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I. PROGRAM DESCRIPTION

The Political Science Department at Texas State University-San Marcos offers a Master of Arts degree. The M.A. degree consists of 24 hours of Political Science, including the thesis, and a minimum of a six hour minor in a field of the student's choice. There is also a M.A. non-thesis option. Students in this option are required to take 27 hours of Political Science and a minimum of six hours in a minor in a field of the student's choice. The department with which a student takes a minor sets the credit hour requirements for the minor.

The M.A. thesis option requires that the student pass an oral examination their final semester. The M.A. thesis option oral consists of a defense of the student's thesis. M.A. students choosing the non-thesis option are also required to pass an oral exam. This oral examination will cover the substantive sub-fields of political science. The M.A. non-thesis oral consists of a review of coursework done in the major and/or minor fields. Members of both thesis and oral committees may be drawn from both the major and minor fields. Each student must work with the Graduate Advisor in determining the composition of his/her thesis and oral committees. The Graduate Advisor will approve all such committees and may sit on any oral as an ex officio member of the committee. Students must be enrolled in the semester within which they plan to graduate as per the Graduate College rules.

II. ADMISSION REQUIREMENTS

Students with grade point averages of **2.9 or better on the last 60 hours** of undergraduate or post baccalaureate coursework may be admitted without a minimum score on the Graduate Record Exam. A GRE score must be on file, however, **prior to the end of the student's first semester** (this includes summer sessions) of graduate work. Students with a 2.5 - 2.9 GPA on the last 60 hours of their undergraduate or post baccalaureate work must take the GRE exam and have scored a 900 or better before they may be considered for admission. On rare occasions, students not meeting these minimum requirements may be considered for conditional admission. The Graduate Advisor will, upon review of the student's transcripts, set conditions by which the student must abide. These conditions may be temporary or permanent. The Graduate Advisor will review the progress of students admitted conditionally every semester.

All admission materials must be filed with the Office of the Graduate College. Applications should not be sent to the Political Science Department.

An application for admission to the Graduate College must be made on the official form

that may be obtained from the Graduate College or on the University web site at <http://www.gradcollege.txstate.edu>. Students should be aware that a minor designation is requested on the application. Failure to select a minor stalls the admission process. The student may change the minor at a later date so it is recommended that the student list a minor on the application even if he or she is not certain of his or her choice.

Early Admission

If a student is a senior at Texas State has a superior academic record and lacks 12 or fewer semester hours toward graduation, the student may apply to register during the final semester of undergraduate study for courses to be applied to the student's prospective master's degree. See the Graduate Catalog for a complete description of the requirements and procedures.

Master's Degree Time Limit

A program leading to a master's degree must be completed within six years from the date of a student's initial enrollment in graduate courses used toward the degree. This time limit applies to credit hours earned at Texas State as well as credit transferred to Texas State from other accredited institutions. Requests for an extension must be submitted to the Graduate Advisor, who in turn submits a recommendation to the Dean of the Graduate College.

III. DEGREE OUTLINES

On the admission application, a student must identify the following choices: major, minor, and thesis or non-thesis track. Once the student has been admitted into the Political Science M.A. program, the Graduate College issues a degree outline. With a minimum of six hours for a minor, the student following the thesis option must take six courses to satisfy the major hour requirements and complete six hours of thesis. Students following the non-thesis option must take nine required courses, with a minimum of six hours for a minor. The required coursework may be drawn from the following:

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| POSI 5300 | Ancient Medieval Political Philosophy |
| POSI 5301 | Problems in American Foreign Relations |
| POSI 5302 | Modern and Contemporary Political Philosophy |
| POSI 5302A | Contemporary Perspective in Modern Liberalism |
| POSI 5303 | Political Research and Methodology |
| POSI 5319 | Seminar in Constitutional Theory |
| POSI 5325 | Roots of American Constitutionalism |
| POSI 5326 | Topics in Democratic Theory |
| POSI 5326A | Religion and American Public Life |
| POSI 5327 | Topics in State and Local Government |

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|------------|--|
| POSI 5327A | Texas Politics and Administration |
| POSI 5340 | Problems in American Public Policy |
| POSI 5350 | Problems in American Politics |
| POSI 5360 | Problems in International Politics |
| POSI 5364 | Problems in International Organization |
| POSI 5365 | Problems in International Law |
| POSI 5370 | Internship in Government |
| POSI 5380 | Seminar in International Political Economy |
| POSI 5382 | Seminar in International Relations Theory |
| POSI 5384 | Topics in Modern Democratic Systems |
| POSI 5385 | Topics in Third World Politics |
| POSI 5398 | Independent Study |
| POSI 5399A | Thesis |
| POSI 5399B | Thesis |

Students who are considering continuing on to receive a Ph.D. may want to enroll in a statistical methodology course, POSI 5303, during their M.A. program.

Students who wish to take courses other than those listed above must have prior approval of the Graduate Advisor. It is recommended for graduate students to contact the Graduate Advisor at least once every semester to discuss their program of study. Changes to a student's degree outline must be submitted by the Graduate Advisor to the Graduate College.

The student should request an updated degree outline the semester before he or she plans to graduate to make sure course work requirements have been met.

Background Courses

Students may be admitted into the M.A. program unconditionally or conditionally. The admittance process is separate from the establishment of the degree requirements. Once a student has been accepted the Graduate Advisor reviews the student's transcripts and determines if background courses are needed. Students who are lacking in advanced political science undergraduate or post graduate hours may be required to complete up to 15 hours of undergraduate hours **before** beginning to take graduate political science courses. The requirements will be listed on the student's degree outline, which is processed and distributed by the Graduate College after the Graduate Advisor approves the requirements for the major. The department with which the student takes his or her minor sets the minor requirements and approves the minor listed on the degree outline. Political Science background courses must be chosen in consultation with the Graduate Advisor. A grade of "B" or better must be earned on all background courses.

Background work is not computed for the graduation GPA requirement, nor is graduate-degree credit granted for background work for the degree to be earned.

IV. REGISTRATION AND COURSE CREDIT

Registration

The office of the Graduate College will notify applicants officially by mail regarding admission. Since applications are for specific semesters, an applicant should notify the Office of the Graduate College as soon as possible if he or she will not be enrolling in the semester for which the applicant was accepted.

Registration in the Graduate College beyond the first semester depends on satisfactory progress in fulfilling any admission conditions that may have been imposed and maintaining satisfactory academic progress.

Course Load

At the graduate level, the full-time course load during a long semester is nine semester hours; the maximum load is 15 hours. The full-time course load during each summer session is five graduate-level hours; the maximum load is six hours. Course loads exceeding the maximum hour loads require written approval. Only the Dean of the Graduate College may authorize an overload.

Internships

M.A. Students may enroll in an Internship course (POSI 5370) if they are interning or are employed by a unit of federal, state, regional, or local government. The student must secure a position himself or herself. Neither the Political Science Department nor the Graduate Advisor places students in internship positions. The Graduate Advisor will make available information about any positions that are brought to her attention. Students working 20 hours per week may receive 3 credit hours.

The Graduate Advisor will provide students with a syllabus listing the requirements for the internship. The Graduate Advisor will be the instructor of record for all students enrolled in the internship course. See List-Serve Information for help with finding an internship.

Course Duplication

POSI 5360, 5384 and 5385 may be repeated once with different emphasis and professor for additional credit. POSI 5350 may be repeated five times with different emphasis and professor for additional credit.

Directed Reading and Research

Students, with permission from the Graduate Advisor, may take up to two directed readings courses (POSI 5398). These courses must be taken with two different professors. Directed readings and research courses are to provide the student with advanced specialized studies beyond the scope of the course rotation.

Post-Graduate Credit

Up to six hours of graduate-level courses taken as a post-graduate certification student with a grade of "B" or better may be permitted for degree credit, after a student is granted regular degree-seeking admission.

Transfer Credit

A maximum of six semester hours of credit earned at another institution may be accepted as transfer credit and applied toward the master's degree provided:

1. The credit was earned in graduate courses completed in residence at an accredited institution.
2. Courses have not been, and will not be, used for credit on another degree.
3. Transfer work will be accepted only if it bears a letter grade of "B" or higher, or a numerical equivalent.
4. The credits were earned prior to the student's admission to the Graduate College and the credits were earned while the student was enrolled under a graduate degree program at that institution. The student must provide the Graduate College with written verification of his/her status at that University.
5. Official transcripts showing the course work to be transferred must be on file in the Graduate College.
6. Students will be asked to provide a catalog with course descriptions for any transferred work. The Graduate Advisor may request a course syllabus for any transferred work.
7. Students admitted on "Conditional Admission" or students on "Probation/Suspension" will not receive credit for transfer work taken under the aforementioned status.

See the Graduate Catalog for a full description of requirements.

Undergraduate courses taken to fulfill background requirements will be accepted only if such courses are of the same level as those specified on the official degree outline and if they bear a letter grade of "B" or higher.

V. GRADING AND ACADEMIC POLICIES

Probation and Suspension

Political Science M.A. students are required to maintain a 3.0 cumulative grade-point average for all Texas State graduate courses. Cumulative GPA's are computed at the end of the fall semester, the spring semester, and the second summer session (both summer sessions combined are treated as equivalent to one semester in determining satisfactory academic progress).

If a student's cumulative GPA falls below 3.0 during any semester of enrollment at Texas State, the student will be placed on academic probation. In the next semester of enrollment the student **must** raise his or her cumulative Graduate College GPA to 3.0 or above or be suspended from the Graduate College. When the student has achieved a cumulative GPA of at least 3.0 at the end of the semester of probation, the student will be notified that he or she has been removed from probation status.

Incompletes

The "I" grade may be assigned when, due to unusual circumstances beyond the student's control, a significant portion of a course, such as a term paper or final examination, has not been completed. If any course work is incomplete during any semester, the work must be completed by an indicated deadline arranged between the student and the course instructor. An "I" grade from Texas State will not count as hours attempted until another grade is substituted for the "I." If the "I" grade has not been removed in twelve month's time, the grade will automatically change to "I-F."

M. A. student's who have an incomplete will be given one semester to complete the course work. If the student does not complete the course work by the end of that semester the Graduate Advisor will place an administrative hold on the student. For example, a student receiving an "I" in fall 2004 will have until the end of spring 2005 to complete the course work. Failure to complete the work will result in an administrative hold. The student will be unable to register for courses until the incomplete grade is replaced.

VI. MINOR REQUIREMENTS

Political Science M.A. Majors

All Political Science M.A. students are required to have a minor of at least six hours.

Students should be aware that departments offering minors set the hours of their minors. Students also should be aware that departments offering minors may require additional background courses if insufficient work in the minor field(s) is reflected on the undergraduate transcript. The student must contact the department of the minor to learn the requirements for its minor. It is the responsibility of the student to acquire all information on minor requirements and to act in accordance with those requirements.

Political Science master's students may not minor in Political Science.

Minor in Political Science

The Political Science Department offers M.A. students a minor consisting of a minimum of nine hours with the option of taking up to 15 hours. The hours may be taken from any of the designated M.A. courses (excluding 5398, 5399A and 5399B) since these courses encompass a broad range of topics in graduate political science. Student must contact the Political Science Department Graduate Advisor to learn the requirements for its minor. It is the responsibility of the student to acquire all information on minor requirements and to act in accordance with those requirements. The Graduate Advisor may require additional background courses to be taken at the undergraduate level if insufficient work in the minor field is reflected on the undergraduate transcript.

Cognate

Under certain circumstances Political Science M.A. students may request a cognate. Students who are interested in pursuing an area of study not offered by one of the Texas State University graduate programs, in consultation with the Graduate Advisor, may craft a cognate to accomplish their goals. Cognates are a minimum of nine hours. The Graduate Advisor will oversee the fulfillment of cognates.

VII. THESIS REQUIREMENTS

M.A. students may choose either the thesis or non-thesis option. The thesis may be based on research initially done in fulfillment of course requirements or on a completely new subject. The thesis represents a major research effort. It should range between 75-100 pages. It should comprehensively review the scholarly literature on the subject treated, and it should be consistent with a thesis format (See, for example, Turabian, Chicago Manual of Style, or the MLA Handbook). The student should begin thinking about potential thesis topics as soon as possible. In any case, the student should consult with the Graduate Advisor about the composition of their committee. *Students must have an approved thesis proposal and an approved thesis committee before enrolling in any thesis hours.* The thesis must include a brief statement of the topic to be examined, a bibliography of the sources to be researched, and a chapter outline of the thesis. The approved proposal should be filed in the Political Science Department by early registration for the semester the student will be taking Thesis A. M.A. candidates must have taken at least one course from two members of their thesis committee unless the Graduate Advisor grants a waiver in writing.

Thesis format requirements are described in the thesis handbook at <http://www.gradcollege.txstate.edu/thesishandbook/index.html>. Copies of the thesis proposal form may be obtained from the Graduate College office or on the web at http://www.gradcollege.txstate.edu/thesishandbook/table_appendix.html.

Students enrolled in Thesis A (POSI 5399A) during the **fall** semester need to submit a **draft thesis** by **December 1**. Students enrolled in Thesis A during the **spring** semester need to submit a **draft thesis** by **April 15th**. Students will register for Thesis B (POSI 5399B) the following semester during which time they will, in consultation with their committee members, revise their draft. Thesis A and Thesis B are not to be taken at the same time. Once the thesis is completed, an oral defense of the thesis may be scheduled. **The revised and approved thesis (in its final form) must be submitted to the Chair of the committee at least 36 days before the date of commencement at which the degree will be conferred.** Students who fail the oral defense of their thesis will have the choice of the non-thesis option.

Candidates must submit an Oral Exam Scheduling Form to the Graduate Advisor at least two weeks before the date of the oral. The student must coordinate an acceptable date and time for the exam with their committee members. The Graduate Advisor will file the

form with the Political Science Department staff in order to secure a meeting room and the appropriate paperwork. The preparation of the paperwork is very important to ensure signature by all committee members and timely submission to the Graduate College. Oral exams need to be held before April 1st in the Spring Semester and before November 1st in the Fall Semester. Oral Exam Scheduling Forms are available in the Political Science Department Office

One copy of the thesis in final form and two signature pages (on the same bond paper as required for the thesis that is to be bound in the Alkek Library) bearing original signatures of the committee members must be submitted to the Graduate College office no later than 18 days before the date of commencement at which the degree will be conferred. Oral exams must be completed and forms filed with the Graduate College at least 10 days prior to the date of commencement at which the degree will be conferred.

Students are advised that the Graduate College will review the thesis and may ask for revisions. Consult the Graduate Catalog for thesis requirements, deadlines and approval process.

VIII. NON-THESIS OPTION

Students who choose the non-thesis option are required to take 27 hours in the M.A. Program and are required to pass an oral examination covering the sub-fields of political science. The M.A. non-thesis oral consists of a review of coursework in the major and/or minor fields. The student, in consultation with the Graduate Advisor, is responsible for composing her or his Oral Exam Committee, including designating who will serve as chair of the committee. These committees may be composed of three faculty in Political Science or of two faculty in Political Science and one from the minor field. The oral consists of several rounds of questions concerning coursework the student has taken with the professors on the oral committee.

Members of the committee individually will provide the candidate a bibliography and list of potential topics and/or issues which will serve as a basis of the oral exam. The questions will be limited to issues from the coursework the candidate completed with the professors on the committee. The exam will last no more than 1-1/2 hours – one hour is the norm. The exam is graded as pass/fail. Oral exams need to be held before **April 1** in the Spring Semester and before **November 1** in the Fall Semester. Candidates may take the oral exam twice. If the candidate fails the oral exam twice, the candidate will be allowed to take a written exam and have an oral exam based on that exam. Students are advised to organize a panel and begin preparation for the oral exam early in the semester during which they plan to graduate.

Candidates must submit an Oral Exam Scheduling Form to the Graduate Advisor. The student must coordinate an acceptable time for the exam with their committee members. The Graduate Advisor will submit this form to the Political Science Department staff in order to secure a meeting room and the appropriate paperwork. The preparation of the paperwork is very important to ensure signature by all committee members and timely submission to the Graduate College. Oral exams must be completed and forms filed with the Graduate College at least 10 days prior to the date of commencement at which the degree will be conferred.

IX. APPLICATION FOR GRADUATION

Applying for Graduation

A student must apply for graduation by the published deadline date posted on the University Academic Calendar. The date, as well as other dates, and instructions outlining how to apply for graduation are posted on the Graduate College web site each semester. For further information regarding the graduation application deadline, contact the Graduate College at 512-245-2581 or <http://www.gradcollege.txstate.edu>.

Grade-Point Requirements for Graduation

To be eligible for graduation, a student must have a GPA of at least 3.0 (or higher if required) for the major and minor listed on the degree outline. Effective Fall 1991, no grade earned below "C" on any graduate course may apply toward a graduate degree at Texas State.

Incomplete Grades

Incomplete grades must be cleared through the Registrar's Office at least 10 days before the commencement for which the degree is to be conferred.

List-Serve Information

MA students may subscribe to the MPA Jobs List-Serve. To subscribe send an e-mail. In the subject, type, "subscribe". In the address, type: mpajob-lrequest@groups.txstate.edu

Q: Do you need help finding a job or and internship?

A: Then subscribe to the MPA Job List-Serve.

Q: What messages would I get if I subscribed to the MPA JOB List-Serve?

A: There are several categories of information you would get:

- Information on Job postings within the state of Texas.
- Fellows and Internship Programs

Q: What is a List-Serve?

A: A List-Serve is an e-mail handler that can quickly broadcast a message to all its members at once.

Q: Will everyone else who subscribes see my e-mail address?

A: Only if you sent an e-mail to the List-Serve for broadcast. If all you ever do is subscribe, you can just receive the messages anonymously.

Q: How do I subscribe to the List-Serve?

A: You send a special message to the e-mail address of the List-Serve. The List-Serve will look at the e-mail address from which the message was sent and add that address to its broadcast list.

Q: What if I decide I don't want to be on the List-Serve any more?

A: Then you would send another message to the List-Serve address. This message must say, "unsubscribe" in the subject line. When you do this, the List-Serve takes the same e-mail address off its list.

Q: How much e-mail will I get from being on the MPA List-Serve?

A: Probably less than a dozen e-mails per month depending upon the number of available jobs.

*Job titles and areas are listed in the Subject line. If you are not interested in a particular area this allows you to delete it without opening the email.

XI. ROSTER OF GRADUATE FACULTY AND AREAS OF SPECIALTY

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| Dr. Cecilia Castillo Assistant Professor | Political Theory and Philosophy Politics and Literature American Politics |
| Dr. William DeSoto Associate Professor | American Politics State and Local Government Interest Groups and Associations Methodology Politics and Business American Political Theory |
| Dr. Robert Gorman Professor | International Relations International Law and Organization American Foreign Policy Humanitarian and Refugee Policy African Politics |
| Dr. Kenneth Grasso Professor | American Government American Constitutional History Religion and Politics Political Theory |
| Dr. Ted Hindson Associate Professor | Comparative Politics Russia and Easter Europe Marxist-Leninist Ideology History of International Communism The American Presidency American Political History |
| Dr. Magda Hinojosa Assistant Professor | Comparative Politics |
| Dr. Paul Kens Professor | Constitutional Law American Constitutional History |
| Dr. Arnold Leder Associate Professor | Comparative Politics Middle East Peasant Societies Political Psychology |

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| Dr. Ed Mihalkanin Professor | International Relations International Political Economy Latin America Political Ideology |
| Dr. Cynthia Opheim Professor | American Politics Congress and State Legislatures Texas Politics and Public Policy Electoral Behavior American Political Parties |
| Dr. Willard Stouffer Professor | American Politics State and Local Government Minority Politics |
| Dr. Alfred Sullivan Professor | Comparative Politics Western European Politics Asian Politics American Presidency |
| Dr. Kenneth Ward Associate Professor | American Government Constitutional Law Constitutional Theory Judicial Politics Political Theory |

Students wanting additional information about either of these programs should contact:

Graduate Advisor
Master of Arts Program
Department of Political Science
Texas State University-San Marcos
601 University Drive, ELA 266
San Marcos, TX 78666
(512) 245-2143 Σ (512) 245-7815 FAX

Students may also seek additional information from Texas State University website
www.txstate.edu

