

**Graduate Student Handbook**  
**Department of International Studies**  
**University of Miami**

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## THE HANDBOOK

This Handbook is designed to provide graduate students with basic information concerning the programs and administrative procedures of the Department of International Studies (INS) at the University of Miami. It is not designed to answer every question a student may have, but it should be helpful as a basic reference to the Department's Ph.D. and Master's programs.

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## MISSION, GOALS AND FIELDS OF INQUIRY

The mission of the graduate programs of the Department of International Studies is based upon a shared vision that is both innovative and distinctive and is manifested in a comprehensive curriculum designed to allow advanced students the opportunity to study cutting-edge international issues such as globalization, democratic governance, comparative and international political economy, post-Cold War conflicts and security threats, new forms of civil society mobilization in world politics, global environmental challenges and the management of the global commons.

The vertiginous pace of these transformations, driven by technological progress and forces of political, cultural and economic integration, reduces the distance between societies, which now impinge on one another across multiple dimensions. Simultaneously, religious, ethnic, nationalist and economic conflicts frequently erupt within and between societies, often in violent form. Growing interdependence among the world's states, economies and societies, as well as the enduring divides within and between them, demand new and more sophisticated explanation; societies simply can no longer be understood in isolation or at a particular point in time. Contemporary societies are shaped by interwoven legacies from the past within rapidly shifting environments—political, military, economic, social and cultural—posing complex dilemmas of national and global governance.

To organize the study of these exciting debates in the social sciences, the Department offers three major fields of specialization:

- **International Relations:** international relations theory; globalization; social movements beyond the nation-state; security studies; peace and conflict studies; international law and organization; international political economy; foreign policy analysis, global public health, and related fields.

- **Comparative Politics:** theory and methods of comparative analysis; authoritarian and democratic political regimes; democratic governance and citizenship, comparative political economy; contentious politics and social movements; civil-military relations; and appropriate courses on selected regions, such as the European Union, Latin America, or the Post-Soviet countries.
- **International and Comparative Political Economy:** the politics and institutions regulating the global trade, investment, and financial regimes; comparative international development; the politics and economics of international environmental regimes; democracy, partisan politics, and global governance, the domestic and international distributive impacts of globalization; international economic theory; applied macroeconomics, etc.

By requiring an appropriate combination of seminars and qualifying examinations in these fields, the Department's curriculum seeks to provide INS graduate students with the training required to participate actively in state-of-the art intellectual debates among the world's leading scholars and policymakers. The Department's MA program prepares students for careers in international diplomacy, business, trade and finance, for service in government and non-governmental organizations and international institutions, and with the necessary degree and academic training to enter a doctoral program. The Department's Ph.D. program's primary objective is to prepare doctoral students for careers in academic teaching and research.

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## ADMINISTRATION AND ADVISING STRUCTURE

### Faculty Governance

The Department of International Studies is governed by its faculty, which is comprised of professors of various ranks who hold regular appointments, and is administered by a Chair. The Department makes every effort to foster a close and open working relationship between its faculty and its graduate students. Such an environment is considered to be crucial to the establishment of a stimulating and productive learning experience at the graduate level. Maintaining this environment requires the cooperation and participation of all members of the Department.

### Chair

The Chair of the Department of International Studies is appointed by the Dean of the Colleges of Arts and Sciences (CAS) and serves at the Dean's discretion. The INS Chair is the principal academic and administrative officer of the Department with overall responsibility for the proper functioning of all aspects of Departmental activities. The Chair represents the

final instance of appeal within the Department on all administrative and academic matters. The Department Chair appoints the Director of Graduate Studies who, in turn, serves at the discretion of the Chair.

## Director of Graduate Studies

The responsibility of the Director of Graduate Studies is to advise INS graduate students concerning courses, credits, qualifying examinations and degree requirements and to provide guidance and explanations of the rules and regulations regarding both their responsibilities as teaching assistants (TAs) or as graduate research assistants (RAs) and their academic plans. Students are required to obtain the advice and the signature of the Director of Graduate Studies each semester prior to registration. In addition, each INS graduate student is required to meet both with the Director of Graduate Studies and his/her faculty advisor annually during the spring semester to determine if the student is making satisfactory progress toward completion of his/her degree.

## Faculty Advisor

During the first semester of enrollment, The Director of Graduate Studies will serve as faculty advisor for new INS graduate students. With the assistance of the Director of Graduate Studies, by the beginning of their second semester of course work, graduate students should identify a faculty member to serve as their advisor. The responsibility of a faculty advisor is to mentor a student through the remainder of his/her graduate career at the University of Miami.

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## DOCTOR OF PHILOSOPHY (PH.D.) IN INTERNATIONAL STUDIES

The Ph.D. degree should be completed within eight years of entry into the program. Most students, however, take six years or less to complete all requirements. Students are allowed considerable flexibility to pursue specific interests. With the permission of the Director of Graduate Studies, students may enroll in appropriate graduate level courses in other Schools and Departments.

## Requirements

- Complete a total of 66 degree credits to obtain the Ph.D. degree (i.e., 12 semester courses or 36 credits of course work at the doctoral level beyond the MA degree).
- Students without an MA degree may be admitted directly to the INS Ph.D. program. Students so admitted must, within two years of admission, take and pass one MA qualifying examination before they will be allowed to continue in the doctoral program.

- Students entering the INS Ph.D. program with an MA in International Studies from the University of Miami or another institution may, upon review of their MA transcripts, receive credit for a maximum of up to 4 semester courses (12 credits) toward their Ph.D. degree in the Department of International Studies (from course credits that were not previously counted to obtain their MA degree at another university). (For additional information, see the discussion below on Waivers and Transfer Credits in the section on Academic Policies and Procedures.)
- Complete a methodology sequence: International Relations Methodology INS 611, and a second Quantitative Social Science Methodology seminar — either offered by INS faculty or by the departments of Educational Psychology (EPS) or Sociology (SOC).
- Complete a sequence of two core seminars in two of the Department's three major fields of study:
  - International Relations — INS 601 and INS 610.
  - Comparative Politics — INS 630 and INS 641.
  - International and Comparative Political Economy — INS 537 and INS 622.
- Pass written and oral examinations in two of the Department's three fields of study.
- Complete at least one of the basic core seminars in the third (non-examination) field.
- Complete the Doctoral Workshop — INS 603.
- Successfully defend a dissertation proposal/prospectus.
- Pass a foreign language examination.
- Complete 12 dissertation credits — INS 730.
- Research and write a dissertation (per requirements below) that makes an original contribution to knowledge.
- Orally defend the written dissertation.

## Foreign Language Examination

All MA and Ph.D. students in the Department of International Studies are expected to pass a test in an appropriate (other than English) second language, unless this requirement is waived by the Director of Graduate Studies. Students can petition for a waiver if they have:

- Completed degrees at non-English speaking institutions.
- Completed an advanced course of study at a recognized language center, such as Middlebury, Norwich, Alliance Française, Goethe Institut, or the Defense Language Institute.
- Completed advanced methodological training and their geographical focus is solely within an English-speaking region.

Foreign language examinations are held twice a year (October and March). Students are required to notify the Student Services Office of their intention to take the exam prior to October 1 (for the fall examination) or April 1 (for the spring examination). All students will be tested on their ability to translate from the foreign language into written English contemporary materials involving foreign affairs. The use of dictionaries is allowed during the INS language examination. Additionally, an oral examination may be required for those

students taking French, Spanish and Portuguese. Students should be prepared to converse with a faculty member in an appropriate setting on topics related to their course of study and specialization. Students are responsible for their own language training, within or outside the University of Miami.

## Written Qualifying Examinations

Ph.D. qualifying examinations probe the student's knowledge of the literature in a given field and their ability to think and express ideas clearly. The scope of the examination is not limited to material that has been covered in the student's courses. Students are expected to demonstrate appropriate mastery of the available published literature in the field of examination. Students normally take these examinations in their last semester of coursework or during the semester immediately thereafter. For this purpose, each field will provide reading list with the materials students are expected to master.

Ph.D. examinations are scheduled for eight hours and require students to answer four questions. Qualifying or comprehensive examinations include two parts. The first consists of a mandatory question designed to evaluate the student's overall knowledge in the respective field. The second section presents the student with choices from among a number of optional questions based on more specific topics within the general field. Use of study materials during the exam is prohibited. Except under extraordinary circumstances, all qualifying examinations are taken at the INS facilities, with the use of computers provided by the Department.

Qualifying examinations are held twice during each academic year (November and April). Students must inform the Student Services Office of their intention to take the exam at least one month prior to the date set for the exams. Ph.D. students may take the two comprehensive examinations in the same semester or take them in different semesters. Samples of previous exams will be made available to students.

The written examinations are read by three-member committees comprised of INS faculty assigned by the Department Chair. Reading lists and review sessions will be coordinated by the Director of Graduate Studies. In order to assure objective and rigorous evaluation, no name or student ID number is used on the examination forms and faculty committee members will not know the identity of the students. Decisions are reached by a majority of the committee. A grade of "Pass," "Fail," or "Passed with Distinction" must be given to each written examination. Results of Ph.D. examinations are final only after completion of an oral examination.

A Ph.D. student who fails the written and/or oral portions of a qualifying examination will have a second, and final, opportunity to take and pass the Ph.D. qualifying exam during the next regularly scheduled examination cycle (or during a subsequent examination period of their choice). A student who receives a failing grade on either their written or oral Ph.D. examination will receive from the evaluation committee chair written comments detailing

the reason(s) that the evaluators deemed the candidate's examination (written and/or oral) to be deficient. It is not the responsibility of faculty who evaluate the qualifying examination to meet personally with the student, although the student is encouraged to discuss the results of their examinations with faculty members who teach in a particular concentration.

## Oral Qualifying Examinations

Oral qualifying examinations are conducted for all doctoral students after each written examination. Oral examinations are given in November and April following completion of the written field examination. The same faculty members who evaluated the written examination constitute the oral examining committee, unless the student is simultaneously defending more than one examination. In that case, two members from the student's primary specialization and one from the secondary area will be present at the oral examination. The Student Services Office will inform students of the time and date of the oral examination. The committee will award a "Pass," "Fail," or "Pass with Distinction" grade after the oral defense of the written examination. The "Pass with Distinction" grade must be conferred unanimously by the committee and must be obtained in both the written and oral examinations in order to be officially registered in the student's record in university documents.

## Appeals

Any student desiring to appeal the propriety or fairness of any aspect of the qualifying exam process should present a detailed appeal in writing to the Director of Graduate Studies. If a satisfactory resolution is not possible, the student may appeal to the Chair of the department; the Dean of the Graduate School is the final arbiter of all appeals.

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## MASTER OF ARTS [MA] IN INTERNATIONAL STUDIES

Generally, admittance to the Department's graduate programs is limited to students seeking the Ph.D. degree. Applicants may be admitted to the MA program if the Department's Admissions Committee believes they have the potential to continue in our doctoral program, or if it is anticipated that, following completion of their MA program, they will transfer into top doctoral programs at other institutions. In the event those students admitted to the Master's program do not advance to the Ph.D. program, they may be awarded the MA degree upon completion of the requirements specified below. Most students in the MA program generally finish within two years, if they attend on a full-time basis; part-time students must complete their degree within six years of entry into the program. Students are allowed considerable flexibility to pursue specific interests. With the permission of the Director of Graduate Studies, students may enroll in appropriate graduate level courses in other Schools and Departments.

## Requirements

- Complete ten semester courses (30 credits).
- Pass a foreign language examination (see explanation above in the preceding section describing the Ph.D. degree requirements).
- Complete a methodology course — INS 611.
- Complete two of the core seminars in one of the Department's fields of study, and at least one of the core seminars in either of the other two fields. These fields include:
  - International Relations — INS 601 and INS 610.
  - Comparative Politics — INS 630 and INS 641.
  - International and Comparative Political Economy — INS 537 and INS 622.
- Pass a written qualifying (comprehensive) examination in one of the three fields of specialization.
- MA candidates with a cumulative grade point average of at least 3.5 may, with the permission of the Director of Graduate Studies, substitute the qualifying examination with a written MA thesis.

## Written Qualifying Examinations

The MA qualifying examination probes student knowledge of one of the Department's three fields of study and the ability to think and express ideas clearly. Masters level students are required to answer three questions within four hours. Students normally take the MA examination in their last semester of coursework or during the semester immediately thereafter. MA qualifying examinations are held twice during the academic year (November and April). Students must inform the Student Services Office of their intention to take the examination at least one month prior to the date set for the examinations. The results of MA qualifying examinations will be announced within 10 days. Students receive a grade of "Pass" or "Fail" upon completion of the written examination, unless the three-professor evaluation committee agrees that an oral examination should be given. An oral examination is recommended only in cases where the evaluation committee believes the student understands the material but failed to express him/herself appropriately in written form. The oral examination gives the student, who would otherwise have failed the exam, a second opportunity to complete this degree requirement. MA candidates who fail their written qualifying examination or the oral examination will have the opportunity to take the MA qualifying examination a second and final time during the next regularly schedule qualifying examination period. Failure on a second qualifying examination leads to automatic dismissal without an MA degree from the INS MA program. Candidates who fail a first MA qualifying examination may not opt after failing to write an MA thesis. Appeals should be made in writing to the Director of Graduate Studies (see the discussion of Appeals in the above section on the Ph.D. program).

## MA Thesis Option

Students considering the thesis option are advised to consult with the Director of Graduate Studies and with the faculty member who s/he desires to serve as the chair of the thesis committee. The format required for the thesis is available on the web site of the Graduate School of the University of Miami.

All MA theses are evaluated by a three-member committee that students designate on the Application for Candidacy form (see the Graduate School web site at [www.miami.edu/grad](http://www.miami.edu/grad).) The chair of all INS MA committees must be a professor in good standing in the Department of International Studies and a member of the University's Graduate Faculty. A second INS professor in good standing must also be a member of all INS MA committees. One of the three committee members may be recruited from outside the Department of International Studies from another unit of the University of Miami or from another University or College. This committee will preside over an oral defense of the candidate's MA thesis and will assign the thesis a "Pass" or "Fail" grade upon completion of the oral defense. A grade of "fail" must be accompanied by a written memorandum from the chair stating clearly and succinctly the committee's reasons for failing the thesis. It should be noted that the topics the committee may raise at the oral defense need not be narrowly confined to the thesis topic; committee members may also raise relevant questions about theory and methodology from the candidate's field of specialization.

Each student is responsible for printing and distributing copies of the thesis and for arranging an acceptable date for his/her oral defense of the thesis with all members of the committee. Each member of the committee must receive a final copy of the thesis at least 10 days before the proposed defense date, at which time the Department's Office of Student Services should also be notified. If a student receives a failing grade in the oral defense of the MA thesis, he/she must take the written MA qualifying examination. If the student fails the MA qualifying exam once, he/she will be given a second opportunity to take and pass the MA qualifying examination. A second failure on the MA qualifying examination will result in the student's dismissal from the program without an MA degree. (Online links to the Title, Signature and Abstract and to the Certificate of Approval of Master's Thesis and Master's Thesis checklists may be found at on the Graduate School site at [www.miami.edu/grad](http://www.miami.edu/grad).)

Once the thesis is approved in the Department of International Studies, it is the student's responsibility to submit it to the Graduate School and, before the appropriate semester deadline, to fill out the Application for Graduation. The form is available from the Graduate School or on the University "MyUM" system.

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# ACADEMIC POLICIES AND PROCEDURES

## Advising

Prior to registering for courses each semester, and in selecting their primary field(s) of specialization, all INS graduate students must get the written approval of the Director of Graduate Studies. Students should also consult with other appropriate faculty members in their selected area of interest and their mentor. All Ph.D. students are initially assigned a mentor at the time of their acceptance into the program. The mentor should meet regularly with the student to ensure adequate progress is being made toward completion of the program and the selection of a dissertation topic.

## Registration Procedures

After receiving the written approval for their course selection from the Director of Graduate Students, students must contact the Director of Student Services to register for classes. It is the responsibility of the Director to assist all INS graduate students concerning issues of program requirements. If a student has one of the following pending issues, his/her registration will be blocked:

- **Student accounts** – financial problems including pending bills such as tuition, parking, fees etc.
- **Address problems** – returned mail because of an address problem or if the student's address is outside of South Florida. The student must ensure that the University has his/her correct address on file at all times.
- **Health Center** – immunizations deficiencies or health insurance problems. The student must go to the Student Health Center to correct these issues.
- **Enrollment level issues** – A student who enters the program in a temporary or conditional level (i.e., post-baccalaureate) has preset limits on the number of classes he/she is allowed to take. In order to be able to continue his/her studies the student must have the level changed to either full Master's or Ph.D. status. Problems related to level modifications can be handled by the Student Affairs Office.

## Academic Progress Reviews

All INS graduate students will have their academic progress evaluated on an annual basis. These evaluations are crucial to ensure the student's academic progress and to provide primary input for financial aid decisions. Students should submit their annual evaluation forms to the Director of Graduate Studies by January 30<sup>th</sup> along with their updated personal files including any pertinent documentation relevant to their accomplishments, such as

papers presented at conferences, information about other relevant events attended, and awards received.

## Waivers of Required Coursework

Students who have previously completed work equivalent to INS required courses may apply for a requirement waiver. Such waivers require the written approval of the Department Chair and the Director of Graduate Studies, who will consult with the student's mentor and, when appropriate, with the professor teaching the course in question. To apply for waivers, students must provide a copy of their transcript and a course syllabus or full description of the course they wish to be considered as INS equivalent. The waiver option based on equivalency does not constitute credit transfer, nor does it count toward the total number of courses taken for the degree. The waiver option is intended to eliminate repetition of coursework, thus enabling students to substitute an appropriate (usually more advanced) elective in place of the waived course.

## Transfer Credit

The maximum number of credits that may be transferred is determined by the student's level of study: six credits for Master of Arts students and nine and 12 credits for Ph.D. students. All decisions will be made by the Chair and the Director of Graduate Studies. To initiate a request for transfer, the student must submit a Petition for Transfer of Credit form to the Student Services Office, listing courses that meet the following criteria:

- The course was taken at an accredited graduate school within the last eight years.
- The grade for the course on the originally submitted official transcript was a B or higher.
- The course was not used to complete another degree.

## Incomplete Work

A faculty member has the discretion to assign a grade of "Incomplete" to allow a student additional time to finish course requirements. Upon completion of the coursework, the faculty member is required to submit a Change of Grade form. Until that time the grade

Chair and the Director of Graduate Studies that he/she continues

## “700” Level Research Courses

700-level courses are intended for those students nearing the completion of their degrees who are required to remain in a full time status. There are two kinds of 700-level courses: first, courses for variable credits and second, “0” or no-credit courses. The first, variable credit category includes courses such as INS 720 (Research in Residence for MA students writing a thesis), INS 725 (Master’s Study for MA students taking comprehensive exams), and INS 750 (Research in Residence for Ph.D. students writing dissertations). These courses may be taken at the end of the program, following the student’s completion of all required coursework. The cost of these courses is one credit. The second category of 700-level courses, i.e., the “0” credit courses, are designed specifically for students either writing a thesis or a dissertation who need to take a set number of research credits in order to graduate. A Master of Arts student must take six credits of INS 710 (Master’s Thesis), while a Ph.D. student must take at least 12 credits of INS 730 (Doctoral Dissertation). These credits may be divided in any way as long as the student accumulates the total number of credits required. For example, a Ph.D. student might take one credit of INS 730 in the fall, 8 credits in the spring, and 3 additional credits in the subsequent fall to complete this requirement. The only possible grade for any 700-level course is either an “NG” (No Grade – for 0 credits courses) or an “IP” (In-Progress). At the time of graduation, all IP’s are converted to an “S” (Satisfactorily Complete) and the total credits earned will be adjusted on the student’s transcript.

## Student Course Evaluations

Anonymous evaluations by students of courses and faculty generally take place during the last week of the semester and are administered (distributed and collected) by a designated student. Faculty should not be present in the classroom while the questionnaire is being completed. A statistical summary of the results of all evaluations is posted on the University’s “MyUM” system.

## Candidacy

Each student must submit an Application for Candidacy (see Graduate School website) at least one semester prior to graduation. In order for the Candidacy to be approved, the student must have fulfilled all of the following conditions:

- Taken at least 12 credit hours of coursework at the doctoral level.
- Successfully completed all coursework previously assigned a grade of Incomplete.
- Submitted GRE scores of an acceptable standard.
- Passed the foreign language examination.
- Achieved at least a 3.0 cumulative grade point average.
- Passed the required comprehensive examinations.

- Orally defended the dissertation proposal (Ph.D. students only).

## Professional Travel Support

Contingent on the availability of resources, graduate students may be reimbursed for allowable expenses for travel to present a paper at one professional conference per year. Students wishing to apply for travel support should apply to: 1) the University's Office of Research Administration (305-284-4541); 2) the Graduate Student Association's Graduate Activity Fee Allocation Committee (see the GAFAC website) and (3) the College of Arts & Sciences' Kriloff Travel Award (305-284-4033). The Department also may offer limited travel support from its own funds; students should apply directly to the Chair; applications should include proof of the student's role in conference proceedings. Students receiving travel support will make their own travel arrangements and must complete a Business Expense Reimbursement Form (BERF) obtained from the Department's secretary within two weeks of returning from the conference. Original receipts (including boarding passes) must be attached to the BERF. All students receiving support are required to submit a summary (100 words or less) to the Department Chair on the conference, describing how their participation contributed to the student's program of study.

## Placement

When applying for jobs it is the students' responsibility to request and secure letters of recommendation from members of the faculty. In addition to assistance from the University of Miami's Placement Office, students in the Ph.D. program seeking academic employment should solicit advice from their mentor and from the chair of their dissertation committee. It is important to note that while the Department will endeavor to assist students, it is not the Department's responsibility to provide students with employment after graduation.

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## ADDITIONAL INFORMATION FOR PH.D. STUDENTS

### Changing Degree Levels

Master of Arts students graduating from the University of Miami who seek admission into the Ph.D. program must submit a new application and three academic letters of recommendation. All decisions will be made by the Admissions Committee. Students already enrolled in the Ph.D. program may terminate their program of study and receive an MA degree, provided they have completed the required coursework and have either passed one doctoral qualifying examination or an MA qualifying examination, or have obtained the permission of the Department Chair.

Ph.D. students who wish to get an MA in addition to the Ph.D. must:

- Complete at least 54 classroom credit hours.
- Pass the MA qualifying examination.

## Doctoral Workshop

All Ph.D. students must take the Department Doctoral Workshop. Since the workshop is formally taken as INS 730 course, the 3 credits for this course are added to the total number of dissertation credits needed to complete the credit requirements for the degree. The Doctoral Workshop is designed to assist students to formulate a dissertation proposal and is usually taken during the student's last semester of coursework.

## Dissertation Proposal

In consultation with their committee members, all Ph.D. students are required to prepare a written dissertation proposal/prospectus and present it for faculty approval at a colloquium attended by four committee members. The format of the prospectus and its contents will be agreed upon in consultation with the committee chair and members, but will generally follow the length and format required for funding proposals submitted to institutions such as the Institute for the Study of World Politics, the Social Science Research Council, the Fulbright programs, or the National Science Foundation. The prospectus therefore should generally be approximately 10-15 pages in length, single-spaced, but may vary according to the requirements of established by the dissertation chair and committee and/or by the funding agency. The proposal should include a statement of the research problem, a critique of the pertinent literature and the main hypotheses to be explored, the theoretical framework and methodology to be employed, the expected scholarly contribution, a timetable for completion, and a bibliography. In addition formal approval of the dissertation prospectus, the purpose of the colloquium is to facilitate an intellectual exchange between the candidate and the committee early in the research process and to establish procedures for continuing consultation during the course of the project, thus guaranteeing, to the extent possible, successful progress toward the defense of the dissertation itself.

## Dissertation Committee Composition

Dissertation committees in the Department of International Studies must have at least four members. The Chair must be a member of the Department and a member of the Graduate Faculty (members are listed in the University's online Graduate Bulletin). A second member must also be from the faculty of the Department as well as a member of the Graduate Faculty. A third member must be a member of the Graduate Faculty and may be a member of the Department of International Studies or, when appropriate, may be a member of any other department at the University. A fourth member must be from another department at the University of Miami (and need not be a member of the Graduate Faculty), or from

another university, or be an outside specialist on the topic of the dissertation. When appropriate, committees may have additional members, who may be faculty members at other universities. All members from other universities must satisfy the qualifications established by the Graduate School and their *curricula vitae* must be submitted to the Department Chair along with the required committee selection paperwork. To be formally registered with the Department's Graduate Student Advisor, every proposed dissertation committee must receive the approval (signature) of the Department Chair prior to its first meeting.

## The Dissertation

The purpose of the doctoral dissertation is to provide the student with an opportunity to: 1) demonstrate the ability to perform original research; 2) make an original contribution to knowledge in the field of specialization; and 3) formulate the findings and conclusions of a major research project in an appropriate scholarly form. Originality of student's contribution to scholarship and knowledge is very broadly defined. For example, dissertation projects may criticize or reformulate major problems of International Studies and, more broadly, the social sciences, formulate original theoretical propositions, and conduct significant empirical research.

The dissertation format must be reviewed and approved by the Graduate School. Please visit the Electronic Theses and Dissertation (ETD) Web site at <http://etd.library.miami.edu/students.html> to familiarize yourself with the required guidelines on formatting, filing, templates, and other related information.

Students are required to provide a pre-defense draft of the manuscript for review by the Dissertation Editor at least 10 school days prior to the defense date to prevent problems in the final version that will be submitted. This can be done by e-mail ([grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu)) or by dropping off a hard copy of the manuscript at the Graduate School. If you send your draft by e-mail, please consolidate it into no more than four files.

Once the dissertation has been successfully defended, a revised, post-defense draft must be submitted to the Dissertation Editor no more than one week after the defense for a final review. Once the final manuscript has been approved by the Dissertation Editor, students will be provided with instructions for uploading the PDF version to the ETD database. At this point, hard copies of the final, approved dissertation and supporting paperwork must be deposited with the Graduate School.

## Dissertation Defense Announcement

Dissertation defenses must be publicly announced at least one week in advance. It is the student's responsibility to meet this requirement by posting announcements on pertinent university bulletin boards indicating the time, date, place, and title of the dissertation. Both

the Graduate School and the Department's Student Affairs Office must receive a copy of this notice.

## Oral Defense of Dissertation

The student is responsible for furnishing copies of the final draft of his/her dissertation to all committee members with sufficient time for appropriate evaluation. The dissertation will be defended in an oral examination before the student's dissertation committee. The oral defense will be open to the public, in accordance with University of Miami guidelines. Only the committee members, however, may question the student and discuss the dissertation. Following the public defense, the committee meets in private to discuss the student's performance and either approves or disapproves the dissertation. The outcome of the defense will be announced in public immediately following the conclusion of the committee's deliberation.

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## REQUIRED FORMS

### Forms for Ph.D. Students

The following are required forms for all Ph.D. students (available online through "myUM"):

- Ph.D. Oral Exam/Dissertation Proposal
- Ph.D. Candidacy
- Ph.D. Dissertation Oral Defense
- UMI Agreement (University Microfilming)
- Survey of Earned Doctorates
- Exit Survey
- Defense Form

Application for Graduation

### Forms for MA Students

The following forms are required for all Master of Arts students (available online through "myUM"):

- MA Candidacy Form Application for Graduation
- MA Oral Exam Form (required for students whose comprehensive examination evaluating committee, having read their written examination, requires an oral defense)
- MA Thesis Oral Defense Evaluation Form and the Certificate of Approval of Masters Thesis for those students electing the thesis option

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## FINANCIAL AID

The Department offers a number of graduate assistantships and partial tuition scholarships to incoming and continuing Ph.D. students (financial aid is normally not available to students admitted only to the Master's program). Financial awards are competitive and are contingent upon budgetary resources. Continuation of all awards is premised on "satisfactory academic progress" toward completion of degree requirements as well as evaluations of past performance as graduate teaching and research assistants. Academic progress is assessed each year and is based on criteria such as: grades; evaluations of assistantships; recommendations of faculty; progress toward program completion; and performance in qualifying examinations. In addition, Ph.D. students are eligible for consideration for University of Miami fellowships, which are available on a highly competitive basis.

Only under exceptional circumstances may a Ph.D. student receive full financial assistance for more than three years, or for more than two years in the case of MA students. Students are thus encouraged to actively seek sources of outside support.

Insofar as possible, students will be assigned as graduate assistants to work with faculty with compatible research interests. Students will perform a variety of tasks, including research, teaching or Department-related services. Students with full assistantships work 15 hours per week during the academic semester. Upon agreement with their supervisor, students may vary their weekly workload. Faculty members will discuss job responsibilities with their graduate assistants at the beginning of each semester and are expected to provide regular feedback to the assistant on his/her performance throughout the semester.

A student may find s/he has a need for financial support beyond an academic-year teaching or research assistantship. Information regarding additional funding sources for graduate students may be found at the websites of the Graduate Student Financial Aid Info Center.

### Summer Support

Normally, summer stipends are not available through the Department of International Studies, although occasionally faculty will hire students during the summer to assist with grants on which they are working. A student may find s/he has a need for financial support beyond an academic-year TA- or RA-ship. An INS graduate student seeking summer support may wish to contact individual faculty members who have secured research grants. Meanwhile, assistantships often are accompanied with a tuition waiver for only the academic year. INS graduate students interested in summer tuition waivers must present a written

request, with a compelling justification, to the Chairperson by March 30. International students should keep in mind that their ability to work for pay is restricted by Federal Government regulations, and should check with International Students Services before engaging in work beyond their GA appointments.

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## FACULTY RESPONSIBILITIES

The faculty of the Department of International Studies have the following responsibilities:

- To meet all their classes or arrange make-up sessions compatible with students' schedules.
- To submit a syllabus to each student at the first meeting of class at the beginning of the semester, describing the requirements, including readings, and the substantive and procedural aspects of the course.
- To return all assignments with written comments within a reasonable period of time.
- To assume responsibility for chairing theses and dissertations.
- To provide timely feedback on any written work, (which may generally mean no more than six weeks for feedback on a dissertation chapter, or two months on a completed dissertation or thesis).
- To be available for regularly scheduled office hours/consultation with students.

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## RELATIONS BETWEEN FACULTY AND GRADUATE ASSISTANTS

Graduate Assistants will be assigned to work with specific faculty members for the purpose of carrying out specific academic duties. During the first week of the semester assistants must meet with their appointed faculty supervisors to arrange duties and schedule regular meetings for the semester. Depending on faculty needs, students may serve as teaching assistants (TAs) or research assistants (RAs) or combine both types of duties. TAs typically assist in undergraduate grading, lecture preparation, library research, and classroom preparation (e.g., ensuring that equipment is working and that the classroom is in working order), as well as scheduled weekly office hours for undergraduate students to discuss course material. RA duties generally involve library research, data coding, data entry, data analysis and general assistance in the preparation of publications, reports and other scholarly activities. It is expected that RAs will be familiar with various software packages that are widely used in academia, such as Word, Excel and PowerPoint. Students who are not proficient in these programs should take it upon themselves to acquire a basic working knowledge of these applications. Each faculty member will review the performance of their graduate assistants at the end of each semester. These reviews are used in determining if students should continue to be assistants during the next academic year.

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# ETHICS, STUDENT RIGHTS AND RESPONSIBILITIES

## CODE OF ETHICS

The University of Miami expects all graduate students to adhere to the highest standards of ethics and academic integrity. All forms of academic fraud are strictly prohibited. These include, but are not limited to, plagiarism, cheating, collusion, falsification, violation of professional ethics or misrepresentation of research data. Students certify that all work (whether an examination, dissertation, thesis, research project, etc.) submitted for evaluation, presentation, or publication meets these standards. Students found in violation of these standards are subject to disciplinary actions by the Department of International Studies and/or the Graduate School.

## Rights and Responsibilities

All graduate students at the University of Miami have certain rights and responsibilities (see <http://www6.miami.edu/dean-students/>.) Incoming graduate students are required to participate in the orientation programs organized by the University and the Department. In addition, in keeping with the Department's goal of preparing skilled teachers, new graduate teaching assistants are to participate in the University's Teaching Assistant Training Program. TAs are expected to be present on campus and available to assist their professor with courses by the first day of each semester. It is the students' responsibility to be aware of the academic calendar and, if they must miss any class periods for which they have TA responsibilities, will inform the professor prior to that date and assist in making other arrangements.

Each graduate assistant provides service (teaching, research, and/or administrative assistance) to one or more faculty members in the Department, and in return is remunerated with a stipend and/or a tuition waiver. The faculty-assistant relationship should be one of mutual respect and collective effort, with a positive rapport maintained between supervisor and student. The appointment term of a normal graduate assistantship is the academic year, spanning mid-August to mid-May. The expected work load is not to exceed an average of 15 hours per week over the 14 weeks of the typical UM semester. These hours include time spent preparing materials (e.g., photocopying), assigned class attendance by teaching assistants (which is expected), training (e.g., TA orientation for teaching assistants), and previously agreed upon pro-rated conference participation. Assistants may wish to keep a record of actual hours worked. A combination of service, study, and research performed by assistants constitutes a full-time assignment during the academic year. Faculty employment of graduate students, either full- or part-time, during the summer months should involve commensurate levels of work and compensation.

Graduate teaching and research assistants generally are not required to work on university holidays and breaks. These include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, and three bonus days (the day after Thanksgiving Day, the weekdays before and after Christmas Day, and the last weekday before New Year's Day) for the academic year, and also Memorial Day and Independence Day for the calendar year. Consistent with University policies, students are not expected to work on religious holidays, when appropriate to that student. During their terms of appointment, graduate assistants are expected to be available on days when classes are not in session but the University is open for business. In cases where the nature of the agreed upon responsibilities requires a graduate assistant to work when the University is closed, compensatory time is to be provided. Duties for teaching assistants may require them to be available immediately prior to the beginning of a semester, or to work slightly more than 15 hours per week when classes are in session, to compensate for not working during most or all of the intersession as well as periods between the end of final examinations and the end of each semester. Research assistants may wish to make similar, mutually agreeable, arrangements with their supervisors in advance of these time periods.

The University of Miami and the Department of International Studies operate according to a well-defined academic calendar. Certain dates are rigidly adhered to (e.g., application for degree candidacy, application for graduation, last day to receive a passing withdrawal for a course, examination dates, thesis deadline dates). Each student has a responsibility to become familiar with these dates, as they pertain to either his/her program of study or the class(es) in which s/he serves as a teaching assistant, because exceptions are not possible. Important dates can be accessed through the most recent on-line edition of the Graduate Bulletin, the University's academic calendar and/or the Department Chairperson.

A student must competently perform his/her teaching/research assistant duties, and must make satisfactory progress toward completion of his/her degree program. Faculty members are expected to communicate any concerns about a student's academic and work performance to the Chair before the end of each academic year. Degree program progress by each student is assessed during the second semester of each academic year. Satisfactory progress is maintained by completion of graduate core courses, by the completion of at least 9 credits per semester of appropriate level coursework, by the absence of grades of "incomplete" for coursework, and by maintaining a GPA of at least 3.0. In rare instances, a negative evaluation could result in a decision not to continue aid to a student and/or to suspend a student from the graduate program. In such cases, the student involved has the right to (and is encouraged to) jointly meet with Graduate Studies Director and the supervising/advisor faculty member to discuss and reevaluate the negative decision.

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## GRIEVANCE PROCEDURES

A student who may wish to complain formally about some aspect of his/her graduate experience (e.g., course grade, inability to work with a faculty advisor or supervisor, assistantship assignment) should follow the established grievance procedures. In such situations, the grievance hierarchy—that is, the level at which the student should raise, and attempt to resolve, the grievance—is as follows: the faculty member with whom the grievance exists; the student’s faculty advisor; the Graduate Studies Director; the Departmental Chairperson. The Director of Graduate Studies and the Departmental Chairperson, at their discretion and after consultation with the Dean of the College, may either decide to act on complaints directly or to appoint an ad-hoc committee for this purpose. If a student feels uncomfortable with a particular person, or senses a conflict of interest, at any level in this chain, s/he may wish to skip to the next level. Nevertheless, the Department should have an opportunity to address grievances before they are taken to outside units in the College and University.

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## STUDENT GOVERNMENT

Graduate students in International Studies have the responsibility for constituting their own student government in accordance with a Student Government charter recognized by the Department. Through their government, students are afforded opportunities to participate in the Department’s decision-making by being included in relevant committees, with the scope of their participation determined by the Chair and the Dean. There are four elected officers:

- President
- Vice-President
- Secretary
- Treasurer

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## THE GRADUATE SCHOOL

The Graduate School is the administrative office that oversees all graduate programs at the University, including the Department of International Studies. Among its responsibilities relevant to students are the following:

- Ensure that all official student documentation is on file prior to graduation, including GRE scores and official transcripts with posted degrees.
- Review and approve transferred credits, leaves of absence, and changes of status, candidacies, and thesis/dissertation format.
- Coordinate university-wide Ph.D. fellowships.
- Coordinate certain student, staff and faculty awards.
- Set the required guidelines of thesis/dissertation writing and committee composition.
- Provide Ph.D. required forms such as the UMI Agreement (University Microfilming), the Survey of Earned Doctorates, the Exit Survey, and the Defense Form.

No student will be able to graduate from the Department without complying with the regulations established by the Graduate School.

The Graduate School is located at 1541 Brescia Avenue on the Coral Gables campus. The telephone is (305) 284-4154. For additional information, students may visit the Graduate School at 1541 Brescia Avenue, or call at (305) 284-4154. Also see the Graduate School's website at <http://www6.miami.edu/grad/>

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## FACULTY MEMBERS

### International Studies

#### *Professors*

**Bruce Bagley.** Professor and Chair. Ph.D. in Political Science, University of California, Los Angeles, 1979. Teaching and research interests include U.S.-Latin American relations, with an emphasis on drug trafficking and security issues; international security; and US foreign policy. (305) 284-6867, [bbagley@miami.edu](mailto:bbagley@miami.edu)

**Roger E. Kanet.** Professor. Ph.D. in Political Science, Princeton University, 1966. Teaching and research interests include comparative and international politics, with special reference to nationalism and democratization in post-communist Europe; the foreign and security policies of the post-communist states; and U.S. foreign policy. (305) 284-3407, [rkanet@miami.edu](mailto:rkanet@miami.edu)

**Ambler H. Moss.** JD George Washington University, 1970. Professor and former US ambassador to Panama 1978-82); member of the Washington, D.C. and Florida bars. Teaching and research areas include US-Latin American relations, the European Union, and the United Nations. (305) 284-8955, [ahmoss@miami.edu](mailto:ahmoss@miami.edu)

**Joaquín Roy.** Monnet Professor and Director of the European Union Center. Ph.D. in Comparative Literature, Georgetown University, 1973. Research and teaching Interests focus on Latin American political thought and intellectual history; contemporary ideologies; regional integration in Europe and Latin America; and human rights and transitions to democracy. (305) 284-3266, [jroy@miami.edu](mailto:jroy@miami.edu)

**Haim Shaked.** Professor and Director of the Center for Contemporary Judaic Studies. Ph.D. in History, University of London, 1969. Teaching and research interests include the modern history and politics of the Middle East; Islam as a political force; and Arab-Israeli relations. (305) 284-6882, [hshaked@miami.edu](mailto:hshaked@miami.edu)

**William C. Smith.** Professor, Director of Graduate Studies, and Editor, *Latin American Politics and Society*. Teaching and research interests include Latin American comparative politics; comparative and international political economy; democracy and globalizations; transnational social movements; and markets, poverty, inequality. (305) 284-5092, [bsmith@miami.edu](mailto:bsmith@miami.edu)

**Moshe Syrquin.** Professor. Ph.D. in Economics, Harvard University, 1971. Teaching and research interests include international economics; economic development; microeconomics; globalization, interdependence, and the spread of markets. (305) 284-6117, [msyrquin@miami.edu](mailto:msyrquin@miami.edu)

**Richard Weisskoff.** Professor. Ph.D. in Economics, Harvard University, 1969. Teaching and Research interests include economic development and ecology, Latin American development, regional economics, income distribution, and poverty studies. (305) 284-6884, [rwecon@gate.net](mailto:rwecon@gate.net)

*Assistant Professors*

**Ruth Reitan.** Assistant Professor. Ph.D. in International Relations, American University, 2006. Teaching and research interests include international relations theory; critical globalization; transnational social movements; and peace and security studies. (305) 284-4416, [rreitan@miami.edu](mailto:rreitan@miami.edu)

*Visiting Faculty*

**Laura Gómez-Mera.** Visiting Assistant Professor, DPhil., University of Oxford, 2005. Teaching and research interests include international political economy; international relations and political economy of development; regional cooperation and institutions; and foreign economic policy in Latin America. (305) 284-8272, [lgmera@miami.edu](mailto:lgmera@miami.edu)

**Elvira María Restrepo.** Visiting Assistant Professor, DPhil in Political Science, University of Oxford, 1999. Teaching and research interests include Latin American politics; comparative legal systems; and corruption, judicial reforms and democratic governance. (305) 284-4796, [elviramariarestrepo@gmail.com](mailto:elviramariarestrepo@gmail.com)

**Hasmet Uluorta.** Visiting Assistant Professor, Ph.D. in Political Science Department, York University, **YEAR**. Teaching and research interests include global political economy; international relations theory; alternative development strategies; state theory and regulation of the world economy; and work, employment and the social economy. (305) 284-8833, [huluorta@miami.edu](mailto:huluorta@miami.edu)

### *Lecturers and Instructors*

**Evan Ellis.** Instructor. Ph.D. in Political Science, Purdue University, 1995. Teaching and research interests include Chinese-Latin American relations and simulation, quantitative analysis and war gaming. (305) 284-4796, [evan\\_ellis@bah.com](mailto:evan_ellis@bah.com)

**Owen Kahn,** Senior Lecturer. Ph.D. in Political Science, University of California at Berkeley, 1985. Lecturer and practicing attorney. Teaching and research interests include International Law, International Human Rights. (305) 668-0084, [oe@weisskahnlaw.com](mailto:oe@weisskahnlaw.com)

**Juan Larrain.** Instructor. Graduate of the Diplomatic Academy of the Ministry of Foreign Affairs of Chile. Chilean ambassador to the United Nations, various UN posts, including Senior Advisor to the Security Council's Counter-Terrorism Committee. Teaching interests focus on international terrorism and post-conflict diplomacy. (305) 284-4796, [december79@aol.com](mailto:december79@aol.com)

**María J. Lorca.** Instructor. MBA, University of Miami, 1997, and MA in Economics, University of Miami, 1998. Teaching and research interests include international economics; international political economy; and European integration. [m.lorca@miami.edu](mailto:m.lorca@miami.edu)

**Sherri Porcelain.** Senior Lecturer. Master's in Public Health, University of Miami, 1986. Teaching and research interests include global health issues; ethics and international health policy; and development and field applications in international public health. (305) 284-3128, [sporcela@mednet.med.miami.edu](mailto:sporcela@mednet.med.miami.edu)

For additional information on the faculty, see the Department's website at <http://www.as.miami.edu/international-studies/>

### **Political Science – Affiliated Faculty**

#### *Professors*

**Fred M. Frohock.** Professor and Chair. Ph.D. in Political Science, University of North Carolina, Chapel Hill. Teaching and research interests include political theory and political philosophy; ethics, bioethics and politics; religion and politics; and political fiction and film. (305) 284-8362, [ffrohock@miami.edu](mailto:ffrohock@miami.edu) and [ffrohock@maxwell.syr.edu](mailto:ffrohock@maxwell.syr.edu)

**Jonathan West.** Professor. Ph.D. in Political Science, Northwestern University, 1969. Teaching and research interests include human resource management; public sector policy making; productivity in the public sector; and American politics. (305) 284-2500, [jwest@miami.edu](mailto:jwest@miami.edu)

### *Associate Professors*

**George A. Gonzalez.** Associate Professor. Ph.D. in Political Science, University of Southern California, 1997. Teaching and research interests include US public policy; environmental politics and policy; and theories of the state. (305) 284-1738. [george.gonzalez@miami.edu](mailto:george.gonzalez@miami.edu)

**Louise K. Davidson-Schmich.** Associate Professor. Ph.D. in Political Science, Duke University, 1999. Teaching and research interests include comparative politics; international relations; European and German politics; legislatures; and gender politics. (305) 284-2143, [Davidson@miami.edu](mailto:Davidson@miami.edu)

### *Assistant Professors*

**Merike Blofield.** Assistant Professor. Ph.D. in Political Science, University of North Carolina, Chapel Hill, 2003. Teaching and research interests include Latin American politics, gender and politics; labor relations; social policy; inequality and politics. (305) 284-6116, [m.blofield@miami.edu](mailto:m.blofield@miami.edu)

**Casey Klofstad.** Assistant Professor. Ph.D. in Political Science, Harvard University, 2005. Teaching and research interests include political behavior; public opinion; survey research methods; and American politics. (305) 284-8861, [klofstad@miami.edu](mailto:klofstad@miami.edu)

**Elise Giuliano.** Assistant Professor. Ph.D. in Political Science, University of Chicago, 2000. Teaching and research interests include comparative politics; international relations; political economy; Russian and post-communist politics; democratization; and ethnic politics and nationalism. (305) 284-8052, [egiulian@miami.edu](mailto:egiulian@miami.edu)

**Gregory Koger.** Assistant Professor. Ph.D. in Political Science, University of California, Los Angeles, 2002. Teaching and research interests include US politics; US congress; political institutions; institutional change; political parties; and elections. (305) 284-3716, [gkoger@miami.edu](mailto:gkoger@miami.edu)

**Joseph Uscinski.** Associate Professor. Ph.D. in Political Science, University of Arizona, 2007. Teaching and research interests include media and politics; public opinion; congress; American politics. (305) 284-3717, [uscinski@miami.edu](mailto:uscinski@miami.edu)

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## DEPARTMENTAL ADMINISTRATIVE STAFF

**Louise Oliver,** Assistant to the Chair, (305) 284- 4514, [loliver@miami.edu](mailto:loliver@miami.edu) Appointments with Chair, stipend related paperwork.

**Steve Ralph,** Director of Student Services, (305) 284-3117, [steve@sis.miami.edu](mailto:steve@sis.miami.edu) Registration, advising, financial aid, scheduling.

**Chris Hanson**, Lab Manager, (305) 284-6691, [chanson@miami.edu](mailto:chanson@miami.edu) Responsible for all computer lab issues

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## COMPUTER LAB

### Computer Lab

The Department's computer lab is located in Merrick Building. Currently, there are eight workstations available to students using Windows operating systems. User accounts are established by the Student Services Office using the format consisting of the student's first initial and the full last name (for example jbrown) as basis of the student's username. It is the students' responsibility to inform faculty and the Office of Student Services at all times of any change in their e-mail addresses if they are using other than UM server. Software presently installed includes: Microsoft Office, Adobe Acrobat 5, SPSS, Norton Anti-Virus, among other applications.

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## IMPORTANT DATES DURING THE ACADEMIC YEAR

The following are approximate dates to be aware of during the academic year:

	Fall	Spring	Summer I	Summer II
Classes Begin	August – 3 <sup>rd</sup> week	January – 2 <sup>nd</sup> week	May – 2 <sup>nd</sup> week	June – 4 <sup>th</sup> week
Apply for Graduation	End of September	Beginning of February	End of May	Middle of July
Foreign Language Exam	Middle of March	Middle of October	None given	None given
Registration	Beginning of April	Beginning of November	Beginning of April	Beginning of April
Comprehensive Exam	November – 2 <sup>nd</sup> week	April – 2 <sup>nd</sup> week	None given	None given
Theses/Dissertations Due in the Graduate School	End of November	Middle of April	Middle of June	Middle of July
Semester Ends	Middle of December	Beginning of May	End of June	Beginning of August

The exact dates can be found on the university web page [www.miami.edu](http://www.miami.edu) under calendar > academic calendar.