Department of Political Science and International Relations

Student Handbook for the Master of Arts in International Affairs

"The mind is a fire to be lighted, not a vessel to be filled"
(Plutarch)

Department of Political Science and International Relations
Middle Tennessee State University
Peck Hall 209
Murfreesboro, TN 37132
(615) 898-2708
www.mtsu.edu/politicalscience

2015-16 Edition
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the M.A. in International Affairs</td>
<td>1</td>
</tr>
<tr>
<td>About MTSU</td>
<td>1</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>1</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>2</td>
</tr>
<tr>
<td>The ABM (Accelerated Bachelor to Master's) Program</td>
<td>3</td>
</tr>
<tr>
<td>in International Relations &amp; International Affairs</td>
<td></td>
</tr>
<tr>
<td>Academic Standards</td>
<td>4</td>
</tr>
<tr>
<td>Comprehensive Examinations</td>
<td>4</td>
</tr>
<tr>
<td>Filing for Candidacy</td>
<td>6</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Assistantships</td>
<td>6</td>
</tr>
<tr>
<td>The Thesis Option</td>
<td>7</td>
</tr>
<tr>
<td>The Practicum Option</td>
<td>9</td>
</tr>
<tr>
<td>Graduate Faculty</td>
<td>10</td>
</tr>
<tr>
<td>Additional Department Resources</td>
<td>14</td>
</tr>
</tbody>
</table>

**Appendix A: Forms**

- Form to help name Practicum Chair and Committee                      | 15   |
- Practicum Committee Approval Form                                     | 16   |
- Practicum Terms of Reference Agreement                               | 17   |
- Practicum Evaluation of Student Performance                          | 19   |
- Practicum Monthly Time Sheet                                          | 21   |
- Practicum Monthly Time Sheet Totals                                  | 22   |
- Form to help put together Thesis Committee                           | 23   |
- Thesis Committee Approval Form                                        | 24   |
- Thesis Proposal Approval Form                                         | 25   |
- Individualized Reading Forms                                          | 26   |

**Appendix B: Checklists**

- International Security and Peace Studies Concentration                | 27   |
- International Development and Globalization Concentration             | 29   |
Middle Tennessee State University
DEPARTMENT OF
POLITICAL SCIENCE
and
INTERNATIONAL RELATIONS

About the M.A. in International Affairs
The Department of Political Science and International Relations offers the Master of Arts degree in International Affairs with concentrations in two areas: International Security and Peace Studies and International Development and Globalization.

The program prepares students for careers in an increasingly globalized world by providing them with a unique combination of analytic research and practical tools for employment in international affairs; international business; domestic and international non-governmental organizations focusing on poverty alleviation, human rights, or environmental policies; foreign policy organizations; government; analysis and risk management firms; homeland security and the military.

The Program is Designed for Students with
- An intense interest in and desire to work in the professional fields related to international affairs;
- A capacity to think critically and engage in analysis;
- A willingness to develop research and practical skills;
- A strong initiative to develop professionally; and
- An undergraduate degree with at least 18 hours in political science, International relations or a related discipline. Preferred courses to include: international relations theory, research methods with statistics, approaches to comparative politics.

The Program Provides Students with
- A deep understanding of the latest research and methods in international relations;
- The skills to organize practical field projects, or in interdisciplinary teams, and prepare and conduct professional presentations;
- The theoretical and methodological tools to evaluate national or international policies;
- Creativity, self-reflection, and an understanding of foreign cultures; and
- The foundations for a professional international career and/or doctoral level study.

About MTSU
The 500 acres of MTSU makes up the oldest and largest public campus in the area. Easy to access because of its location at Tennessee’s geographic center, the university is only 30 miles from Nashville, the state capital. MTSU is proud of its status as a comprehensive doctoral/research-intensive university. The College of Graduate Studies oversees more than 70 programs, including graduate certificates, master’s, specialist’s, and doctoral degrees. Total enrollment is over 26,000 with approximately 3,100 graduate students.

An example of the many university resources supporting graduate study is the James E. Walker Library, which has resources for reading, research, and group study. More than 350 computers are available for accessing local and international information and searching electronic databases. The center of Education Media in McWherter learning resources Center provides facilities, equipment, training, and support for multimedia presentations, satellite downlinking, video, and classroom presentations.

Admission Requirements
Admission decisions will be made after reviewing all materials and determining the applicant’s abilities, suitability, and preparation for graduate study.

Admission decisions are based upon consideration of a number of criteria which are believed to indicate a high potential in the graduate program.

Admission to the Master of Arts in International Affairs
Affairs requires:
1. an earned bachelor's degree from an accredited university or college, including at least 18 hours of undergraduate courses in political science, international relations, or related disciplines; preferred course work to include: international relations theory, research method with statistics, and approaches to comparative politics.
2. a minimum grade point average of 3.00 on a 4.00 scale for all college work taken;
3. satisfactory scores on the Graduate Record Examination (GRE). Note: only official scores submitted directly by Testing Service are accepted.
4. Three strong letters of references;
5. Strong and clearly articulated interest and career objectives in International affairs.

Conditional Admission
Conditional admission may be made to applicants who do not satisfy some of the criteria for admission. This would typically be the case for those who do not have undergraduate coursework in international relations theory, research method with statistics, approaches to comparative politics, etc. If conditional admission is given, the student so admitted, would need to complete the courses during their first semester of enrollment unless waived by the Director of Graduate Studies.

Application Procedures
All application materials are to be submitted to the College of Graduate Studies.

Application Deadlines
Applications for Summer/Fall admission must be complete by March 31, and applications for Spring admission must be complete by October 1. Late applicants who meet the admission criteria would be considered for the semester following the one he/she applied for.

Record Examination (GRE);
3. submit official transcripts of all previous college work;
4. submit three (3) letters of recommendation;
5. submit a statement of interest stating reason for applying to the program, academic interest, and professional goals.
6. Items that cannot be submitted electronically should be mailed to:
Admissions, College of Graduate Studies,
Middle Tennessee State University,
Murfreesboro, TN 37132, USA

Readmission
Students who have been admitted to the program and who have not officially enrolled for one semester or more must apply for readmission. Readmission can take place only with the approval of the Director of Graduate Studies and the Departmental Admissions Committee. Readmission is dependent on past performance in the program and the degree of progress already made toward the Master's degree.

Degree Requirements
To earn the MA in International Affairs, candidates must fulfill the following requirements:

1. Complete at least 36 semester hours of graduate level designated courses in international affairs, with at least 70 percent of the hours at the 6000 level as distributed below:
2. Complete all core requirements (12 hrs.) as follows:
   PS 6100 Seminar in International Relations;
   PS 6200 Seminar in Comparative Politics,
   PS 6400 Global Governance; and
   PS 6500 Research Methods
3. Complete one of the following concentrations (12 hrs.)
   A. International Development and Globalization
   PS 6210 Global political Economy
   PS 6220 International Development
   And 6 (six) hours of electives from PS courses listed for the program
   B. International Security and Peace Studies
PS 6110 International Security
PS 6120 Peace and Conflict Resolution
And 6 (six) hours of electives from PS courses listed for the program

4. Complete 6 hours of guided
interdisciplinary electives selected in
consultation with faculty in the program and
tailored to area of concentration;

5. Complete either:
PS 6170 Literature Review in International
Affairs and PS 6640 Thesis Research
or
PS 6290 Practicum in International Affairs;

6. Successfully pass a comprehensive
examination;

7. Fulfill the foreign language requirement
in any of the following ways:
   a. complete 12 undergraduate semester
      hours in one foreign language
   b. earn at least a C grade in any upper-
      division undergraduate foreign language
      course taught in the language and
      requiring translation;
   c. pass a written examination in the
      language administered by the Foreign
      Languages and Literatures Department;
   d. earn a grade of B or better in GERM
      5990, FREN 5990, or SPAN 5990; or
   e. complete a three-month intensive
      language program in an accredited
      foreign language institute with passing
      certification.

Degree Plan
Students must complete a degree plan and
submit it to the College of Graduate Studies
upon admission and before commencing studies.
Degree Plans are available on the Graduate
Studies website at
http://www.mtsu.edu/graduate/degreeplan.php

Course Offerings
The course offerings are listed on the checklist
form in Appendix B.

The ABM (Accelerated Bachelor to
Master’s) Program in International
Relations & International Affairs
The Department also offers an Accelerated
Bachelor to Master’s (ABM) Program with
International Affairs. The ABM Program allows
qualified student to earn a Bachelor’s and
Master’s degree in 5 years. Students essentially
double-count up to 12 graduate credit hours
toward both the B.A/B.S. in International
Relations and the M.A. in International Affairs.

Entrance Requirements:
- Admission to the College of Graduate
  Studies, including:
  o Submission of an application for
    admission to the College of
    Graduate Studies
  o Payment of application fee
  o Official transcripts of all previous
    college transcripts
- 3.25 GPA minimum
- at least two semesters of study remaining

Students should apply as a Junior and upon
completion of a minimum of seventy-five (75)
credit hours in the undergraduate program,
including Advanced Placement credits. Transfer
students must have completed a minimum of
two semesters as full-time students at MTSU.
(To apply online to the Graduate College, go to:
http://www.mtsu.edu/graduate/apply.php)

Program Requirements
In addition to the specific requirements of the
College of Graduate Studies policy on
Accelerated Bachelor’s / Master’s degree
programs, students in the ABM program will
have to meet the following requirements.
- All the requirements for a BA/BS in
  International Relations. Students should
  complete PS 3210, PS 3001, and PS 3220 to
  be eligible for admission.
- In the third year, participating students
  should complete the two minors required for
  the BS in IR degree.
- In the fourth and fifth years, the student will
  complete:
  o Six hours of political science
    graduate electives, which will count
    towards both degrees.
  o Six hours of graduate level
    interdisciplinary electives, which
    will count for both degrees.
  o Complete further courses to fulfill
the requirements of the 120 credit hours for the Bachelor's degree.
  o Complete the required core courses PS 6100, PS 6200, PS 6400, PS 6500.
  - Complete the required concentration core courses (PS 6110 or PS 6210), (PS 6120 or 6220), PS 6170/6640 Literature Review/Thesis, or PS 6290 Practicum.

For more information contact the Director of Graduate Studies.

Academic Standards

Grade Point Average
All students in the program are required to take appropriate courses and progress satisfactorily towards the degree objectives. To do so, a student must maintain a cumulative GPA of at least a 3.00 for all graduate work completed as well as in the major.

If a student’s GPA drops below the 3.00 at any time, he/she will be placed on academic probation by the College of Graduate Studies. Students placed on academic probation are given three consecutive semesters to improve their GPA to the minimum required. A student who fails to bring his/her GPA to the acceptable standard after the three consecutive semesters will be automatically suspended. For more on this see the Graduate Catalog.

Comprehensive Examination

Students must pass a comprehensive examination that demonstrates: a.) competence in the General Core Field of the program; and b.) competence in their field of specialization.

Exam Type:
The Comps is closed book and closed notes.

When Comps are Offered
➢ Students must successfully complete the comprehensive examination before defending their thesis proposal and practicum report.
➢ Examination Dates: Comprehensive exams will be given each fall in early September, and each spring in early January. Students planning to take the exam should inform the Director of Graduate Studies in writing at the beginning of the semester.

Passing/Failing the Comps

General Core
Passing means a student has performed satisfactorily in all questions of the comps in the general core, and all questions in the specialization core.

A student who fails two questions out of the four questions in the general core fails. If the failure occurs during the student’s first attempt, the student will be given the opportunity to take the entire comps the second time as required by the College of Graduate Studies. If upon taking the comps the second time the student fails again, the student will be dropped from the program.

If a student fails one question in the general core but passes three, he/she will be given the opportunity to demonstrate basic proficiency in that one area within a week’s time. When necessary, the student may be asked to meet with the committee for oral clarification. If he/she still fails the question that is given again in that area, he/she fails the entire general core.

In this case, he/she will be given the last opportunity to repeat the entire general core the next time it is offered as required by the College of Graduate Studies. If the student fails upon taking it the second time, he/she is dropped from the program.

Concentration Core

In the Specialization Core, a student will also be required to pass both questions to pass. If he/she fails one question and passes the other question, he/she will be given an opportunity to demonstrate basic proficiency in that one area within a week. When necessary, the student may be asked to meet with the committee for oral clarification. If he/she fails again, then the student fails the specialization section. For example, if a student specializing in International Security and Peace Studies fails the question on Conflict and Peace Management but passes the question on Conflict, he/she will be given the opportunity to take the Conflict and Peace Management exam again within one week. If he/she still fails the second attempt,
he/she fails that section. In this case, the student will be given one last opportunity as required by the College of Graduate Studies to repeat the entire specialization core the next time it is offered.

If a student fails the general core but passes the specialization core, he/she fails. The same is true the other way around. However, in being given the opportunity to take the exam the second and last time as stated by the College of Graduate Studies, the student will take only the section of the Comps he/she failed.

**Setting and Grading the Comps.**
The comps is set and graded by a panel (committee) of examiners. The panel will be looking for direct and clear answers to questions, evidence that the student has reasonable familiarity with the significant works, as well as the ability to integrate theory and empirical materials.

**Preparation for the Comps**
The graduate seminars provide the best way to prepare for the comps. Therefore students should take good notes in their graduate seminars and organize the notes around the various themes of the seminars.

The reading lists in the general and specialized core seminars are the readings students should use to prepare for the comps. In preparing for the comps therefore, a student should:

a. Take all the **classes in the general and specialized core seminars before taking the comprehensive exam.** These classes will provide them the broad background they need for the comps.

b. Take good class notes and when you read the texts you should also make sure to take good notes. You should be thinking about preparing for the comps right when you begin the program. Your notes should be organized around themes as this will make it easier for you when you study/review for the comps.

c. You should identify the critical literature and develop hypothetical test questions and proceed to answer them, and see how well you do.

d. Emphasize the broad theoretical literature covered in the core courses and how the theories can be applied to specific situations. Also, pay attention to major empirical works testing important theoretical questions.

e. Develop specialized expertise around important issues or episodes. Such knowledge will enable you to generate lots of materials that you can use to provide much depth to a lot of questions.

**Writing the Exam**
You must answer the question that you are asked, and not the question you would have liked to be asked. This means your answer should be clear and explicit and address the question.

Make sure to demonstrate familiarity with the important literature or scholarly debates by making references to them in your answers. This does not mean you should provide detailed citations. Rather, it means you should refer to a scholar whose views or arguments are relevant to the point you are making, and the name of the work. Support your answer either by using an appropriate theory or historical or empirical examples.

Be coherent and organized in your answer and presentation. Think through your answer by organizing your ideas logically before or as you write so that each idea builds on the other. A good introduction and conclusion would be helpful in summarizing your key point.

**Other Tips**
- Make sure that you interpret the evidence, literature, theories, or historical episodes you may use accurately.
- Make sure to save every page of your answer as you go to the next page.
- Make sure you report any computer problem you may have when you start the exam immediately.
- Make sure your name is on your answer sheet or answer page.
- Understand that dishonesty, cheating, and plagiarism will result in you failing
the exam and would be followed by any other consequences that may be deemed appropriate for the act.

- Manage your time wisely. Understand that the duration of the General Core Exam is 6 hours, and that of the specialization core is 3 hours.

**Answers to the comps are evaluated based on:**
- How well you answer the questions
- The strength of your evidence, its relevance, accuracy, and how well you manage it
- How well you know and cite the literature
- How logically and successfully you have developed and organized your argument
- How strong the quality of your writing is.

**Filing for Candidacy**
Students must file an Advancement to Candidacy Form with the College of Graduate Studies prior to the completion of 21 semester hours in the program. The form can be retrieved from the College of Graduate Studies website at www.mtsu.edu/graduate/forms.php. Students must also file an intent to graduate form with the College of Graduate Studies.

**Financial Aid**

**A. Graduate Assistantships (GAs)**
A limited numbers of graduate assistantships are available to students. Assistantships pay for tuition either in full or in part, some fees, and a monthly stipend. The University Financial Aid Office also has information on other forms of financial aid. For more on this go to: http://www.mtsu.edu/financialaid/applying_finaid.php

**Criteria for GA Assignment**

**Incoming Students**
- Unconditional admission to the Master’s program
- No more than two semesters of prior GA funding in the department
- A minimum GPA of 3.0

- Competitive scores in the GRE (verbal and quantitative combined)
- A statement discussing applicant’s qualification for a GAship and why he/she should be awarded it.

**Students Already in the Program**
- Strength of academic performance
- Letter from two faculty members in the program in which they assess the student’s strengths and likelihood of success
- A statement of interest, qualification, and suitability for an assistantship

**Applications**
Applications for GA assignment are made directly to the Director of Graduate Studies. Applications are due by March 31 of each year. The application form is available at http://www.mtsu.edu/graduate/pd/SummaryAdministrative.pdf

**GA Responsibilities and Rights**

**Responsibilities:**
GAs should fill all contract forms after being notified of award of assistantship. Contact person for information on this is the Department of Political Science and International Relations executive aide.

GAs should attend all GA meetings with the College of Graduate Studies or the Department’s Director of Graduate Studies

GAs will be assigned to work on projects either for the department or professor(s). Assignments may change between Fall and Spring semesters.

GAs must keep in communication with their assigned professor(s) regarding expectations and work hours. GA’s who fail to communicate adequately, or who fail to perform the tasks assigned to them could get their assistantship suspended.

Work hours per week for full time GAs is 20 hours, and for half time GAs it is 10 hours, starting the week before classes begin and ending with the last Friday before graduation
each semester. These hours may be spent at the office, at home, or “on location” depending upon assigned tasks. Each GA will be required to design a work schedule with his/her assigned professor that is acceptable to both sides.

Note: a copy of an in-depth description of assigned duties, contact phone number, email address, class schedule, and the work schedule should be given to the Director of Graduate Studies at the beginning of each semester.

The tasks that GAs should expect to do include some of the following:
- Monitor an exam
- Assist with grading exams and/or assignments
- Assist with preparation of projects
- Prepare and present an occasional lecture
- Fill in for an absent professor when or if schedule permit
- Assist with research projects (data collection or analysis, library searches, editing, etc.)

This may also include preparing and presenting a paper at a professional meeting, or developing a manuscript for publication. In each case, professional ethics of assigning credit for such assistance will apply. The professor and the student should agree on the extent of the credit to be given the student for his/her contribution. Please discuss with the Director of Graduate Studies if an acceptable agreement cannot be reached.

- At the end of each semester, GAs should schedule an evaluation meeting with their faculty supervisor(s). These evaluations will be used to determine continued assistantship funding or not.

Rights:
- To be given the opportunity to develop skills and expertise in international affairs
- To enhance and expand research and lecture skills
- To be treated professionally and with respect
- To discuss with the Director any grievances with assigned professor
- To discuss with the department Chair any grievances with the assigned professor or Director of Graduate Studies
- To be advised in a timely manner of any failures to meet GA expectations
- To be given a performance review conducted by the director of graduate studies at the end of the assistantship period.

B. Other Funding Opportunities
The University Financial Aid Office also has information on other forms of financial aid. For more on this go to: financialaid.web.mtsu.edu.

Students in the program can also apply for University Study Abroad scholarships for overseas study or activities relevant to their education. For more on this contact: the Education Abroad Office at educationabroad@mtsu.edu

For travel to professional meetings, especially if you are presenting a paper:

You may apply for a $500 travel expenses from the College of Graduate Studies. The application form for this is available at:
http://www.mtsu.edu/graduate/pdf/StuTravelAppl.pdf

The department may also assist in paying for travel expenses to present papers at professional meetings.

The Thesis Option

Thesis Proposal Guidelines
Students on the thesis track must complete and defend a thesis proposal before beginning work on the thesis. Following are some general guidelines for this process:

1) Selecting a topic: Students should write on a topic that is relevant to their concentration. Initial topic or ideas could be discussed with a faculty member on the graduate faculty who does work in the student’s area of interest or the Director of Graduate Studies (DGS) as early as possible.

2) Thesis Committee: The student should then choose an adviser and put together a thesis committee consisting of three faculty
members including the adviser. The adviser would be designated as committee chair. Note that the thesis adviser and members of the thesis committee must be approved by the DGS. All members of the thesis committee must meet the following requirements: a) they must be on the graduate faculty; b) they must do work in the area of the student’s topic; and c) not more than one committee member can be from outside the department.

3) **Thesis Credits:** Once the advisor has been designated, the student should register for PS6170, Literature Review in International Affairs, in the semester s/he plans to defend the proposal. Students will then register for PS6640 in the following semester while writing the thesis.

4) **Proposal Defense:** The student must defend his/her proposal before his/her thesis committee before proceeding to write the thesis. A timeline for the thesis proposal defense will be created by the student, in consultation with the advisor, and approved by the DGS. An explanation for failure to meet the proposal timeline must be provided to the DGS in writing. Once the committee approves the proposal, the student will begin work on the thesis.

Please note: The student must follow the processes below:

a.) Complete all course work  
b.) Pass the comprehensive exam  
c.) Defend their thesis proposal

5) **Plagiarism:** Students must be intellectually honest in their thesis work. The College of Graduate Studies will take appropriate actions “up to and including expulsion from MTSU,” and even rescind one’s “graduate degree awarded as a result of a breach in academic integrity.”

6) **Institutional Review Board Approval.** Please note the rules regarding Institutional Review Board (IRB) approval. If human or animal subjects are involved in your thesis research, you must file a research protocol application with the Institutional Review Board of the University before you begin collecting data. For more on how you go about this, go to [www.mtsu.edu/irb/faq.php](http://www.mtsu.edu/irb/faq.php)

7) **Thesis Defense.** When the thesis adviser and committee are satisfied with the written product, the student should work with the committee to schedule an oral defense. The oral defense of the completed thesis must pass by a majority vote including the vote of the chair.


**Frequently Asked Questions**

How do I select a topic? Students should begin thinking about potential thesis topics in the first semester. Projects completed for courses, literature reviewed for seminars, and general discussions in seminars often result in unanswered questions. Make a list of these questions and review them frequently for potential topics.

What is in a proposal? The proposal should explicitly state the problem being addressed or gap in knowledge to be filled, describe the objectives and research techniques to be employed, and include a review of the principal relevant published literature. Details of funding, together with a timetable for completion of the thesis should also be included. It is appropriate to attach a copy of applications by the student to an outside agency for funding of the research. The proposal needs a thread of logic. It should build from a statement of the research problem or gap in knowledge, and follow an outline of questions that must be answered if the problem is to be solved. The presentation of methodology should be clearly connected to the stated objectives.

The **Introduction** should give a clear understanding of what the proposal is about,
why the work is worth doing, and how the results will contribute to general knowledge. It provides context within which the rest of the proposal is read. Invest time in getting this section right, and the rest is relatively easy.

The literature review must be up to date. Discuss published work pertinent to the proposal -- i.e., that literature needed to define the research problem, situate the research within the appropriate theoretical paradigm, and explicitly address the gap in the existing literature.

The methods section is used to explain and justify the choice of methods to be employed. Discuss your hypotheses, variables, data sources, and models.

In the conclusion, provide an assessment of the likely significance of the work. How will it advance our understanding or thinking? What gap will it fill? What technical breakthrough will it produce?

An annotated bibliography must be included with the proposal as well as a timeline for thesis completion.

Why must I write a proposal in order to write a thesis? Can’t I just “do the research”? Having to prepare this proposal is part of your graduate training. It is an opportunity to organize your thoughts about your research topic, to decide how you will pursue the work, to spell out what resources (financial, material, and technical) you need to carry out the research, and to receive feedback before you begin conducting the research. Additionally, the writing of a project proposal is an exercise that you will repeat many times in your professional career. The ability to “sell” a project convincingly is a crucial part of your toolbox of skills.

How long should the proposal and thesis be? As long as necessary. Seriously. A proposal containing all of the elements above is likely to fall in the range of 15-30 pages. The completed thesis will be much longer, but 50-100 pages is a good range.

When should I start?
Begin thinking about the thesis in the first semester, making notes for potential topics (as discussed above). By the end of second semester, you should be working on your proposal.

The Practicum Option
A practicum is a structured experiential learning process that gives students the opportunity to combine learning with work in a practical setting for academic credit. The practicum experience will enable students to apply some of their theoretical knowledge to real world situations, enhance their understanding of the field, as well as provide them with new perspectives. At the end of the practicum the student will be required to complete and submit the following products:

a.) a practicum report;
b.) a practicum journal;  c.) a practicum monthly time sheet.

Students who choose the practicum option must do the practicum in either an approved:
1. Government agency,
2. Multilateral organization,
3. Business, or

Some Guidelines for the Practicum Option
Students selecting the practicum option should inform the Director of Graduate Studies (DGS) by the end of the second semester of their decision. Once he/she has made that decision, the DGS will:

a. discuss various options based on the student’s interest and direct him/her to possible places to proceed actively in search for placement.
b. in consultation with the student appoint a faculty advisor and a committee consisting of the advisor and two other faculty members to supervise the student’s practicum.

Ideally, students should do their practicum only after passing their Comps. However, if a student gets a good opportunity for a practicum before he/she is able to do the comps, the student
should discuss it with the Director of Graduate Studies to see if he/she could be given an exemption to do the practicum before passing the comps. If such permission is obtained, the student’s progress towards graduation will be contingent upon the student passing the comps.

Students should make optimum efforts to secure practicum placement by the end of their third semester in the program. Placement during the summer is highly recommended. While students can pursue their practicum in any credible and reputable organization in the United States that does work in international affairs, they are strongly encouraged to seek practicum opportunities abroad. The program has put together the Notebook on Organizations for Practicum that will be of great help to students. Once an organization has accepted a student for a practicum, and the student has agreed to it, both parties (that is, the organization offering the practicum and the student) must confirm in writing to the faculty advisor (who will then inform the DGS) of the offer and the willing acceptance following which, terms of reference (see below) will be negotiated.

The Practicum Learning Agreement
(Terms of Reference)
The practicum terms of reference is a document that lays out what the practicum supervisor at the practicum work place expects from the student during the practicum and what the student expects from the practicum supervisor. The student and the practicum supervisor would determine the job description, objectives, practicum responsibilities, task, project(s) to be completed, new assignments (if there will be any), the acquisition of new skills and the learning opportunities to be derived. These should be written in very specific terms with the understanding that significant modifications would require approval from the faculty supervisor/committee.

The practicum terms of reference must be completed by the student and signed by the practicum supervisor and tendered to the faculty advisor for approval by the beginning of the second week of the Practicum. If a student is unable to get his/her supervisor discuss and sign the document by that date, the student must request an extension from the faculty advisor. Failure to abide by the dateline may lead to a practicum failure.

Summary of Practicum Student Expectations and Responsibilities
1. Complete Practicum Terms of Reference Form; get it signed by practicum supervisor by the beginning of week 2 of the practicum.
2. Compliance with the practicum organization’s rules and regulations – report to work on time, complete assignments proficiently, have a professional appearance and attitude.
3. Maintain a daily journal of activities and reflections on the practicum experience. (Please note that the journal could be requested during the semester or practicum period for periodic checks by the faculty advisor). The final journal must be submitted to the faculty advisor not more than one week after the completion of the practicum.
4. Maintain a record of the days and hours worked. This time sheet must be signed by the practicum supervisor and given the faculty advisor not more than a week after the practicum.
5. Report regularly on your progress to the faculty advisor during the practicum period. You should also notify the faculty advisor of any concerns relating to the practicum.
6. Ensure that the practicum supervisor completes, signs, and return the supervisor’s evaluation form to your faculty advisor. This will be one of the tools used in evaluating your work for your grade.
7. Make sure you inform your faculty advisor of any unavoidable changes in job status, absences, or any difficulties you are experiencing with the practicum, or supervisor.
8. You must write a report in which you summarize and reflect on your practicum experience and what you have learned. The report must be submitted to your faculty advisor within two weeks of the completion of the practicum.
and report.

**Guidelines for Supervision of Practicum**

**Student at Work Site**

1. Describe the position of the practicum for the student in the organization on the Practicum Terms of Reference Form. The practicum supervisor and student should make sure that the practicum is approved by the faculty advisor before any work begins.

2. Provide the student with an orientation of the work site during which the student is introduced to the organization, employees, their responsibilities, and the philosophy and procedures governing the organization’s operation. During the orientation the student should also be informed of the rules and expectations that he/she is required to follow.

3. Provide the faculty advisor the opportunity for a site visit, or phone contact. The site visit will provide the faculty advisor the opportunity to judge its appropriateness for the practicum experience.

4. Provide a written evaluation of the student’s performance at the end of the practicum on forms provided.

5. Verify hours worked on the student’s time sheet for each Practicum.

**Practicum Evaluations**

The practicum will be evaluated using the following criteria:

1. Hours worked. Did the student complete the required number of hours of work, and have the hours been properly documented?

2. Supervisor’s comments. What is the practicum supervisor’s assessment of the student’s overall performance? The final grade will reflect an acceptable level of student competence and learning.

3. Quality and academic appropriateness of the work performed. Did the work conform to the plan outlined in the term of reference agreement that had been approved by the student, supervisor and faculty chair?

4. The practicum journal.

5. An essay or report summarizing the practicum experience and reflection on what has been learned.

6. Any item or product that is the end result of a particular task performed by the student during the practicum.

7. Oral presentation of practicum experience and report.

**Guidelines for Preparing the Practicum Journal**

The journal should include a log of the student’s daily activities in the practicum in some details so as to give the reader an idea of what is being accomplished and learned. The journal should, in addition to chronicling the day-to-day activities of the student, provide some insight about the student’s interactions with colleagues, the work environment, and his/her feelings, perceptions, and insights with respect to the work performed. Discussions of changes in the student’s thinking during the practicum are appropriate as well. In short, the journal should discuss the variety of learning experiences the student has been exposed to; however, this should be done with respect for the organization’s confidentiality rules. While a student can go about the journal in a number of ways, the format below is suggested.

1. The Log: In the log you should summarize the specific things that were done each day at work. The log should capture what was done, by who, and where. It should be an accurate recording of what was accomplished in a given or particular time frame.

2. Recording of Questions: A record of not less than two questions a day of what you find interesting and relevant. Such questions could be directed at any one in the organization or work site. You do not need to provide answers to the questions in the journal.

3. A Record of Your Perceptions: A detailed list or collection of your perceptions. For example, what patterns emerge in the course of events in your assignment? Or how does your work fit into the organization?

4. Recording of Your Feelings: What are your feelings towards the practicum, the work you are doing, and the organization you are working in? Are your feelings positive or
negative?

5. Learning: What did you learn about your area of emphasis, leadership, and how academic knowledge relates to practice as a result of your practicum experience? You could use factual information, an evaluation of observed processes, office operations, or the role of your supervisor to enhance this.

Some Pertinent Points to Bear in Mind about the Practicum

1) Remuneration and Academic Credit
   The Practicum is done on a voluntary basis as part of the requirement for the Master of Arts in International Affairs. Students who choose the option earn six (6) semester hours of academic credits towards the degree. It may be possible for the organization where the student is doing his/her Practicum to pay or give the student an honorarium at the conclusion of the practicum. If this happens, it is acceptable. Most Practicums however, are not going to be paid. So students should make appropriate financial arrangements to meet their financial obligations.

2) Appropriate Assignments
   Practicum tasks are expected to be of a substantive and academically relevant nature because academic credits are involved. Even though the tasks and final products will be different from one organization to another or from one office to another, the work should challenge the student to think and should provide him/her with learning opportunities. Expectations about the nature of work in a practicum should be clear from the very beginning of discussions with the practicum supervisor and should be formalized in the Terms of Reference. Students should raise their concerns about assigned tasks with their faculty advisor as soon as possible.

3) Hours of Work
   Academic credit for a practicum is calculated by a formula: each semester credit hour requires 40 hours of work. This means that for three semester hours of credit, the student will put in 120 hours of practicum work. Students should make work period arrangements with their practicum supervisor.

4) Insurance Coverage
   Students must make their own arrangements for insurance coverage during their practicum.

5) Confidentiality
   Organizations that accept students for a Practicum with them are agreeing to grant access to their physical space, equipment, files, and most importantly to their corporate culture. Students should therefore show discretion and high regard for the confidentiality in their dealings with individuals outside the office. As students prepare their journals, they should ensure that they have sufficient context so that their experience can be fully assessed. At the same time, they should be careful not to reveal sensitive details about the organization.

Graduate Faculty

David Carleton, Associate Professor (Ph.D. Purdue)
Office: 245 Peck Hall; david.carleton@mtsu.edu
Dr. Carleton joined MTSU in 1994 after working a number of years in public administration. The author of Landmark Congressional Laws in Education (2001), Dr. Carleton teaches PS 4070/5070 Political Violence and Terrorism.

Andrei Korobkov, Professor (Ph.D. in Economics, Russian Academy of Sciences and Ph.D. in Political Science, University of Alabama)
Office: 249 Peck Hall; andrei.korobkov@mtsu.edu
Dr. Korobkov came to MTSU in 2000. He is the author of numerous articles and monographs on Russian politics and Russian immigration in such journals as Communist and Post-Communist Studies and International Migration Trends. Dr. Korobkov chair’s the post-communist section of the International Studies Association, and coordinates the minor in Russian Studies. At the graduate level, he teaches PS 4300/5300 European Politics, PS 4770/5770 Russian Politics, PS 4240/5240 American Foreign Policy, and PS 6400 Global Governance.

Vanessa Lefler, Assistant Professor (Ph.D. University of Iowa)
Office: 251 Peck Hall; 
Vanessa Lefler@mtsu.edu

Dr. Lefler arrived at MTSU in 2012 with a specialization in international relations and the study of conflict and conflict resolution. She has published on negotiation strategies in the journal *Conflict Management and Peace Science*. Dr. Lefler teaches PS 6110 International Security, and PS 6120 Peace and Conflict Resolution, and PS 6400 Global Governance.

**Steve Livingston**, Professor (Ph.D. Harvard) 
Office: BAS N203A; 
steven.livingston@mtsu.edu

Dr. Livingston is also Senior Research Associate, Business and Economic Research Center at MTSU and the editor of *Global Commerce: Tennessee in the International Economy*. He is the author of *American Social Insurance: Social Security and Welfare* (2002) and numerous journal articles and book chapters on public policy. At the graduate level, he teaches PS 4240/5240 American Foreign Policy, PS 6210 Seminar in Global Political Economy and Globalization, and PS 6500 Research Methods.

**John Maynor**, Professor (D. Phil. University of York, England) 
Office: 244 Peck Hall; john.maynor@mtsu.edu

Dr. Maynor joined MTSU in 2004, specializing in political theory. He is the author of *Republicanism in the Modern World* and associate editor of the journal *Contemporary Political Theory*. At the graduate level, he teaches PS 4030/5030 Human Rights.

**Stephen Morris**, Professor (Ph.D. University of Arizona) 
Office: 209-A Peck Hall; 
stephen.morris@mtsu.edu

Dr. Morris directed the international studies program and taught political science at the University of South Alabama for 20 years before joining MTSU in 2009 as department chair. A former Fulbright lecturer in Mexico, his most recent books include *Political Corruption in Mexico* (2009), and *Corruption and Politics in Latin America* (co-edited with Charles Blake, 2010). At the graduate level, he teaches PS 4900/5900 Latin American politics, PS 4850/6150 on Political Corruption, and PS 6200 Seminar in Comparative Politics.

**Karen Petersen**, Associate Dean, College of Liberal Arts, Associate Professor, (Ph.D. Vanderbilt) 
Office: 231 Todd; karen.petersen@mtsu.edu

Dr. Petersen joined MTSU in 2005 after completing her Ph.D. at Vanderbilt. She is the co-author (with Stephen R. Saunders) of *Prospects for Political Stability in a Democratic Iraq: A Study of the Clusters of Conflict* (2009). In 2014 she became the associate dean of the College of Liberal Arts.

**Moses Tesi**, Professor (Ph.D. Vanderbilt) 
Office: 247 Peck Hall; moses.tesi@mtsu.edu

Dr. Tesi joined MTSU in 1990. He received a Fulbright award in 2002, teaching at the University of Dschang in Cameroon. Dr. Tesi has numerous publications on African politics and development, including *The Environment and Development in Africa*. He also edits the *Journal of African Policy Studies*, and coordinates the interdisciplinary minor in African Studies. He teaches PS 4180/5180 African Politics, PS 4190/5190 Middle East Politics, PS 4690/5690 International Relations of the Middle East, PS 6100 Seminar in International Relations, and PS 6220 Seminar in International Development.

**George Vernardakis**, Professor (Ph.D. University of Michigan) 
Office: 254 Peck Hall; george.vernardakis@mtsu.edu

Dr. Vernardakis has been with MTSU since 1969. He teaches British Politics and Film, Public Administration, International Organizations, and Foundations of Government. He is the author of *Graduate Education in Government in England, France, and the United States* (1999) and numerous articles on public administration in France and Greece.

**Zhen Wang**, Assistant Professor (Ph.D. University of Minnesota) 
Office: 250; zhen.wang@mtsu.edu

Dr. Wang came to MTSU in 2013 after completing her Ph.D. at the University of Minnesota. Her dissertation was titled *Career...*
**Ambition and Local Compliance: The Political Logic of Tourism Development Policy Implementation in China.** She specializes in Chinese politics and teaches PS 4310/5310 Asian Politics and PS 6200 Seminar in Comparative Politics.

### Additional Departmental Resources

**Potential Practicum Sites**
The Department has collected information on organizations working in the international arena. The information is useful in identifying potential organizations for the practicum.

**Career Information**
The Department has a copy of Maria Pinto Carland and Candace Faber, eds. *Careers in International Affairs*. Eighth edition.
Washington, DC: School of Foreign Service, Georgetown University, 2008.

Information on organizations and careers are also available on the Student Services Portal accessible on the Department’s main web page (www.mtsu.edu/politicalscience).

**PS & IR Student Services Portal**
http://www.mtsu.edu/politicalscience/
Under Student Resources

[information on: Academic Help Resources, Career and Jobs, Internship Opportunities, Study Abroad, Research Opportunities, Law Schools, Grad Schools, Getting Involved in the Community, Getting Involved on Campus]

**Virtual Mentoring Program**
Alums from our Department, including the Master’s program, have volunteered to serve as Virtual Mentors for current students. Some are working in the field, while others are pursuing further graduate studies. They are more than willing to help you with school and, especially, career advice.
http://www.mtsu.edu/politicalscience/virtualmentoring.php
Appendix A: Forms

Master of Arts in International Affairs

Form to help name Practicum Chair and Committee

Students should complete this form and submit it to the Director of Graduate Studies as the first step to put together their practicum committee.

Student Name: ____________________________________________________________

Degree Tract: (a) ___ International Development and Globalization; (b) ___ International Security and Peace

Suggested Adviser (Committee Chair): __________________________ Alternative: ______________________

First Reader: __________________________

Second Reader: __________________________

Date submitted to Director of Graduate Studies ______________________________________

Student Signature: __________________________ Date: __________________________
Master of Arts in International Affairs

Practicum Committee Approval Form

Student Name: ______________________________

Candidacy was filed: _____ Yes _____ No

(You must file the candidacy form with the College of Graduate Studies prior to the completion of 21 Semester hours)

Tentative Practicum Topic/ Title ______________________________

Prospective/Tentative Organization for Practicum ______________________________

Organization’s Address ______________________________

Proposed Starting Date: (If tentative say so): ______________________________

Signature of Faculty Agreeing to Serve on the Practicum Committee:

Chair: ______________________________ Date: _______________

(Name) (Signature)

First Reader: ______________________________ Date: _______________

(Name) (Signature)

Second Reader: ______________________________ Date: _______________

(Name) (Signature)

Director of Graduate Studies Signature ______________________________ Date: __________________

Date submitted to Director of Graduate Studies (with DGP initials or signature) __________________

(A copy should be kept by the committee members and the student. Another should be submitted to the DGS.)
MIDDLE TENNESSEE STATE UNIVERSITY
Master of Arts in International Affairs (MAIA) Program

Practicum Terms of Reference Agreement

A. Registration Information to be completed by Practicum Student

Student ____________________________________________________

Degree Option _____________________________________________

Year in Program ____________________________________________

B. Practicum Supervisor’s Information—to be completed by Student Intern and Practicum Supervisor

Name of Practicum Supervisor: _____________________________

Title: ____________________________________________________

Name of Organization: ______________________________________

Address: _________________________________________________

Tel: ______________________________________________________

City: __________________ State __________ ZIP Code __________ Country __________

Practicum Start Date: _______________ End Date: ______________

Title of Practicum position (if applicable) ______________________

C. Academic Component Description – to be completed by Student, MAIA Faculty Advisor and Practicum Supervisor

Taking into consideration discussion with the student about his or her interests and objectives, please describe the practicum job responsibilities, tasks, and learning opportunities for the practicum student (where possible, please include anticipated activities, projects, meetings, training, etc.). Attach printed sheet if desired.

_________________________________________________________

_________________________________________________________

_________________________________________________________

_________________________________________________________

17
D. Agreement and Signatures

Practicum Supervisor: I have discussed this practicum with the student seeking the practicum and we have agreed upon the assigned work components appearance on this form. I agree to provide assistance including any necessary training and consultation to the student in order to enable him/her to advance toward his/her learning goals and objectives, provide an orientation concerning our organizational policies and procedures, meet with the student regularly, and provide a written evaluation of the student to the faculty adviser.

Name of Supervisor (Please Print)

____________________________
Signature of Supervisor

Date

Practicum Faculty Advisor: I have discussed the academic/experiential component of this practicum with the student and I accept this as a work plan for the Master of Arts in international Affairs Program. I further agree to meet periodically with the student to discuss the practicum experience and will conduct an assessment/evaluation of the practicum experience.

____________________________
Faculty Advisor’s Signature

Date

Practicum Student: I concur with and accept the academic and work assignments indicated above. I will complete all work and academic assignments to the best of my ability. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the organization’s relevant policies/procedures and appropriate standards of conduct.

____________________________
Practicum Student Signature

Date

A signed copy of this form should be kept by the supervisor, the practicum adviser, and the student. Another should be given to the DGS
Master of Arts in International Affairs (MAIA) Practicum Option

Evaluation of Student Performance

Student’s name: __________________________________________

Position Title: ___________________________ Department: ______________

Name of Organization: __________________________________________

Address: _______________________________________________________

Semester: Fall    Spring    Summer    Year

Work Period (Dates): ___________ to ___________ Total Hours Worked: ______

Note to Practicum Supervisor

Please complete this form and share your comments with the student at the conclusion of the Practicum. This is an important part of his or her learning experience. Feel free to add additional comments or observations on a separate sheet.

The form should be returned to the Practicum Faculty Advisor via the student.

1. What specific assignment did the student complete during this work period and how much time was devoted to each?

2. Was the student able to accomplish the duties/responsibilities stated in the position description?

3. What new skills were developed?

4. Would you recommend this student for another work period? Yes    No

5. What training and skills development would you recommend this student take in preparation for more advanced responsibilities?

6. Have you discussed these recommendations with the student? Yes    No

(The completed form should be sent to the faculty adviser)
Please Rate the Student Using the Following Categories

Superior | Above Average | Average | Below Average | Poor

HUMAN RELATIONS

Cooperative, courteous, tactful, poised, mature and friendly with Colleagues

ATTITUDE

Ambitious, enthusiastic, Sincere

PERFORMANCE

Dependable, prompt and has good work habits.
Uses common sense and good judgment

CAPABILITIES AND ABILITIES

Is quick to understand new or difficult problems.
Is creative or logical in thought.
Is able to organize/promote concerted action when needed.
Demonstrates good oral and written communication skills.
Is thorough and accurate with regular improvement in work

Overall work performance of student: (Circle one) Low 1 2 3 4 5 6 7 8 9 10 High

Student's Strengths:

Suggested Areas of Improvement Needed:

Supervisor's Signature
Phone

Supervisor's Title
Date

(To be sent to the practicum adviser)
Practicum Monthly Time Sheet

Name of Student: ____________________________

Practicum Organization: ____________________________

Name of Supervisor: ____________________________

Hours for: Month: __________ Year __________

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th># of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monthly Total __________

I certify that I have worked the hours indicated above. ____________________________

Signature of Student

I certify that the student has worked the hours indicated. ____________________________

Signature of Supervisor
PRACTICUM MONTHLY TIME SHEET TOTALS

Student Information

Name: ____________________________

Semester and Date: ____________________________

Practicum Site: ____________________________

Practicum Supervisor: ____________________________

Time Card Information

Summary of Monthly Hours:

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Semester Total

I certify that I have worked the hours indicated above

________________________________________  ____________________________
Signature of Student                      Date
Master of Arts in International Affairs
Form to help students put together their Thesis Committee

Students should complete this form and submit it to the Director of Graduate Studies as the first step to put together their thesis committee.

Student Name: ________________________________

Degree Tract: (a) ______ International Development and Globalization; (b) ______ International Security and Peace

Suggested Adviser (Committee Chair): ________________________________

First Reader: ________________________________

Second Reader: ________________________________

Date submitted to Director of Graduate Studies ________________________________

Student Signature ________________________________ Date ________________________________

(Note: Submit this to the DGS.)
Master of Arts in International Affairs

Thesis Committee Approval Form

Student Name: ____________________________________________

Candidacy was filed: _____ Yes _____ No

(You must file the candidacy form with the College of Graduate Studies prior to the completion of 21 Semester hours.)

Date Comprehensive Exams were passed: Core ______________ Specialization ______________

Tentative Thesis Topic/ Title: ______________________________________________________

Proposed Date for Thesis Proposal defense: __________________

Signature of Faculty Agreeing to Serve on Thesis Committee:

Chair: ___________________________ Date: ______________

(Name) (Signature)

First Reader: ___________________________ Date: ______________

(Name) (Signature)

Second Reader: ___________________________ Date: ______________

(Name) (Signature)

Director of Graduate Studies Signature ___________________________ Date: ______________

Date submitted to Director of Graduate Studies (with DGP initials or signature)

(To be submitted to the DGS. Each member and the student should also be given a copy.)
Master of Arts in International Affairs

Thesis Proposal Approval Form

The Thesis Proposal Approval Form is to be completed and signed by the student's thesis committee after the thesis proposal has been defended and approved. The original should be forwarded to the Director of Graduate Studies and a copy retained by the student and thesis committee chair and each committee member.

Student Name: 

Title of Proposed Thesis: 

Proposed Date for Thesis Defense: 

Proposed Date of Graduation: 

Approval Signatures

Committee Chair: Date: 

1st Reader: Date: 

2nd Reader: Date: 

Date submitted to Director of Graduate Studies (DGP): 

Signature of Director of Graduate Studies (DGP) Date: 

To be submitted to the practicum adviser.)
Master of Arts in International Affairs

Individualized Readings Forms

Name: ___________________________ Date: ___________________________

Telephone: ___________________________ Email: ___________________________

Number of hours completed in the graduate program: __________

Course requested: (Check one)  __ Directed Independent Studies in International Affairs (PS 6140)  
3 credits

You should write a brief proposal in which you describe: a) why you want to do the Special Topic or Readings course; b) the goal(s) of the course; c) a brief outline of the course, including a proposed reading list; d) your responsibilities and activities and what you hope to accomplish; e) how the Special Topic or Reading relate to your overall plan of study or career goals. Attach this form to your write up.

Approval:

Student Signature ___________________________ Date ___________________________

Faculty Signature ___________________________ Date ___________________________

Student and Faculty should keep a copy of this form for their record. Faculty members are responsible for filling out a POD so Pam can enter a permit for the student.

An additional copy of the form should be submitted to the Graduate Director.
Appendix B: Checklists

Checklist for Master of Arts in International Affairs, International Security and Peace Studies Concentration
(Note: This is mainly to aid each student to monitor his/her progress. It does not substitute for the candidacy form that must be completed for the College of Graduate Studies. It is the responsibility of each student to complete that form upon admission into the program).

### Course Requirements:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS6100</td>
<td>Seminar in International Relations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6200</td>
<td>Seminar in Comparative Politics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6400</td>
<td>Global Governance</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6500</td>
<td>Research Methods</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6110</td>
<td>International Security</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6120</td>
<td>Peace &amp; Conflict Resolution</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives (choose 2): PS5030, PS5070, PS5180, PS5190, PS5240, PS5300, PS5310, PS5690 PS5770, PS5900, PS6150, PS6210, PS6220, PS6300</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Elective</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Thesis or Practicum (Select one)**

**THESIS OPTION**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS6170</td>
<td>Literature Review in IA</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6640</td>
<td>Thesis</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRACTICUM OPTION**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS6290</td>
<td>Practicum in International Affairs</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours at the 6000 level (26 required)**

### Additional Requirements:

1) Foreign Language Requirement met (indicate appropriate method from the options below).
   A. complete 12 undergraduate semester hours in one foreign language;
   B. earn at least a C grade in any upper-division undergraduate foreign language course taught in the language and requiring translation;
   C. pass a written examination in the language administered by the Foreign Languages and Literatures Department;
   D. earn a grade of B or better in German 5990, French 5990, or Spanish 5290;
   E. complete a three month intensive language program in an accredited foreign language institute with passing certification.

2) Date comprehensive exam(s) completed successfully: ________________________________
Interdisciplinary Electives

Security and Peace Studies Track*

CJA 6950 – Business and Industrial Security
HIST 5440 – The Middle East
HIST 5450 – Japan
HIST 5460 – China

HIST 5260 – France Since 1870
HIST 5290 – Europe Since 1930
HIST 5320 – Germany Since 1870
HIST 5340 – Russia in the Twentieth Century
HIST 5370 – Britain in the Twentieth Century
HIST 5520 – Modern Latin America
HIST 5530 – Latin America-United States Relations
HIST 5820 – Diplomatic History of the United States to 1900
HIST 5830 – Diplomatic History of the United States Since 1900
MC 6010 – Cultural Studies in Communication
SOC 5520 – Population and Society
SOC 6720 – Qualitative Research Methods

For students specializing in cyber security:
INFS 6300 – IS Security: Management and Assurance
INFS 6301 – IS Security: Preventing and Detecting Breaches
INFS 6302 – IS Security: Intrusion Analysis, Recovery, and Response
INFS 6750 – Global Strategic Information Systems

*Note: Courses not listed here require pre-approval of the DGS.

Students who are not specializing in cyber security can take the classes anyways
Checklist for Master of Arts in International Affairs, International Development and Globalization Concentration

(Note: This is mainly to aid each student to monitor his/her progress. It does not substitute for the candidacy form that must be completed for the College of Graduate Studies. It is the responsibility of each student to complete that form upon admission into the program.)

Course Requirements:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS6100</td>
<td>Seminar in International Relations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6200</td>
<td>Seminar in Comparative Politics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6400</td>
<td>Global Governance</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6500</td>
<td>Research Methods</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6210</td>
<td>Global Political Economy</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6220</td>
<td>International Development</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives (choose 2):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS5180, PS5190, PS5300, PS5310, PS5770, PS5900, PS6110, PS6120, PS 6140, PS6250, PS6300</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interdisciplinary Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interdisciplinary Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thesis or Practicum (Select one)

**THESIS OPTION**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS6170</td>
<td>Literature Review in IA</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS6640</td>
<td>Thesis</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRACTICUM OPTION**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS6290</td>
<td>Practicum in International Affairs</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours at the 6000 level (26 required)

Additional Requirements:

1) Foreign Language Requirement met (indicate appropriate method from the options below).

   A. complete 12 undergraduate semester hours in one foreign language;
   B. earn at least a C grade in any upper-division undergraduate foreign language course taught in the language and requiring translation;
   C. pass a written examination in the language administered by the Foreign Languages and Literatures Department;
   D. earn a grade of B or better in German 5990, French 5990, or Spanish 5290;
   E. complete a three month intensive language program in an accredited foreign language institute with passing certification.

2) Date comprehensive exam(s) completed successfully: ________________________
Interdisciplinary Electives

Development and Globalization Track*

BCEN 5670 – International Business Communication
ECON 5440 – International Economics

ECON 6470 – Seminar in Economic Growth and Development
ECON 6530 – International Trade Theory and Policy
ECON 6540 – Japanese Society and Business

ECON 6550 – Studies in Economic Development: Pacific Asia
FIN 6860 – International Financial Management
MC 6010 – Cultural Studies in Communication
SOC 5520 – Population and Society

SOC 6720 – Qualitative Research Methods

For students specializing in business:
MGMT 6300 – Not-For-Profit Management
MGMT 6550 – Distribution Center Management
MGMT 6650 – Operations Management

MGMT 6670 – Seminar in Management
MGMT 6730 – International Supply Chain Management
MGMT 6770 – International Management
MKT 6850 – International Marketing Seminar

*Note: Courses not listed here require pre-approval of the DGS
Students who are not specializing in business can take the classes anyways