methods (a one hour lab), and PolSc9030 Linear Models in Politics (3 hours). At least forty-two hours of the program must be graduate seminars at 8000 and 9000 level.

Doctoral students must identify a primary and a secondary field among the four fields of study in the Truman School of Government and Public Affairs: American Politics, Comparative Politics, International Relations, and Public Policy and Administration. A student must take at least twelve hours of graduate seminars in the primary field, and at least nine hours of graduate seminar in the secondary field. Each student must also complete a minimum of 13 hours in research and methodology courses, described below. Other courses in elective political science fields may be included to meet the minimum number of hours.

During the second semester and in consultation with the DGS, a student selects an advisor and a four-person faculty committee that advises the student, approves a program of study, and prepares and monitors a written and oral comprehensive examination. Faculty members represent the primary and secondary fields, though students might also include representatives of the methods field or an outside field. During the second-year review the student's doctoral committee meets in a planning session with the student to prepare a program of study, outlining courses for the student during the doctoral program. Subsequent meetings of the doctoral committee may be held to assist in developing the student's program of study, but the doctoral student also meets with faculty individually for guidance and preparation for the comprehensive examination. After a student passes the comprehensive examination, a four-member doctoral committee supervises dissertation research and the oral defense of the dissertation.

4 The Doctoral Programs

The Graduate School administers residency requirements and other University rules. The Graduate Catalog of the University of Missouri outlines regulations that apply to all MU graduate students.

Many students take courses in disciplines such as economics, statistics, law, history, philosophy, management, public affairs, or journalism to improve their research. A student may receive graduate credit only for courses at the 7000-level or above.

The required courses and comprehensive examination must be completed within five years of the first semester in the graduate program. The dissertation must be completed and defended within five years of passing the comprehensive examination.

4.1.1 Second-Year Review

All students in the PhD program – including Political Science and Public Affairs – will participate in a Second-Year Review.

At least two weeks prior to the meeting, the student will submit the following to the committee:

1. Qualifying Examination Results and Doctoral Committee Approval Form (D1)
2. Plan of Study for the Doctoral Degree Form (D2)
3. Plan of Study that shows a plan for meeting all the degree requirements
4. Research Statement: 3-5 page double-spaced statement of purpose outlining research interests
5. Research Sample: sample of the student's best research in the form of a paper or design

In preparation for this meeting, the Director of Graduate Studies will solicit comments from TSGPA faculty members on the student's performance, progress and potential.

At the meeting, the committee evaluates the student's performance to determine if it is at a level that justifies continuation in the PhD program. If the committee determines that the student passes the review, the advisor will sign both D1 and D2 forms and the student will continue in the PhD program in good standing. If the committee determines that the student does not pass the review, the advisor will check "failed" on the D1 form (and sign it) but the advisor will not sign the D2 form. The student must complete the review the following semester by March 1.

The Second-Year Review should be completed by October 1 of the student's third semester (or equivalent for part-time students). Failure to pass the review by the end of the third semester will result in the student being placed on probation. If the student does not pass the review by the end of the fourth semester, the student will be dismissed from the program.

4 The Doctoral Programs

Students may choose to transfer to the MA or MPA program in lieu of completing the Second-Year Review.

4.1.2 Field Examinations

Political Science students must demonstrate a mastery of concepts and theories in their primary and secondary fields through a field exam. Typically, this occurs in the spring of the third year for PhD students (called the “examinations semester”).

By the end of the first week of the examinations semester, students will receive a list of possible questions covering the primary and secondary fields. The number and topics of possible questions will be determined by the doctoral faculty with tenure homes in TSGPA who represent the primary and secondary fields (the “field committees”). Students may prepare in advance for these questions.

The field exam will occur in the sixth week of the semester. The field committees representing the primary and secondary fields will select up to three questions for each field and those questions will be revealed on Monday. Field examination questions may vary across students; however, no student should know which questions they are assigned until Monday. Written answers must be submitted by 5:00pm Friday.

The quality of the answers will be determined by the field committees. Field committee reports must contain numeric votes (e.g., 3-0) and an overall decision (pass, low pass or fail). Students will receive these reports as soon as possible.

Students who receive an overall decision of “fail” on the field examination are placed on academic probation and cannot take comprehensive exams. The student must retake the field exam within one year. Failure to pass field exams on two successive attempts results in dismissal from the program.

4.1.3 Comprehensive Examination

Doctoral committees are encouraged to use the field examinations as the comprehensive written examination, or they can devise their own. If they devise their own written examination, it must occur in a timeframe that allows the student to conduct an oral examination in a timely manner (see below). Field exams and comprehensive exams must take place entirely in the same semester.

An oral exam must take place within four weeks of the conclusion of the written exam, but students are encouraged to schedule oral exams earlier so that they have more time to develop their dissertation proposals. Questions in the oral exam may focus on the strengths and weaknesses of the written answers, important questions in the field or area, proposed dissertation research, or other reasonable topics. At the conclusion of the oral exam, the student’s doctoral committee will decide whether the student passes or fails the comprehensive exam.

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Students who are given a passing grade by all members of the committee (or with a maximum of one member dissenting or abstaining) will pass comprehensive exams. If a student fails comprehensive exams, the student will be placed on academic probation. The student must retake the exam within one year. Failure to pass comprehensive exams on two successive attempts results in dismissal from the program.

A student may opt to delay the comprehensive exam until the following semester if they are not suitably prepared. However, students must take the exam the following semester or they will not be considered as being in good standing (which may influence their eligibility for assistantship or other funding).

If a student passes the comprehensive examination, the student should ideally defend a dissertation proposal by the end of the comprehensive exam semester. This dissertation prospectus should include a feasible research design, a plan or outline of the dissertation, and a timeline for completion. The student need not complete a literature review or other chapter for this proposal defense. If the committee feels it appropriate, students may delay their dissertation proposal defense (and submit the D3 form) to the following semester (i.e., spring or fall). To maintain good standing, students must defend the dissertation proposal by the end of the semester following the completion of the comprehensive examination process. Students who fail to meet this requirement will be placed on probation.

4.1.4 Dissertation Committees

In accordance with the Graduate School's guidelines, each doctoral committee must have a minimum of four members: at least two must have doctoral faculty status, the advisor must have doctoral faculty status in TSGPA, and at least four members must have graduate faculty status.

Advisors must be a current member of the faculty and have doctoral faculty status in the TSGPA. Faculty members who leave (and were on doctoral faculty when at Mizzou) have their graduate faculty status move from A to B. Because of this change, they cannot remain as the sole advisor (because those with Status B cannot chair doctoral committees) but can serve as a co-advisor with a current member of the doctoral faculty. They still may have doctoral faculty status for the remainder of their five-year period.

Faculty members (with a terminal degree in an appropriate discipline) from outside Mizzou who have not previously been on graduate faculty do not count as one of the four members (unless they have Graduate Faculty Status B or C). In this case, the committee must have at least five members.

Political Science PhD students should select an advisor from their primary field and committee members should represent both the primary and secondary fields.

4.1.5 Dissertation Proposal to Defense

Students who successfully complete the comprehensive examination should submit a written dissertation proposal to all members of a (newly constructed) dissertation committee by the end of the semester of comps. The student will then be examined orally on the dissertation proposal. The assistant to the DGS will be notified of all defenses one week prior to the defense. The proposal should be a statement of 15-20 pages covering such matters as the theoretical framework for the dissertation; how it relates to other literature on the topic; the methodology and data the student intends to use in the dissertation; and the kind of scholarly contribution the student feels the dissertation will make to the discipline.

The dissertation is a major project demanding original research. Most PhD students take about a year to complete dissertation writing and research, although this varies as to the type of research conducted. During the dissertation research and writing stage, full-time status requires continuous enrollment, but only two hours of course credit (PolSc9090) are required each regular semester and one hour each summer semester.

After the dissertation is drafted, distributed to the doctoral committee, revised, and approved by the committee, a student engages in an oral defense of the dissertation in the presence of the doctoral committee. The graduate assistant will be notified at least one week prior to the defense. The defense is open to the public including faculty and graduate students. A successful defense is the last stage in the program necessary for the PhD.

4.1.6 Research Tools

The courses listed below, some required of everyone and some elected and tailored to students' research plans, are intended to bring every doctoral student to a contemporary standard of competency in research skills. The student's doctoral committee is the ultimate authority for approving which track the student should follow. The committee will do this by consulting with the student and taking into account the student's research interests. It is also the ultimate authority as to which substitutions, if any, are to be made in required or elective courses, and which advanced courses—whether quantitative or language, or in some cases, both—must be taken by the student. The appropriate research tools should be a function of the student's research and career interests and needs, and based upon student/committee discussion.

Introductory Statistics for Political Science and Computing Methods (a one hour lab graded on S/U basis) must be taken concurrently in the first fall semester as a Missouri graduate student. A preliminary diagnostic exam is given during the first week of the semester. In the unlikely event that a graduate student needs remedial courses such as Math1100 (College Algebra), the program of study may be delayed (though this may significantly delay time to completion of the degree). PolSc9030 Linear Models in Politics

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provides an intermediate course in statistical methods used in much Political Science research. This seminar is taken in the student's first spring semester at MU, after the introductory course (7000).

Ideally, doctoral students should have acquired, as undergraduates or as part of M.A. programs taken elsewhere, an introductory knowledge of computing methods similar to that covered in PolSc7010 and of statistics similar to that covered in PolSc7000. If the student has such background, the DGS, upon the advice of the student's doctoral committee chair and the methods course instructor, may excuse the student from the above requirements.

In addition to the courses listed above, a doctoral student must complete an additional six hours in research methodology including formal or quantitative methods, a foreign language, or a combination of these. A doctoral student must select these courses with advice of the advisor and doctoral committee must choose among several options. The doctoral committee may require whatever additional methodology courses the student needs to pursue research interests. Within the Truman School, regularized offerings of methods courses include Formal Political Theory and Time-Series Cross-Section Analysis as well other courses in Advanced Political Methodology. Other elective methods courses may include seminars in political science methodology or formal, quantitative or qualitative methods courses in the Statistics, Economics, Sociology, or other departments.

4.1.7 Political Science Graduate Courses

Arranged according to field. Courses except 7010, exams, and research carry 3 credit hours each. Most of a student's program is comprised of courses in the 8000-9999 range, although courses in the 7000s may be appropriate given student interest. Courses identified with an asterisk are core courses in a field and required of doctoral students in their primary or secondary field.

American Political Institutions & Behavior

9100	American Political Behavior*
9120	Voting and Elections
9140	American Political Institutions*
9145	American State Politics
9150	Political Parties
9160	Interest Groups
9170	Legislative Institutions
9175	Legislative Evolution
9180	Executive Politics
9190	Research in American Politics
9200	Judicial Behavior

4 *The Doctoral Programs*

- 9210 Civil Rights and Civil Liberties
- 9220 Constitutional Law: Institutions and Powers
- 9230 Public Law
- 9240 Racial and Ethnic Politics

Comparative Politics

- 9600 Introduction to Comparative Politics*
- 9610 Latin American Politics
- 9620 Politics of Industrial Societies
- 9640 East Asian Politics
- 9645 China and Political Science Research
- 9650 African Politics
- 9680 Third World Politics
- 9700 Democratization
- 9710 Comparative Political Economy
- 9720 Comparative Political Institutions
- 9730 Comparative Elections and Voting Behavior
- 9760 Comparative Political Parties
- 9790 Seminar in Comparative Politics

International Relations

- 9400 Introduction to International Relations*
- 9420 Quantitative Approaches to IR
- 9430 International Political Economy
- 9440 Foreign Policy Analysis
- 9450 International Conflict
- 9460 Coercive Diplomacy
- 9470 Theories of Civil War
- 9480 Human Security
- 9490 Seminar in International Politics

Public Policy and Administration

- 9300 Federalism and Intergovernmental Relations
- 9310 Public Policy*
- 9320 Administrative Politics
- 9330 Research in Policy and Administration (Public Administration Research)
- 9350 Public Policy, Processes and Strategies
- 9390 Administration and Public Policy

4 The Doctoral Programs

Research Methods

7000	Introductory Statistics for Political Science
7010	Computing Methods
9030	Linear Models in Politics
9040	Advanced Political Methodology
9040	APM: Time-Series Cross-Sectional Analysis
9050	Formal Political Theory
9070	Research Methods in Political Science

Problems and Research

7085	Problems
8085	Master's Research (Non-Thesis)
8090	Master's Research (Thesis)
9085	Problems
9970	Independent Readings for Ph.D. Comprehensive Examinations
9090	Dissertation Research (Ph.D.)

4.1.8 Political Science Timeline for Graduate Study

Semester	Master's	Doctoral
Fall, 1 st Year	<ul style="list-style-type: none"> • 7000, 7010, Core 1, Core 2 	<ul style="list-style-type: none"> • 7000, 7010, Core 1, Core 2
Spring, 1 st Year	<ul style="list-style-type: none"> • 9030, Field 1, Field 2 • Select MA Advisor and Committee by March 1 • Program of Study meeting before Spring Recess; Complete M1 and M2 Forms 	<ul style="list-style-type: none"> • 9030, Field 1, Field 2 • Select PhD Advisor and Committee by March 1 • Program of Study meeting before Spring Recess; Complete D1 Form
Fall, 2 nd Year	<ul style="list-style-type: none"> • Field 1 or 2, Core 3, Elective 	<ul style="list-style-type: none"> • Field 1, Field 2, Methods • Second Year Review; Complete D2 Form
Spring, 2 nd Year	<ul style="list-style-type: none"> • Field 1 or 2, Elective • Master's Research; Complete M3 Form 	<ul style="list-style-type: none"> • Field 1 and 2, Methods
Fall, 3 rd Year	—	<ul style="list-style-type: none"> • Field 1 and 2, Methods

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Spring, 3 rd Year	—	<ul style="list-style-type: none">• Field Exams• Comprehensive Exams• Dissertation Proposal; Complete D3 and D4 Forms
Fall, 4 th Year	—	<ul style="list-style-type: none">• Dissertation Research
Spring, 4 th Year	—	<ul style="list-style-type: none">• Dissertation Research
Fall, 5 th Year	—	<ul style="list-style-type: none">• Dissertation Research• Go on the Market
Spring, 5 th Year	—	<ul style="list-style-type: none">• Dissertation Defense

Thesis writers may take 3 hours of thesis research in the Fall and 3 hours of thesis research in the winter. A minimum of three hours of 8085 master's research for non-thesis option or six hours of thesis research for 8090 master's research for thesis option. Students wanting to advance to the PhD should choose the thesis option and should take master's courses that satisfy doctoral field requirements.

Your preparation for comprehensive exams should begin now. Your intensity will increase as you near the exams, but consider course performance and independent research (as well as assistantships and collaborative projects) as preparation for comprehensive exams.

Throughout your program, talk with your advisor, your committee members, and other mentors about what you should be doing and how to improve. Don't wait until you are near graduation to discover what you should have done.

4.1.9 Political Science Graduate Student Awards

The Political Science graduate awards, scholarships, and fellowships are awarded exclusively on merit. Neither race nor national origin is a determining factor. The Department's Graduate Studies Committee makes and considers all active master's and doctoral students for all awards except the Wood Research Award, which requires nominations from students or faculty members. Student nominations may be made by faculty and/or graduate students. With the exception of the Wood Research Award, a graduate student is limited to one award for any particular scholarship award.

David M. Wood Excellence in Political Science Research Award

Based on nominations, subcommittee and full Graduate Studies Committee selection; award goes to the graduate student authors of one or two research manuscripts (sub-

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mitted articles or chapters or papers at professional conferences) deemed particularly meritorious.

J.G. Heinberg Award

For an outstanding student in field of political theory and/or comparative politics. An undergraduate student(s) Heinberg award is determined independently by the Undergraduate Studies Committee. The award typically goes to an advanced doctoral student often before taking the comprehensive examinations.

Edith Taylor Therrien Award

For an outstanding student in women's politics or an accomplished woman graduate student with a priority for students early in her program of study.

Robin Remington Award

For an outstanding new or first-year student with research interests in conflict resolution and negotiation, civil-military relations (peacemaking and peace enforcing), or women and political power (equity, participation and leadership). An undergraduate student(s) Heinberg award is determined independently by the Undergraduate Studies Committee. The first award was given in Winter 2005.

Bryan L. Forbis Award

For an outstanding student in the fields of American politics and/or public policy. Students with a career in public service or research on state policy are particularly commendable. The first award was given in Winter 2006.

Missouri Excellence in Political Science Teaching Award

For one or two outstanding graduate students for instruction, including teaching independent sections, leading discussion sections, or other particularly notable instructional service. Undergraduate course evaluations, faculty evaluations of assistantships, and other evaluations, including letters of recommendation. The first award was given in Winter 2005.

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Jeffrey D. Byrne Award

For an outstanding graduate student in Political Science. The first award was given in Spring 2009.

Dean L. Yarwood Award

For an outstanding graduate student in public policy and/or American politics. The first award was given in Spring 2009.

Wallace/Remington Graduate Research Scholarship

The Paul Wallace and Robin Remington Graduate Research Scholarship provides resources for a graduate student to engage in a policy relevant research project that focuses on issues of international regional security.

4.2 The Doctor of Philosophy in Public Affairs

The PhD program in Public Affairs is an academic and research-oriented program designed for students interested in careers in colleges and universities or in other research and applied settings. Students are admitted to the program from a variety of disciplinary backgrounds, both with and without previous graduate study. As many as 30 credit hours of graduate coursework may be applied toward the requirement of 72 credits beyond the baccalaureate degree.

4.2.1 Transfer of Credit

The PhD committee may recommend up to 30 hours of post-baccalaureate graduate credit from an accredited university be transferred toward the total hours required for the doctoral degree. Decisions about the appropriateness of course work for transfer credit are made by the student's dissertation committee during the second-year review.

All courses to be applied to the plan of study must have been completed within eight years of filing the plan.

4.2.2 Fees and Financial Aid

Tuition and fees information is available at cashiers.missouri.edu. Many students at the Truman School receive financial assistance through research assistantships, graduate fellowships, or student loans. The following financial assistance opportunities are available to Truman School students:

- AmeriCorps/VISTA/Teach for America Graduate Fellowship
- Stanley L. Maxwell Scholarships
- William Gregory Fellowship
- Office of Graduate Studies Fellowship
- George Washington Carver Fellowship (minority applicants)
- Gus T. Ridgel Fellowships
- TSGPA Assistantship Positions

Please note that additional funding opportunities may be available, and students are encouraged to contact the Academic Programs Office for more information. Students interested in fellowship or assistantship opportunities must complete the application process by January 4. For more information about financial aid, contact the Office of Student Financial Aid at 573-882-7506 or visit sfa.missouri.edu.

4.2.3 Advising

First Semester

- Selecting an advisor
 - The student selects an advisor, by mutual consent, from doctoral faculty members in TSGPA.
 - In the event that an advisor will retire or leave MU, there are two options: (1) The current advisor continues to serve as the student's committee member or advisor; however, another doctoral faculty member in TSGPA must be named as a co-advisor. (2) The student selects a new advisor, by mutual consent, from doctoral faculty members in TSGPA, and the current advisor no longer serves on the student's committee.
 - If an advisor is unable or unwilling to continue to serve, the TSGPA PhD Coordinator will assist the student to ensure that a replacement is found.

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- Learn about the Plan of Study and Degree Requirements for doctoral students

The student's doctoral program committee provides academic program approval of the student's Plan of Study — a list of the courses and the credit to be earned in each of them — which will, when completed:

- Prepare the student for research or scholarly investigation in the chosen field of study.
- Satisfy the credit-hour and residency requirement of the academic program.
- Satisfy any special requirements (proficiency in foreign languages, collateral field, doctoral minor, other special research skills) imposed by the department or area program.
- Satisfy the Graduate School's requirement for a minimum of 15 hours of course work at the 8000/9000 level (exclusive of research, problems and independent study experiences).

The committee also recommends to the Graduate School, as part of the Plan of Study, any request for transfer of graduate credit. Changes to the plan of study should be submitted on the Plan of Study Course Substitution Form.

- Residency Status Requirements
 - A doctoral student must complete at least two nine-hour semesters or three six-hour semesters in an 18-month period at MU. All courses taken to satisfy the residency requirement must be approved by the student's doctoral program committee.

Second-Year Review

- Submit the Qualifying Exam Results & Doctoral Committee Approval (D1) Form.
- Form a doctoral program committee. Changes to the doctoral committee should be submitted on the Change of Committee Form.
- Review the Plan of Study and Degree Requirements for doctoral students.
- Submit the Plan of Study for the Doctoral Degree (D2) Form. Readiness for moving ahead is based on the student's advisor and doctoral committee approval of the student's program of study (D2). To make changes to a plan of study that has already been sent to the Office of Graduate Studies, submit the Plan of Study Substitution Form. With this form you can add and/or delete coursework from your plan.
- Second-year review committee meeting.

Remaining Time Before the Final Semester

- Take your comprehensive examination by the deadline.

4.2.4 Comprehensive Examination

All students in the PhD program – including Political Science and Public Affairs – will take comprehensive examinations in the semester following the end of their coursework. Typically this occurs in the fall (spring) of the third year for Public Affairs (Political Science) PhD students (called the “comprehensive exam semester”).

By the end of the first week of the comprehensive exam semester, students will receive a list of possible questions. For Political Science students, questions will cover primary and secondary fields; for Public Affairs students, questions will cover two research areas. The number and topics of possible questions will be determined by doctoral committees (Public Affairs) or the faculty representing that field (Political Science). Students may prepare in advance for these questions.

The written exam will occur in the sixth week of the semester. Each student’s doctoral committee will select up to three questions for each field or research area and those questions will be revealed on Monday of the written exam. The particular questions selected for the written exam may vary across students. However, no student should know which questions they will be assigned until Monday. Written answers must be submitted by 5:00pm Friday. The quality of the answers will be determined by doctoral committees (Public Affairs) or the faculty representing that field (Political Science). Students will receive access to the reports as soon as possible.

An oral exam must take place within four weeks of the conclusion of the written exam, but students are encouraged to schedule oral exams earlier so that they have more time to develop their dissertation proposals. Questions in the oral exam may focus on the strengths and weaknesses of the written answers, important questions in the field or area, proposed dissertation research, or other reasonable topics. At the conclusion of the oral exam, the student’s doctoral committee will decide whether the student passes or fails the comprehensive exam.

Students who are given a passing grade by all members of the committee (or with a maximum of one member dissenting or abstaining) will pass comprehensive exams. If a student fails comprehensive exams, the student will be placed on academic probation. The student must retake the exam within one year. Failure to pass comprehensive exams on two successive attempts results in dismissal from the program.

A student may opt to delay the comprehensive exam until the following semester if they are not suitably prepared. However, students must take the exam the following semester or they will not be considered as being in good standing (which may influence their eligibility for assistantship or other funding).

If a student passes the comprehensive examination, the student should ideally defend a dissertation proposal by the end of the comprehensive exam semester. This dissertation prospectus should include a feasible research design, a plan or outline of the dissertation, and a timeline for completion. The student need not complete a literature review or other

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chapter for this proposal defense. If the committee feels it appropriate, students may delay their dissertation proposal defense (and submit the D3 form) to the following semester (i.e., spring or fall). To maintain good standing, students must defend the dissertation proposal by the end of the semester following the completion of the comprehensive examination process. Students who fail to meet this requirement will be placed on probation.

4.2.5 Dissertation Process

Doctoral students in public affairs have two options for their dissertation requirement: they may complete a traditional book-length manuscript, or alternatively, they may choose to write three related scholarly essays.

Dissertation Committee

After completing comprehensive exams, students will work with their doctoral committee to begin the research and writing stages of their dissertation.

In accordance with the Graduate School's guidelines, each doctoral committee must have a minimum of four members: at least two must have doctoral faculty status, the advisor must have doctoral faculty status in TSGPA, and at least four members must have graduate faculty status.

Advisors must be a current member of the faculty and have doctoral faculty status in the TSGPA. Faculty members who leave (and were on doctoral faculty when at Mizzou) have their graduate faculty status move from A to B. Because of this change, they cannot remain as the sole advisor (because those with Status B cannot chair doctoral committees) but can serve as a co-advisor with a current member of the doctoral faculty. They still may have doctoral faculty status for the remainder of their five-year period.

Faculty members (with a terminal degree in an appropriate discipline) from outside Mizzou who have not previously been on graduate faculty do not count as one of the four members (unless they have Graduate Faculty Status B or C). In this case, the committee must have at least five members.

Dissertation Proposal Defense

Students must prepare a dissertation proposal and give an oral presentation to the dissertation committee. We expect that this dissertation proposal defense to be held at least one term before the Dissertation Defense. Other interested faculty and students may be invited to participate in the discussion, at the discretion of the advisor and student.

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Students admitted to the Ph.D. program prior to January, 2017, may opt to complete a Proposal Colloquium in lieu of the Dissertation Proposal Defense.¹

Dissertation Defense

A final oral examination on the dissertation is held after it has been submitted and evaluated by the dissertation committee. This defense is required to be open to the public. Please notify the PhD Program Coordinator as to the time and place of the defense so that a public announcement can be made. This defense is usually held at least one month prior to the date the dissertation is due in the Academic Programs office. Final approval of the dissertation is given after any required changes have been made and the dissertation has met all established requirements stipulated by the Graduate School.

The Graduate School Requirements and Guidelines

- Review the continuous enrollment requirement for post-comps students. Post-comps students must remain enrolled to complete the degree.
- Submit the Doctoral Comprehensive Examination Results (D3) Form within two weeks of exam completion.
- Maintain continuous enrollment status during doctoral candidacy by registering for the required coursework each semester through myZou. Review the dissertation process for doctoral students (describe any option to the traditional dissertation and insert the description of the dissertation format and colloquia for presentation and revision).
- Follow the Thesis and Dissertation Guidelines as you format your dissertation.
- Complete the Annual Review Requirement by updating your information in the Graduate Student Progress System.

Guide to the Final Semester

¹Proposal Colloquium: By the end of the term following completion of the comprehensive exam and all pre-dissertation requirements students must prepare a written dissertation proposal and give an oral presentation to the dissertation committee and other interested faculty and students at a Proposal Colloquium.

The proposal colloquium is intended to facilitate a rich discussion of the dissertation topic, including the proposed theoretical and methodological approaches. It is intended as a collective work session, not simply a presentation to an audience. Proposal colloquia are scheduled for two hours, but the public portion should normally not last more than an hour and a half, with at least half an hour at the end reserved for discussion among the dissertation committee members and the student. If the committee does not approve the dissertation proposal as presented, it may require that the colloquium be repeated (as, for example, in the case of a new or substantially revised topic) or agree on the need for a revised proposal to be prepared, reviewed, and approved by the committee.

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- Check the Doctoral Timeline for Graduation and Commencement page to learn exact Office of Graduate Studies due dates for forms and dissertations.
- Report your intention to graduate to your program by the deadline.
- Double-check the Thesis and Dissertation Guidelines before you submit your dissertation.
- Defend your dissertation and submit the Dissertation Defense (D4) Form as soon as possible afterward, by the Graduate School's deadline.
- Get ready for Graduation and Commencement and ensure that your diploma will go to the right place.

Independent Study Courses

By the end of the first week of courses, all doctoral students registered for independent study courses must submit their syllabus for the class to the PhD Program Coordinator for review by the PhD Committee.

4.2.6 Dual Enrollment

Students who are first enrolled in the PhD program and then wish to enroll in the MPA program must first withdraw from the PhD program.

4.2.7 Coursework and Sequencing

Refreshing Course (recommended, 3 hours)

PA 8180 Research Methods and Inquiry in Public Affairs I

Doctoral Core (15 hours)

PA 8190 Economic Analysis for Public Affairs
PA 9150 Governance and Public Affairs or POL_SC 9600 Comparative Politics
PA 8160 Organizational Dynamics and Leadership or POL_SC 9320 Administrative Politics
PA 9170 Policy Theory or POL_SC 9310 Public Policy
PA 9183 Public Affairs Research and Professional Development Seminar

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Methods (12 hours)

- PA 9180 Advanced Research Methods for Public Affairs or POL.SC 9030 Linear Models
- PA 9446 Advanced Empirical Methods
- Electives 6 hours (courses commonly used for this requirement include PA 8420, ECON 9447, ELPA 8957, ELPA 9620)

Specialization (at least 12 hours)

Dissertation (up to 33 hours)

TOTAL: 72 hours

4.2.8 Example PhD Program Schedule

	Fall	Spring
Year 1	<ul style="list-style-type: none"> ● PA8180, PA9150/POL.SC9150, PA8160/POL.SC9320 	<ul style="list-style-type: none"> ● PA8190, PA9170/POL.SC9310, PA9180/POL.SC9030, PA9183 ● Select advisor; Complete D1 Form
Year 2	<ul style="list-style-type: none"> ● PA9446, Specialization, Specialization ● Second-Year Review; Complete D2 Form 	<ul style="list-style-type: none"> ● Specialization, Methods elective, Methods elective, 9183
Year 3	<ul style="list-style-type: none"> ● Dissertation Research ● Comprehensive Exams ● Complete D3 Form; Proposal Defense by End of Year 	<ul style="list-style-type: none"> ● Dissertation Research, 9183
Year 4	<ul style="list-style-type: none"> ● Dissertation Research 	<ul style="list-style-type: none"> ● Dissertation Research
Year 5		<ul style="list-style-type: none"> ● Final Defense

4.2.9 Course Descriptions

PA 8160—Organizational Dynamics and Leadership (3 credits)

This course focuses on understanding human action in administrative situations and on developing personal capacities for effective action in varied and difficult organizational situations.

PA 8190 – Economic Analysis for Public Affairs (3 credits)

This course examines the application of the principles of economic analysis to policy questions. It teaches how to use the tools of economic analysis to understand and interpret the behavior of government, consumers and producers. Sources of economic inefficiency are discussed, including market failures and limitations, and policy solutions

PA 9150—Governance and Public Affairs (3 credits)

This seminar examines classical and contemporary theories of governance, the role of the state and other social institutions, and the intersection of policy making and management across the public, private, and nonprofit sectors. Other topics include administrative reform, the new public management, and the emergence of the multi-sector public service. International comparative dimensions emphasized.

PA 9170—Policy Theory (3 credits)

This seminar examines the theories and current research on the policy process, institutions, and delegation of power that influence public policy. Topics covered may include agenda setting, policy design, implementation, legislative decision-making, state political institutions, and federalism.

PA 9183—Public Affairs Research and Professional Development Seminar (1 credit)

This course promotes research and professional development through participation in research seminars, colloquia, academic conferences, lectures, and professional workshops. Students are required to register every spring semester while in residence.

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PA 9180—Advanced Research Methods I (3 credits)

The course focuses on multiple regression analysis, beginning with ordinary least squares estimation, and then considers the implications and treatment of serial correlation, heteroskedasticity, multicollinearity, specification error, and measurement error. Students will gain experience estimating models, and learn to recognize diagnostic information on model performance and to interpret and present findings.

PA 9446 - Advanced Empirical Methods (3 credits)

This course provides a comprehensive toolkit for the evaluation of key economic policy questions in the areas of applied economics including labor economics, public economics, education economics, health economics, and social welfare. The course will cover the most current and relevant empirical techniques in these fields, and provide context and examples of applications.

PA 9000—Directed Individual Study (3 credits)

Supervised readings and research in area of doctoral specialization. Student must submit formal written proposal to doctoral adviser and supervising faculty member prior to registration. May repeat to a maximum of six (6) semester hours.

PA 9185—Supervised Research (3 credits)

Research experience directed by major professor designed to prepare doctoral students for independent scholarship in the area of specialization.

Other Courses

In addition to the core, specialization, and elective courses offered by the Harry S Truman School of Government and Public Affairs, students may take courses offered by other schools and colleges on the MU campus in consultation with their advisor.

4.2.10 Public Affairs Graduate Student Awards

The Public Affairs graduate awards, scholarships, and fellowships are allotted exclusively on merit. Neither race nor national origin is a determining factor.

Chester A. Baker Memorial Scholarship

This fund was established by V. Marguerite Hill Baker in memory of Chester A. Baker to benefit students studying public administration.

Martin L. Faust Scholarship

This fund was established by Martin L. Faust for graduate students studying public administration.

Bryan L. Forbis Award

For an outstanding student in the fields of American politics and/or public policy. Students with a career in public service or research on state policy are particularly commendable. The first award was given in Winter 2006.

4.3 Doctoral Student Standing

Graduate School standards on satisfactory progress apply to all graduate students: <https://gradschool.missouri.edu/policycategory/satisfactory-progress/>

4.3.1 GPA Requirement

Students must maintain a 3.0 grade point average or above following the first semester of doctoral work, and a 3.4 cumulative grade point (in TSGPA courses) at the end of the second semester and all semesters thereafter. Students must also maintain the Graduate School standard of a cumulative GPA of 3.0 overall. In determining such grade point averages, an incomplete or delayed grade shall be counted as a 'C'. In the event that the grade point average falls below these requirements, a student is placed on TSGPA probation.

4.3.2 TSGPA Probation

For a student on probation, the Director of Graduate Studies and the chair of the student's advisory committee will determine what actions are necessary (and by what date) to return to the student to good standing. In making this decision, they may consult with faculty members (who may or may not be on the committee) with whom the student has had courses, including those with whom the student had done inferior work, to get a full picture of the student's weaknesses and strengths. At the end of the

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probationary period, the Director of Graduate Studies shall decide whether the student should be permitted to continue the program.

At the discretion of the Director of Graduate Studies, the student on probation may be unable to receive a TSGPA teaching or research assistantship, travel/research funding, or other student award.

4.3.3 Incomplete Grades

Students should never have more than six hours of incompletes or delayed grades. Students with more than one current 3-hour incomplete or with an incomplete from earlier than the previous fall/spring semester will not be eligible for TSGPA assistantship.

4.3.4 Dismissal and Appeal

At the time of dismissal from the program, the student has two weeks from electronic receipt of dismissal notice from the Director of Graduate Studies to appeal the decision to the PhD Committee in written form stating complaints. After receiving the appeal the Committee will have one week to provide a memo explaining their recommendation to the Director of the TSGPA. After receiving the recommendation the Director will have one week to notify the student of the decision with a written statement. Students then have the right to appeal the dismissal to the Graduate Faculty Senate: <https://gradschool.missouri.edu/policy/probation-termination-policies-for-graduate-students/>

4.3.5 Good Academic Standing

- Students are expected to maintain a GPA of 3.0 or higher at the end of the first semester.
- Students are expected to maintain a cumulative GPA of 3.4 or higher at the end of the second semester and each semester thereafter in TSGPA courses.
- In determining GPAs, incompletes or delayed grades shall be counted as C's except in continuing research courses (PS8085, 8090, 9090 and 9970).
- Students are expected to complete the Second-Year Review by October 1 of the student's third semester (or equivalent for part-time students). Failure to pass the review by the end of the third semester will result in probation. If the student does not pass the review by the end of the fourth semester, the student will be dismissed from the PhD program.
- The M.A. program must be completed within five years of the first semester of enrollment.

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- All required courses for the Ph.D., as well as comprehensive exams, must be completed within five years of the first semester of enrollment in the graduate program.
- Students who fail comprehensive examinations will be placed on probation. Students must retake the exam within one year of failing. Failure to pass comprehensive examinations on two successive attempts will result in dismissal from the PhD program.
- Ph.D. students are expected to successfully defend the dissertation prospectus by the end of the semester in which they pass their comprehensive examinations. Students must defend the dissertation proposal by the end of the semester following the completion of the comprehensive examination process. Students who fail to meet this requirement will be placed on probation.
- Doctoral candidates must successfully defend the dissertation within five years of passing the comprehensive exam.

All Political Science PhD degree candidates who are enrolled full time are expected to complete the following courses by the end of the first year: PS 7000, PS 7010, and PS 9030. Exceptions are made only when these courses are not offered in a given year, or there are extenuating circumstances.

4.4 Teaching Professional Development Program

4.4.1 Objective

Offer a teaching development program that improves the quality of instruction from PhD students (as teaching assistants and graduate instructors) and better prepares PhD students for the academic job market.

4.4.2 Overview

We have implemented a teaching development program based on three components: teaching development course, participation in university-wide teaching activities, and faculty classroom visits with formative evaluations.

For each component, students must meet the requirements described below to successfully complete the teaching development program.

Students seeking a position as graduate instructor are required to participate in and successfully complete the program. Students may participate in the program at the same time they serve as GIs, but preferably students will start the program in their third year (prior to serving as a GI). Since this is the inaugural year of the program, all students from

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3rd-5th year are encouraged to participate; in the future participation in the program will be limited to students in their 3rd years. While this is designed as a two-year program, we encourage current 4th and 5th year students to complete all requirements in one year. Failure to complete the program may result in lost opportunities to serve as a graduate instructor or teaching assistant. This assumes that the student has also met any other department and university requirements.

4.4.3 Plan of Teaching

Overview

Students should turn in the Plan of Teaching Form (T0) by September 15 of the first year in the program. This will detail the student's proposed plan to complete all three components of the program.

4.4.4 Government and Public Affairs Teaching Training Seminar

Overview

This one-hour course offered in Spring covers a variety of potential topics related to teaching in the discipline. Each student will develop a syllabus, a teaching philosophy, and other relevant course and teaching-related job market materials.

Requirement

To successfully complete this requirement, students need to earn a "Satisfactory" official grade. Students preferably complete this course and turn in the Training Seminar Form (T1) in their third year.

4.4.5 Mizzou Teaching Development Activities

Overview

This component encourages students to explore relevant professional development opportunities offered by programs on campus.

Requirement

Students must complete one of the following options by the end of their fourth year (preferably before they begin as a GI):

- Teaching for Learning Center
 - Attend at least two of the “Teaching Essentials” monthly workshops: <https://tlc.missouri.edu/programming/>.
 - Participate in “Teaching Renewal Week,” held each January: <https://tlc.missouri.edu/programming/>.
- Complete an online teaching certification seminar: <https://teaching.missouri.edu/supporting-instruction/professional-development/online-teaching-certification-seminar>.
- Students can inquire whether other teaching development opportunities fit this requirement on a case-by-case basis

In addition to completing the Mizzou Teaching Development Form (T2), students will need to provide some documentation showing that they completed this requirement.

4.4.6 Classroom Visits

Overview

This component consists of an appropriate faculty member “sitting in” on a class session (or a unit of asynchronous online instruction as applicable) in each GI-taught course and conducting a formative assessment of the instructor’s teaching. Feedback should include a written evaluation based on the criteria described in the university Task Force to Enhance Learning and Teaching (TFELT) rubric for Formative Peer Review of Teaching, though the evaluation need not include the actual rubric checklist. Students should coordinate with faculty to arrange classroom visits and receive at least two evaluations in their fourth year: one from each semester (fall and spring) and from two different faculty.

For those of our students who are not able to serve as graduate instructors because they fail to meet the ITAP language requirement or only serve as research assistants, there are two possible substitutions. The first option is to observe students who have lab-based teaching assignments. For those students who do not have these assignments, however, guest lecture opportunities will be arranged in different settings (such as larger introductory courses and smaller upper-division courses, for example).

Students should make arrangements with the faculty evaluators early in the semester.

Requirement

Faculty must submit the Classroom Visits Form (T3) and two evaluations by May 1 of the fourth year.

4.5 Research Facilities

Graduate students attending the University have ample research materials at their command. The MU library system is decentralized with a social sciences core at Ellis Library. Located centrally with more than two million volumes, Ellis Library includes numerous books, periodicals and government documents pertaining to the study of political science. The holdings in related social science disciplines are equally comprehensive. In recent years, special efforts have been made to increase international collections. A microfilm collection of newspapers and archival materials are available, and the Library includes state of the art computing and research facilities.

For those interested in the government and politics of Missouri, the library at the State Historical Society offers additional materials, including a large collection of newspapers from throughout the state. In addition, the Western Historical Manuscript collection contains the public papers of several notable Missouri political leaders, some of who became important national figures.

MU is a member of the Inter-university Consortium for Political and Social Research as well as the Roper Center. Graduate students have access to a large data library with numerous materials. The School of Journalism includes a facility specializing in survey research, the Center for Advanced Social Research.

The MU European Union Center is one of only a few such organizations in the nation. The European Union Center, the Asian Affairs Center, and other institutes on campus sponsor academic conferences assist with graduate student research efforts, and some provide research grants. The Department also serves as a hub for the Working Group in Canadian Studies.

Since Columbia is only 30 miles from Jefferson City, the state capital, students interested in state government can easily keep in close contact with state governmental agencies and may have access to materials from such agencies. The Missouri State Library in Jefferson City is a depository library for all documents published by state agencies and also reciprocally collects documents from official libraries in other states. Graduate students have also used the Truman Presidential Library in Independence, MO and as a source for archival research. Other collections are available in St. Louis and Kansas City, each only about 120 miles from Columbia.

4.6 Placement

Missouri graduates have received teaching appointments at public and private universities and liberal arts colleges. Some hold positions in national and state government. The department has an excellent record of assisting in the location of positions for its Ph.D. students. In recent years, three to six doctoral students a year entered the academic job market and have been quite successful in finding positions. The Director of Graduate Studies also serves as a placement director. Doctoral students on the job market have the option of creating a placement file and utilizing departmental resources to send applications for employment.

Those receiving Ph.D.s within the last few years have jobs at the following institutions:

American University, Bulgaria
Arkansas State University
Central Intelligence Agency
Clemson University
Columbia College
Economics and Technology University (Turkey)
East Carolina University
Eastern Illinois University
Fort Hays State University
Florida International University
Francis Marion University
Gainesville State College (GA)
Gettysburg College
Hankuk University of Foreign Studies (South Korea)
Illinois State University
James Madison University
KOMU-TV
Korea University (South Korea)
Lincoln University
MO Department of Economic Development
Mount St. Mary's University (MD)
Murray State University
Nanjing University (China)
Oakland University (MI)
Ohio State University
Oklahoma State University
Seattle University
Sogang University (South Korea)
St. Louis Community College, Meramec
Stephen F. Austin State University
Truman State University

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University of California Press
University of Central Oklahoma
University of Georgia
University of Illinois at Chicago
University of Missouri-Columbia (International Programs, UM System)
University of Missouri-St. Louis
University of Montenegro
University of New Orleans
University of North Alabama
University of Tampa
U.S. Department of Defense
Wissenschaftszentrum Berlin für Sozialforschung

4.7 Financial Assistance

4.7.1 Assistantships and Fellowships

Several University of Missouri-Columbia graduate fellowships (D. R. Francis Graduate Fellowship, William Gregory Fellowship, G. Ellsworth Huggins Scholarship, Thurgood Marshall Scholarship, Gus T. Ridgel Fellowship, and Peace Corps Fellowship) are available to qualified graduate students. These fellowships are competitive and awards are made by a Graduate School faculty committee. *An applicant for a university fellowship must submit a complete admission packet to the Truman School of Government and Public Affairs by January 4.*

Within the Truman School of Government and Public Affairs, teaching and research assistantships are filled by graduate students each semester. The financial package includes an annual stipend, along with a tuition waiver.

A graduate teaching assistant (TA) helps a faculty member instruct undergraduates in courses. They hold office hours, meet and advise undergraduates in TSGPA classes, grade exams, and fulfill other duties. Some teaching assistants hold discussion sections two to four times a week, with a number of undergraduates in each section. Students may serve as teaching assistants in the freshman courses such as American Government and International Relations. TAs may work with instructors in upper-division courses in their field of study and may lead discussion labs, lead teaching simulations, or perform other duties. Advanced (ABD) students may be eligible to teach independent courses. Many doctoral students who plan careers in the academic market teach independent sections during the program at MU.

A graduate research assistant (RA) works with one or more faculty members by performing tasks pertaining to Political Science or Public Policy research. RAs are assigned to faculty

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in order to maximize the learning experience for the graduate student and the research productivity of faculty.

International students whose primary language is not English must take a special screening test administered by MU before becoming eligible to serve as a teaching assistant. International students rating a 3 or 4 on the screening exam may serve as teaching assistants; those rating a 2 or above may serve as research assistants.

Fellows and graduate assistants holding either a quarter-time or a half-time appointment also receive a complete waiver of course fees from the Graduate School. The waiver covers educational fees (tuition). The student is responsible for incidental fees such as computing, computing, activity, health or supplemental fees. More information concerning the tuition waivers can be found here, and tuition rates can be found at this link.

Although many students find a research assistantship to be a more valuable experience, teaching assistantships comprise the bulk of positions available in any particular semester. In order to maximize the experience for all students in the program, a graduate student is limited to three semesters as a departmental research assistant. International students must rate as a 3 or 4 on the English communication-screening exam in order to be eligible for graduate assistantships after the first year.

All graduate students receiving an assistantship must maintain full-time status and must be pre-registered, that is, until dissertation research; the student must carry a minimum course load of nine hours per semester. Students on academic probation are ineligible for a graduate assistantship, as are students with more than one incomplete or with an incomplete from earlier than the previous regular semester.

4.7.2 Office Hours for Political Science Teaching Assistants

The TSGPA PhD Committee clarified the rules regarding the minimum number of office hours for a graduate teaching assistant. You should meet the office hour requirement set forth by the faculty member teaching the course.

If you are unable to hold your office hours, you should 1) give advance notice to your students, if possible (conferences, etc.), 2) make sure someone posts an appropriate notice on your office door.

When you have scheduled office hours without students, please try to use your time productively—studying for classes, working on research, and so forth. We have tried to improve the TA office environment, so if you have problems or suggestions for further improvements, please let Jacob know.

Please feel free to reserve a meeting room for office hours. We understand that graduate student cubicles might not be the most conducive space to host office hours. As such, please let us know how we can assist.

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Your office hours should try to accommodate your student's schedules: not exclusively at 8 am nor Friday afternoons, nor a block of time that conflicts with one-or two—undergraduate class (such as MWF 10-11 or TR 9:30-11:00). On rare occasion, a student has unresolvable conflicts that prevent attending TA office hours, and you must schedule a meeting by arrangement. However, we discourage this unless necessary, you have other demands on your time-time to study for your own courses, complete research projects, prepare for class, and so forth.

4.7.3 Health Insurance

The Graduate School offers the Graduate Medical Insurance Program and the Accident and Sickness Insurance Program. Graduate Assistants may be eligible for subsidy rates. Health insurance is an important part of the graduate student's experience, but rules and coverage change and the Department is not involved in the health insurance program. Please contact the Graduate School or see its webpage for more information.

5 Faculty Information

Faculty information is regularly updated and can be found on the TSGPA website:
https://truman.missouri.edu/people?field_people_type_target_id=17

6 University Information

6.0.1 Registration

Approximately two months before the end of each semester, a Schedule of Courses is available online for the upcoming semester on MyZou: <https://myzou.missouri.edu>. After a student meets with his or her faculty advisor, he or she should visit the Academic Programs office to obtain permission. All students must obtain permission prior to enrolling in courses.

If students have no holds that block registration, they may add or drop classes continually through MyZou before the posted deadlines. A student who wants to add or drop a class after the deadline must complete a late registration change form and submit it before the last day to late register.

No class, other than problems, special readings, internships or research, may be added after the expiration of one week following the first day of classes in a fall or spring semester, or an equivalent period of time thereof in a shorter session.

After the 25th day of the fall or spring semester, or an equivalent period of time thereof in a shorter session, students wanting to drop a class must get the signature of the instructor on the class withdrawal form. Students also will need to complete the late registration change form, get appropriate signatures and take it to 130 Jesse Hall for processing. Dropping all classes is considered a withdrawal from the University and must be initiated in the academic advising units and completed before the last day the class meets or the last day of the term for regularly scheduled classes. Finals are not included as part of the term for this purpose.

6.0.2 Email Accounts

All University of Missouri students, including post-baccalaureate and graduate certificate students, are assigned an MU e-mail account. Both the University and the Truman School will send important correspondence to this account, so students should check it regularly. The web address to access your MU e-mail account is <http://webmail.mizzou.edu>.

6.0.3 Academic Integrity

Statement of Purpose

Academic integrity is essential to our institutional values of respect, responsibility, discovery, and excellence. These values are fundamental to the everyday function of our academic community, as well as to the goals and vision we have for the University of Missouri.

Each member of our community—faculty, staff, and students alike—must be committed to the principles of honesty and fairness. Faculty and staff are expected to model appropriate behavior and demonstrate their commitment to our community. Students also bear responsibility for upholding the culture of integrity in our community. Maintaining this culture, and our institutional values, requires that students do not tolerate the actions of those community members who engage in inappropriate behavior.

Definition

Academic integrity ensures that all students have a fair and equal opportunity to succeed. Any behavior that provides an unfair advantage to one student is unacceptable and will not be tolerated. Each piece of work completed by a student must be solely a reflection of that student's own work or his or her contribution to a collaborative effort.

7 University Regulations

The Harry S Truman School of Government and Public Affairs is part of the University of Missouri Graduate School and must comply with University regulations. The following list provides information about several important topics. For information not covered below, students should consult the M Book, the Office of the University Registrar, or the Graduate School.

8 Appendices

8.1 NASPAA Member Code of Good Practice

A program holding membership in the National Association of Schools of Public Affairs and Administration (NASPAA):

- Pursues excellence and quality in its provision of public affairs education.
- Continuously operationalizes the commitment to public service among students, faculty, alumni, and other constituencies, and holds the profession of public service in the highest esteem.
- Recognizes its responsibility to the community of public affairs institutions by participating in developmental activities to help other NASPAA schools and by providing enrollment and faculty data.
- Posts a link on the program's website to the NASPAA web site discussion of quality in public affairs education: www.naspaa.org/codeofgoodpractice.
- Pursues diversity in student body, faculty, and curriculum.
- Integrates ethics into the curriculum and all aspects of program operation, and expects students and faculty to exhibit the highest ethical standards in their teaching, research, and service.
- Focuses on the preparation of students for professional careers in public service, emphasizing both the values and ethics of public service, and the development of professional skills and knowledge.
- Recognizes the importance of contributions of students, faculty, alumni, and employers to improving the relevance and quality of the program.
- Uses student learning outcomes and other outcome measures to help improve program effectiveness.
- Is committed to the holistic development of the individual student as a professional—including admission advisement; support of student learning, research, and service; summative learning experiences, and career placement and advisement.
- Offers a multi-disciplinary curriculum that includes coverage of management, organization, policy, human resources, political institutions, economics, quantitative methods, and IT management.

- Honestly represents the meaning of NASPAA membership without implying accreditation.

8.2 Contact Information

Harry S Truman School of Government and Public Affairs
Academic Programs Office
615 Locust Street
Columbia, Missouri 65211
Phone: (573) 884-1656
Fax: (573) 884-4872
E-mail: truman@missouri.edu
Web: <https://truman.missouri.edu>

Graduate School
210 Jesse Hall
Columbia, Missouri 65211
Phone (long-distance): 1-800-877-6312
Phone (local): (573) 882-6311 (local)
E-mail: gradadmin@missouri.edu
Web: <https://gradstudies.missouri.edu/>

Office of the University Registrar
130 Jesse Hall
Columbia, Missouri 65211
Phone: (573) 882-7881
E-mail: umcunivregistrarwr@missouri.edu
Web: <https://registrar.missouri.edu/>

Office of Cashiers
15 Jesse Hall
Columbia, Missouri 65211
Phone: (573) 882-3097
E-mail: 4cash@missouri.edu
Web: <https://cashiers.missouri.edu/>

8.3 Student Resources

8.3.1 Tiger Pantry

Tiger Pantry provides food resources and education to members of the University of Missouri family in need while exemplifying the University's four core values of Respect, Responsibility, Discovery, and Excellence.

Rock Quarry Facility, room 8
1400 Rock Quarry Road
Columbia, Missouri 65202
Phone: (573) 882-3780
E-mail: tigerpantry@missouri.edu
Web: <http://tigerpantry.missouri.edu>

8.3.2 Truman's Closet

Truman's Closet offers MU students, faculty, and staff the ability to borrow professional business attire free of charge. This service also aims to strengthen students' professional etiquette and image through educational opportunities.

Rock Quarry Facility, room 8
1400 Rock Quarry Road
Columbia, Missouri 65202
E-mail: msa@missouri.edu
Web: <http://msa.missouri.edu/trumans-closet/>

8.3.3 Counseling Center

The MU Counseling Center promotes the success and growth of individuals in the MU community and the campus as a whole, fostering personal, intellectual and psychological well-being.

119 Parker Hall
Columbia, Missouri 65211
Phone: (573) 882-6601
Web: <http://counseling.missouri.edu>
Hours: Monday-Friday 8:00 a.m. – 5:00 p.m.