



BROWN

# Department of Political Science

# Graduate Student Handbook

# 2021-22

# WELCOME

*Welcome to the Political Science Department at Brown University. We expect that you will find your time here both intellectually and personally rewarding.*

*This handbook is intended to give an overview of the Political Science graduate program and to answer some of the commonly raised questions about policies and procedures. This guide features requirements, processes, and resources. Our hope is that the material contained in this guide will help students successfully navigate their way through the degree process.*

*For further information, please refer to the Political Science website,*

<http://www.brown.edu/academics/political-science>

*the Graduate School website,*

<http://www.brown.edu/academics/gradschool>

*and the authoritative source for Graduate School policies, the Brown Graduate School Handbook:*

<https://www.brown.edu/academics/gradschool/graduate-school-handbook>

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(Hitting 'REPLY' will email the entire group.)

# GRADUATE SCHOOL DEANS

Contact the Graduate School Deans at [graduate\\_dean@Brown.edu](mailto:graduate_dean@Brown.edu)

- Andrew Campbell, Dean of the Graduate School, Professor of Medical Science  
Contact [graduate\\_school@brown.edu](mailto:graduate_school@brown.edu) for an appt.  
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- Thomas Lewis, Associate Dean of Academic Affairs, Professor of Religious Studies  
Meetings by appointment only  
[Thomas\\_Lewis@Brown.edu](mailto:Thomas_Lewis@Brown.edu)  
Dean Lewis' responsibilities include academic issues, exchange programs, and leaves of absence.
- Vanessa Ryan, Associate Dean of Student Development  
Office Hours: Tuesdays 2-4pm or through online self-scheduling (see the Grad School's website for the link)  
[Vanessa\\_Ryan@Brown.edu](mailto:Vanessa_Ryan@Brown.edu)  
Dean Ryan's responsibilities include student development programming and policy, distinctive opportunities, professional development, and liaison to the Sheridan Center for Teaching and CareerLAB.
- Dr. Alycia Mosley Austin, Associate Dean of Diversity and Inclusion  
Meetings by appointment  
The Dean's responsibilities include developing initiatives to foster positive and supportive campus climate and community as well as recruitment planning and outreach, and helping programs to support positive student experiences and retention.
- Shayna Kessel, Associate Dean of Master's Education and Professional Programs  
Meetings by appointment  
[Shayna\\_Kessel@Brown.edu](mailto:Shayna_Kessel@Brown.edu)  
Dean Kessel's responsibilities include mentoring and advising master's students and programs, and master's admissions, as well as student support, and new program development.
- Maria Suarez, Associate Dean of Student Support, Deputy Title IX Coordinator  
Meetings by appointment  
[Maria\\_Suarez@Brown.edu](mailto:Maria_Suarez@Brown.edu)  
Dean Suarez's responsibilities include graduate student services, student support services, medical and personal leaves, liaison to Campus Life and Student Services, including SEAS, and Counseling and Psychological Services.

# COURSE REQUIREMENTS FOR THE PhD

- Thirteen seminar courses are required:
  - Grades of A are expected for all courses though a minimum grade of B is required for credit. Exceptions to take a course S/NC must be approved in advance by the DGS.
  - All courses must be 2000-level graduate seminars
  - Eleven\* courses must be taken in the Department of Political Science
  - Up to two courses may be taken in a related discipline \*though up to two additional courses (for a total of 4 outside POLS courses) may be taken with DGS approval
  - POLS2050 and POLS2051 (together count as one course, required in the third year)

Further required courses\*:

- POLS2000 Research Design OR POLS2400 Qualitative and Mixed Methods Research (required in the first year)
- POLS2580 Quantitative Research Methods (required in the first year)
- Two of the four pro-seminars: POLS2100 American, POLS2110 Comparative, POLS2120 Theory, POLS2130 IR (take them as soon as they are offered)
- One POLS graduate level theory course of your choosing

\*Primary field Political Theory Requirements:

- POLS2000 Research Design OR POLS2400 Qualitative and Mixed Methods Research OR POLS2580 Quantitative Research Methods (required in the first year)
- Two of the four pro-seminars: POLS2100 American, POLS2110 Theory, POLS2120 Comparative, POLS2130 IR (take them as soon as they are offered)
- POLS2360 Theory Proseminar Part II: Ancients and Moderns (take it as soon as it is offered)

- First Year Students:  
Six 2000-level graduate seminars including POLS2000 Research Design, POLS2580 Qualitative Research Methods, and, if offered, any proseminars in the fields of your choice.
- Second Year Students:  
Six 2000-level graduate seminars including, if offered, any proseminars in the fields of your choice.
- Third Year Students:  
One course: a year-long prospectus writing seminar worth one course credit:  
POLS2050 (Fall) and POLS2051 (Spring) (required)

- Fourth year students and above:  
Thesis Preparation: POLS2990 (Fall and Spring) (No credit)

## METHODS

Ph.D. students are required to take POLS 2000 AND POLS 2580 (the first in the graduate quantitative methods sequence) AND one graduate course in political theory unless your first field is political theory. Primary field political theory students are required to take POLS 2000 OR POLS 2580. Students should follow the advice of their faculty advisors to gain any additional methods skills they may need, which may call for them to do more than the required courses.

To support these requirements the department will regularly offer the following methods courses:

- POLS 2000 / POLS2400 – a survey of key models of research in political science, including sessions on the philosophy of social science; causality/relationships between variables; process tracing; quantitative and qualitative methods of data analysis; experimental logic; and methods of political theory.
- POLS 2580 and POLS2590 – quantitative methods sequence.
- Additional qualitative methods and other methods (e.g., experimental methods, methods in political theory, game theory).

Students may consider augmenting their methods training with courses outside of the department. The four most popular courses are listed below but there is an extensive list linked here. Not all courses will be offered in all years. Please check cab.brown.edu.

- ECON 2260: Political Economy I
- ECON 2270: Political Economy II
- ECON 2320: Economics of Labor and Population (possibly called Applied Methods?)
- DATA 2020: Statistical Learning

Do keep in mind that graduate training is always a partnership. The faculty, through a mix of required and elective courses, puts together a program to help enable you to think, write, and scientifically and/or philosophically support your research projects. But the program



here, as is the case elsewhere, presupposes that students will take responsibility for shaping and giving articulation to their own distinct research agendas and projects. And where necessary, we expect students will seek out additional intellectual pathways here at Brown or beyond.

## INDEPENDENT STUDY COURSE

Students may arrange on an individual basis to take a POLS2980 Independent Reading and Research course as an elective. Plan to register for the section coordinating with the faculty member you want to work with. Students should propose a course plan to the faculty member for approval prior to registration. Another alternative is to arrange to attend lectures for courses offered by Political Science faculty members at the undergraduate level. In such cases the student will enroll in an independent study course with the faculty member to run concurrently with the lecture course but with additional special meetings and written assignments appropriate for graduate-level independent study. Though you can take more than one Independent Study course, you cannot register twice with the same instructor.

## REGISTRATION

Students must register for courses in [cab.brown.edu](http://cab.brown.edu) during scheduled pre-registration periods.

Should two graduate courses run back-to-back, the system won't let you register. In those cases, register for the first course. Then email Lisa Mather in the Registrar's office with a request to manually register you for the second course. Include the course info, number, title and CRN number and your Banner ID.

# ACADEMIC CODE GRADUATE STUDENTS

As stated in the *Principles of the Brown University Community*: [Academic Code, Graduate Student edition](#):

A student's name on any exercise (e.g., a theme, report, notebook, performance, computer program, course paper, quiz, or examination) is regarded as assurance that the exercise is the result of the student's own thoughts and study, stated in his or her own words, and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of printed sources or other outside help. In some instances an instructor or department may authorize students to work jointly in solving problems or completing projects; such efforts must be clearly marked as the results of collaboration.

Unless permission is obtained in advance from the instructors of the courses involved, **a student may not submit the same exercise in more than one course.** Students who perceive the possibility of an overlapping assignment should consult with their instructors before presuming that a single effort will meet the requirements of both courses. Where collaboration is authorized, students should be very clear as to which parts of any assignment must be performed independently.

## GRADING

Brown University has a unique grading system. The Brown transcript records only full-letter grades of A, B or C (without plusses and minuses) or S (for Satisfactory). There is no grade of D or F. The Political Science Department requires graduate students to take courses for a letter grade not S/NC (Satisfactory/No Credit). A grade of B or better is required to count the course towards the A.M. and Ph.D. degrees but grades of A are expected in all courses. Students must indicate when registering for a course whether they are taking a course for a grade (G) or satisfactory/no credit (S/NC). Some other departments like Philosophy are designated by the instructor as mandatory S/NC. In these cases, students are required to request approval from the DGS.

Within the Political Science Department, faculty are able to issue unofficial plusses and minuses to be recorded by the Graduate Program Coordinator for internal department use. This will help the DGS to evaluate the quality and progress of students during the annual review process.

Students can officially audit courses with instructor permission. Although audits (AU) do not carry course credit, they do appear on the external transcript and count toward the maximum

five courses that students may take in any given term. Some instructors require full attendance and the students to complete some or all assignments of the course.

## INCOMPLETES

Though students are expected to receive grades at the end of each term, in exceptional circumstances and with the instructor's permission, a student may be given an incomplete (INC). The department deadline for incompletes is as follows:

- If the incomplete was taken for a course in the fall semester, the grade must be on the transcript **by the first day of the spring semester** of that academic year.
- If the incomplete was taken for a course in the spring semester, the grade must be on the transcript by **June 30<sup>th</sup>** at the end of that academic year.

If the course is completed by the deadline, the instructor will change the INC to a grade. A course not completed by the deadline will revert to No Credit (NC) on the transcript and a make-up course will need to be taken for credit. Faculty members will enforce the new deadlines and they have the discretion to extend them in consultation with the DGS.

## SUBFIELD WORKSHOPS

Each subfield will determine whether to hold a subfield workshop and how to organize it. Subfield workshops may be counted as courses, if they are given course numbers, but they can also be held in a more informal way depending on the specific needs of each subfield.

Students are expected to attend all workshops in their primary subfield of interest. Workshops taken for course credit are two sequence courses (Fall and Spring) with each semester worth .5 credit. Workshops may only be counted for credit once.

Currently there are five formal workshops:

- For these workshops, consult the Watson Institute's event website for details.
  - The Development and Governance seminar.
  - The Center for Contemporary South Asia seminar.
  - The Watson Political Economy Forum (PEF).
  - The Security Seminar Series.
- The Political Philosophy Workshop (PPW).

- Comparative Politics Graduate Research Workshop, POLS2111 and POLS2112, which is held every few years. All comparativists are expected to attend this workshop whether or not they receive course credit. `

## MASTERS DEGREE

The department does not have a separate master's program; students can earn the A.M. in Political Science on the way to the Ph.D. The A.M. requires passing eight 2000-level Political Science courses, including two research seminars requiring substantial written work, with a grade of B or better.

In order to receive the A.M., students should contact via email [Lisa\\_Cote@Brown.edu](mailto:Lisa_Cote@Brown.edu) in the Registrar's office to request that the A.M. be added to the student's record. Students then need to complete an Application to Graduate through the online Banner system. The deadline to complete the application for 2021 is April 1<sup>st</sup> though in a two semester year, it is May 1, of the year students wish to receive the Master's degree.

## 5<sup>th</sup> YEAR MASTERS DEGREE

This option is only open to current Brown University undergraduates. Prior to receiving the bachelor's degree, student can apply to continue at Brown University for an additional year to receive a master's degree. This program is open to those in all concentrations. Up to two courses of the eight required for the master's degree may be completed while the student is an undergraduate. Students must apply using the online application system prior to their undergraduate graduation. A GRE is not required. The A.M. requires passing eight 2000-level Political Science courses, including two research seminars requiring substantial written work, with a grade of B or better. Transfer credits are not accepted for this program. Advisors must be Political Science faculty.

## CONCURRENT BACHELOR'S/MASTERS DEGREES

This option is only open to current Brown University undergraduates who can apply to combine their last year or two of undergraduate study to complete both a bachelor's degree and a master's degree in eight or nine semesters. For more information, contact the Office of the Dean of the College. The application form can be found on the Graduate School's website.

# EVALUATION – ACADEMIC STANDING

The Department will conduct one formal evaluation of students in the Ph.D. program each year. First year students will receive a mid-year evaluation as well as one at the end of the academic year. You will receive a written summary of your evaluation from the Director of Graduate Studies at the end of the Spring semester. Students' academic standing can be classified in four ways: Good, Satisfactory, Warning or Termination. Evaluation information will be sought from:

- Current Course Professor(s)
- Current TA Supervisor(s)
- Thesis Advisor(s)

In conjunction with faculty feedback, the following guidelines will be used as a general gauge on the rate of progress in coursework, teaching and research, however students are reviewed as individuals and any special circumstances are also taken into consideration:

**Year One:** Successful completion of six courses.

**Year Two:** Successful completion of six courses for a total of twelve completed courses. Satisfactory teaching evaluations, if applicable.

**Year Two Summer:** Successful completion of both preliminary exams in August.

**Year Three:** Successful completion of the prospectus seminar including having a three-person faculty dissertation committee and successful prospectus defense by the end of the spring semester. Satisfactory teaching evaluations, if applicable.

**Year Four:** Significant progress in researching and writing of the dissertation. Satisfactory teaching evaluations, if applicable.

**Year Five and above:** Significant progress in researching and writing of the dissertation or successful defense of dissertation. Satisfactory teaching evaluations, if applicable.

The faculty utilize their final faculty meeting of the academic year (in late April or early May) to discuss graduate student progress for status letters. Students in the fourth year and above are advised to submit new research, draft chapters, etc... and/or meet with their advisors prior to the faculty meeting.

## PRELIMINARY EXAMINATIONS

The preliminary examinations are designed to test your knowledge of the theories and substantive debates in the discipline of political science. Graduate students in the Ph.D.

program are required to pass preliminary exams (a comprehensive written exam plus a comprehensive oral exam) in two of the four subfields (American, Comparative, International Relations, and Political Theory), one designated as primary field and the other as secondary field, in August before their fifth full-time semester in the program. Each subfield sets its own expectations for the content of the written exam but all subfields distinguish primary from secondary field students and grading will reflect this distinction. Grading options are: (a) pass with distinction; (b) pass; (c) fail.

Students must complete twelve courses as indicated by grades of B or better on their transcript before taking preliminary examinations, no exceptions. Students must take a minimum of two courses in each subfield that they are taking an exam in. One of these courses must be the proseminar. No student with an incomplete shall be allowed to take a preliminary exam. Students must declare their primary and secondary fields by the middle of their second year.

Exam committees will be set by the Director of Graduate Studies and students will be notified of their examiners several months before the exam. There is one committee per subfield and each exam committee consists of two faculty members in the subfield. It is possible to have an exam committee of faculty that students have not taken courses with. Typically, written examiners and oral examiners are the same, but in some cases due to emergencies or unavoidable conflicts, we may need to change at least one examiner.

Students should expect to meet with the faculty examiners in advance of the exam. Faculty will discuss the expectations for the exam and make clear exactly what range of material students are expected to master. Each subfield will keep a current reading list for students to use as a guide to exam preparation. The reading list should be a guide to core material for the exam but the exam may also cover material from the relevant proseminar and from other courses the student has taken.

Written exams will be in early August, prior to the start of the Fall semester of the third year in the program. Oral exams typically fall within a week to ten days after the completion of the written exam or as soon as possible based on faculty schedules. Staff will coordinate exact exam dates (written and oral) and notify students as soon as possible. Exceptions to this timing may be made with special permission of the DGS for individual students who have a strong research-based rationale (e.g., they must spend the summer after their second year doing fieldwork and are therefore unable to prepare for exams during that period.) Normally the DGS will consult with the student's advisor(s) to confirm the rationale for a research-based exception.

Written exams: Each subfield sets its own expectations for the content of the written exam. Each written exam is eight hours long; students receive the exam at 9:00 am and must submit their completed exam by 5:00 pm. The written exam is open book and open notes but all writing for the exam must be original and new – i.e., no cutting and pasting of previously written notes or material is permitted.

Oral exams: Students are required to take oral exams in both the primary and secondary subfields, with 60 minutes given to each subfield. Both subfield committees meet concurrently with the student for a combined two-hour exam. Immediately following the completion of the oral examination, the examination committee shall meet in executive session to determine an overall grade for the preliminary examination (written examinations plus oral examination). Once a grade has been determined, the committee shall inform the student immediately of this decision.

It is possible to fail one or both of the field examinations. Students who are judged to have failed all or part of an examination will move to warning status immediately and be required to retake the exam(s) in question in December prior to the last official day of class of the fall semester (if the first exam was taken in August/September) or August/September (if the student received an exception and took the first exam the previous May i.e., the end of the spring semester of the student's second year). If a committee determines that the written exam by itself is unpassable, the committee can cancel the oral exam and fail the student. **Both preliminary exams must be passed successfully by the end of the first semester of the third year in the program.**

If a student in consultation with the DGS and their advisor requests to delay taking one or both preliminary exams until December of their third year and is approved, the student immediately moves to warning status for the fall semester and forfeits their chance to retake the exam if they fail either or both exams.

Students who have passed at least one preliminary exam by September of their third year will be permitted to register for the prospectus class (POLS2050). Students who have not passed at least one preliminary exam by September of their third year cannot move forward to the prospectus writing stage and must register for an elective course to remain in active status with the Registrar.

**Failing either or both prelims after taking them a second time or after taking exams for the first time in December is cause for immediate withdrawal from the program.**

## PRIOR TO THE EXAM

Choose a primary and secondary subfield and notify the Director of Graduate Studies by April of your second year.

Obtain reading lists and copies of prior exams from the Graduate Program Coordinator. Each subfield has a reading list for students to use as a guide to exam preparation. The reading list covers core material for the exam but the exam may also cover material from relevant proseminars and other courses the student has taken.

## DAY OF THE EXAM

Written exam process:

- Exams will be given on separate days. Each exam is 8 hours long. Student will receive the exam at 9:00 am and have until 5:00 pm to complete it.
- Each written exam is open books and open notes but all writing for the exam must be original and new – i.e. no cutting and pasting of previously written notes or material is permitted. Exams are expected to be short but concise, less than 25 pages in length.
- Completed exams are to be emailed to the subfield committees and the Graduate Program Coordinator.

Oral exam process:

- After completion of the written exam, each student shall be required to sit for an oral exam with 60 minutes given for each subfield for a combined two-hour exam.
- Exams will be administered by all four faculty examiners (two from each subfield).
- The committee shall meet in executive session to determine an overall grade for the combined written and oral exam process.
- Grading options are: pass with distinction; pass; fail.

## ADMISSION TO CANDIDACY

Once a student passes both preliminary exams, the student is considered to have Advanced to Candidacy and is officially a Ph.D. candidate.

## PROSPECTUS

Before commencing work on the dissertation, the Department requires you to write and defend a dissertation proposal, known as the prospectus. Students are required to write and defend their prospectus by the end of the spring semester of their third year (i.e. their sixth semester). Further information pertaining to the prospectus will be disseminated in the prospectus writing seminar (POLS2050 and POLS2051). Students are required to pass at least one preliminary exam before registering for the prospectus course.

### A. Procedures

#### 1. Selection of the Dissertation Committee

Dissertation committees are a minimum of three faculty members and a maximum of 4 faculty members. The principal advisor must be tenured in the Department of Political Science and a second committee member must be tenured or tenure-track faculty in the Department of Political Science unless you obtain an exception from



the DGS. Other committee members may be from inside or outside the Department of Political Science, even outside Brown University.

The dissertation chair must be identified no later than the middle of the fifth semester (fall semester of year three). Oftentimes, students begin lining up their principal advisors during their second year in the program. By the middle of the sixth semester (spring of the third year), students must have named their two additional advisors for a minimum of three committee members. All committee members are to be provided prospectus drafts for review and feedback prior to the defense.

2. Drafting and contents of the prospectus – please see department website for further details. The prospectus course is designed to further explain the components of a prospectus guide students through the creation of a prospectus. Students should be prepared to read and provide constructive feedback on each other's work in class.

The four basic components are:

- The Question
- Statement of theoretical context
- Research design
- Working bibliography

3. The prospectus defense

Formal approval of the prospectus follows a successful oral defense of the proposal, which shall be advertised in advance and open to Political Science Department faculty and graduate students. Normally, the defense will proceed with the participation of all three committee members. In extraordinary circumstances, the defense may proceed with two examination committee members. If fewer than two committee members are able to attend, the defense must be rescheduled. Prospectus defenses are open to Political Science Department faculty and graduate students only.

- Schedule a date with all of your dissertation committee members, a minimum of two weeks beforehand.
- Notify the Administrative Coordinator, who will help reserve a room.
- Defenses must be held in an on-campus location.
- Provide the Graduate Program Coordinator with the following information:
  - Names of committee members
  - Title of prospectus
  - Date, Time, and location
- Format of the defense:
  - Introductory remarks by the Principal Advisor
  - The student makes a 15 minutes presentation of their project, a brief overview of the prospectus
  - The dissertation committee asks questions and provides feedback
  - Time permitting, fellow graduate students ask questions and provide feedback

- Immediately following the question session, the dissertation committee will ask everyone to leave, including the student defending, in order to meet in executive session to determine a grade. Once the committee reaches a decision, the student is called back into the room and informed of their grade immediately. The committee will inform the DGS of the committee's decision.
- Grading options are:
  - Pass – the committee decides that the prospectus is acceptable as is, and that the student may commence work on the dissertation.
  - Conditional Pass – the committee decides that the prospectus requires additional work prior to final approval. The committee lists concrete suggestions for improvement and a firm deadline for those revisions. The committee will review the updated work and should they approve, a second oral defense is not required.
  - Fail – the committee decides that the prospectus is both unacceptable and unsalvageable in its present form, and the student is required to under the defense process again. NOTE: Close and frequent consultations between you and your committee prior to the scheduling of the defense will go a long way toward eliminating the chances of an outright fail.
- Post-prospectus students are required to meet with their dissertation committee members, individually or together, at least once during each semester until the student graduates.

## B. Contents of the Prospectus

The purpose of what follows is to create a set of shared expectations among both students and faculty about the contents and organization of the prospectus. This statement is not meant to be compulsory, but it should work to the advantage of most students and their advisors.

The prospectus is typically 10-20 pages in length; indeed, the shorter the better, since it is then more easily converted into a formal proposal for external funding. The purpose of the prospectus is to pose a precise question, to set the proposed dissertation topic in an appropriate theoretical context, to allude to the relevant literature, and to describe the proposed research methods. The prospectus is not a legal contract, but a proposal. It is a beginning, the first step in a long journey. As your research progresses, you are almost certain to depart from your prospectus blueprint. Knowledge of this fact should make the exercise a less imposing hurdle. The goal of the prospectus is not to demonstrate that you know all the answers in advance. Rather, it is to establish that the question you intend to address is worth asking, and that your proposed course of action is feasible and potentially valuable in terms of its contribution to knowledge.

A satisfactory prospectus contains four basic components: a question; a statement of theoretical context; a research design; and a working bibliography.

## 1. The Question

"What is the dissertation about?" The prospectus should begin by stating the central question or puzzle that is to be addressed in the dissertation. The question should be phrased precisely, since it will determine what is or is not germane to the dissertation. Whether the puzzle is "Does Marx have a political theory?", "Why are some American regulatory agencies more effective than others?", or "What are the effects of the organization of worker training programs in Sweden, Germany, Japan, and the United States?", it should be stated within the first or second paragraph, and as clearly and succinctly as possible. This is also the appropriate place to identify the general approach adopted in the dissertation: historical, interpretive, quantitative, etc. It is also important to qualify the question in terms of geographical, temporal, and/or substantive scope: What country or countries will be examined, and over what time period? What range of an author's works will be evaluated? What kinds of bureaucratic agencies will be studied? What kinds of effects are at issue (social, economic, political)?

Treat this as an opportunity to state with clarity and conviction exactly what the core of the dissertation will be. Do not get carried away with the need to qualify here; there is plenty of time for that in Part C. This section should be no longer than two pages in length. If it feels like writing an abstract, then it's probably coming out right.

## 2. Statement of Theoretical Context

This part of the prospectus addresses the frustrating but important question, "so what?" In other words, why should one devote a thesis to the question set out in the preceding section? An effective answer requires two distinct arguments. First, you should provide a well-focused summary of the current debate(s) in your chosen subfield. This will allow your committee to see how you situate your project in the existing theoretical literature. Second, you should outline in precise terms the specific contribution(s) your dissertation will make to the subfield. If you believe you are studying a neglected yet significant subject, specify what of substance has been missed, and how your study will fill the gap. If you are building on an important literature in the field, say what has been achieved, and how your proposal adds to it. If your proposal is a case study or a comparison of multiple cases (countries, policy areas, etc.), this is an appropriate place to justify your selection of cases with reference to theory.

Five or six pages should suffice for this part of the prospectus, although in cases where the resolution of contending interpretations is an especially important part of the thesis, a bit more detail is appropriate. Whatever you do, do not set out to review the literature in depth here. Instead, write this part on the assumption that both you and your committee are familiar with the field.

### 3. Research Design

This part answers the question, "How will you answer the question set out in Part A?" Part B showed that the game is worth the candle; Part C must show that you will, in fact, finish the contest with some answers in hand. Depending on the field, this part will cover different elements, but all will need to address the following: What do you intend to do, and what does each step contribute to the project as a whole? In what order do you intend to proceed? If your investigation is empirical, what sort of evidence will you consider? If theoretical, what material will you cover and what will you do with it? Are you planning to do library work, field work, and/or quantitative analysis?

Obviously, you will not know everything you would like about this part at the time you have to defend your prospectus. But you should be able to provide your best, educated guess. In the end, your committee will be looking for evidence that (1) if everything goes according to plan, you will be able to complete a satisfactory dissertation, and (2) there is a reasonable chance that everything will in fact go well.

Six to ten pages should be enough to cover this material. You should try to provide the following sorts of information:

**Data:** What will be the raw material for your analysis? How do you propose to obtain it? Any information you can provide that pertains to reading, coding, interviewing, observing, and the like is helpful. **Feasibility:** Is there adequate data or other materials available? Do you know where to find it? Can you obtain it? Do you possess the necessary linguistic and/or quantitative skills, if relevant? Do you have any preliminary hunches or results with which to substantiate your claims?

**Selection of Method:** If there are other obvious ways to investigate your topic, why is yours preferable?

**Chapter Summary:** Even at this earliest of stages in the dissertation, it is helpful to construct a chapter-by-chapter organization of the project, however provisional. This will communicate to your committee the relative importance you attach to various aspects of your investigation, and the structure with which you will offer answers to your central thesis.

**Timeline:** How long do you expect various parts of your proposed research to take? Is there a part of it which is already substantially completed?

**Funding Sources:** If appropriate, specify the granting/funding agencies to which you have applied or intend to apply in the near future.

4. Working Bibliography- This is self-explanatory, but essential.

C. Extension of Candidacy

It is University policy that the dissertation should be completed within five years of advancing to candidacy. A few students require more time. In those cases, candidacy may be extended where the faculty believes the student will finish and accepts the reasons for delay. Annually the Graduate School will remind active students whose candidacy is about to expire that they must write to the DGS, explain why they are taking so long, and request an extension if they intend to finish. If the DGS, after consulting with the principal dissertation advisor, believes an extension is justified, s/he will make a formal request to the Graduate School. Extensions to seven years may be granted by the Graduate School; extensions longer than seven years require a vote of the Graduate Council.

## DISSERTATION

The dissertation is a substantial work of original scholarship usually ranging in length from 200 to 450 double-spaced pages. In special cases and with the permission of the dissertation committee, students may submit a dissertation consisting of three or more individual papers instead of a single book-length project.

In the year the student plans to graduate, students are required to submit a full draft of the dissertation four weeks prior to the expected defense date.

Students should plan to defend at the latest a few days to a couple weeks before the final submission deadline to allow for final edits. Graduate students are eligible to have degrees conferred, and to receive their diploma, at three different times over the course of the academic year.

**October:** For students who complete their degree requirements the preceding summer term. Deadline: October 10, 2021

**February:** For students who complete their requirements the preceding fall term. Deadline: January 14, 2022

**May:** For students who complete their requirements over the preceding spring term. Deadline: May 1, 2022

For the written format of the Dissertation: Refer to the graduate school website for details.

In order to schedule a Defense Date:

- Obtain *written* approval from committee for moving forward to the defense
- Establish date ONE month in advance
- Confirm availability of your dissertation committee
- If in-person, defenses must be held in an on-campus location, most often 111 Thayer Street or virtually via zoom.

- At least two weeks prior to the defense, complete a Dissertation Defense Info form available on the Graduate School's website, have the DGS sign it, and submit it to Barbara Bennett in the Graduate School
- Provide the following information to the Graduate Program Coordinator for advertising:
  - Date, time and place of dissertation defense
  - Dissertation Title

After successful completion of dissertation defense, candidates must submit all required forms to Barbara Bennett at the Graduate School and review the on-line submission and completion steps carefully. In addition to that, e-mail a copy of the final version of the dissertation to the Graduate Program Coordinator to be bound and added to the department library. You may [order your own bound copies through the Bindery](#) at The Rock library.

## FINANCIAL SUPPORT

The Graduate School offers incoming doctoral students [five years of guaranteed financial support](#), including a stipend, tuition remission, a health-services fee, and a health-insurance subsidy. (This financial support applies to both domestic and foreign students admitted to doctoral programs.) The Graduate School also offers incoming doctoral students four summers of support. The Ph.D. program requires two semesters of teaching assistantship. It may be possible that graduate students take on additional semesters of teaching assistantship. Fellowship opportunities are available. A standard funding package includes one to two years of fellowship and three or four years of Teaching Assistantship. Standard appointments are listed below.

**Year One:** First year fellowship. No teaching.

**Year Two:** Teaching Assistantship (except where other fellowship support is available.)

**Year Three:** Teaching Assistantship (except where other fellowship support is available.)

**Year Four:** Teaching Assistantship or internal fellowship for dissertation writing and research (must be applied for during the prior year). Students apply for an internal dissertation fellowship in year three or four (not both) for the following year (except where other fellowship support is available.)

**Year Five:** Teaching Assistantship or internal fellowship for dissertation writing and research (must be applied for during the prior year). Students apply for an internal dissertation fellowship in year three or four (not both) for the following year (except where other fellowship support is available.)

**Year Six:** Teaching Assistantship, provided the student is in Good standing (except where other fellowship support is available). Students must complete a [Dissertation Completion Proposal](#) (DCP). Other fellowship opportunities are available but must be applied for during the preceding year. DCP applications are discussed in January of the student's fifth year.

**Year Seven:** In a normal year, no stipend support will be given beyond the sixth year. This is currently under review for those delayed due to COVID-19. Students may submit a Dissertation Extension Proposal (DEP) to request tuition, health insurance and a health service waiver. DEP applications are discussed in January of the student's sixth year.

## TEACHING ASSISTANTSHIPS

To qualify for the Ph.D., a graduate student must acquire teaching experience under the supervision of a faculty member in both his/her main field of expertise and in a second field. A minimum of two semesters is required.

Prior to the start of each semester, the Graduate Program Coordinator will send a list of available TA assignments asking for your top three or more preferences of undergraduate lectures you would like to TA for. Every attempt will be made to match students with their preferences.

Holding more than one TAship at a time or more than one appointment (in the same semester) is specifically and directly prohibited by the Graduate School.

International students are required to complete English language proficiency training and certification. This process is managed by the [English for International TA program](#) (EITA). That office will contact new TA's for an evaluation prior to the start of the teaching appointment. Students are required to score a Level 1 (certified for complete responsibility for a course) or Level 2 (conditionally certified for lab, discussion, or recitation section) which indicates a proficiency in English sufficient to teach discussion sections. A score of Level 3 (conditionally certified for lab supervision without responsibility for discussion or recitation section) or above means the student cannot teach discussion sections and is grounds to change their status to Satisfactory. In such cases, students are then required to take English for Internationals (EINT) courses to improve teaching and language skills before retaking the test to obtain a Level 1 or 2.

Final TA assignments are not confirmed until enrollments settle following add/drop period.

Consensual relationships: The Department strongly encourages all teaching assistants to conduct themselves in a responsible and appropriate manner with all students under their supervision. Any inappropriate behavior on the part of a teaching assistant is grounds for

termination from the program. Please read carefully Brown University's general policy statement governing "consensual relationships".

## TEACHING RESPONSIBILITIES\*

\*May vary depending on the professor

- Attend all undergraduate lectures.
- Lead up to two 50-minute discussion sections of up to 25 students per section\*.
- Hold regular office hours of two hours per week.
- Grade papers and exams for not more than 50 students.
  - Papers must be handed back in class.
- Post assignments, course content, etc. on Canvas, as requested.
- Remind students at the end of the semester to complete teaching evaluations online.
- Spend no more than an average of 20 hours per week on this appointment.

\*Regardless of the total lecture enrollment, Teaching Assistants are responsible for no more than 50 enrolled students per course with no more than 25 students enrolled in each discussion section.

The Department strongly urges all of its graduate students to contact the Harriet W. Sheridan Center for Teaching and Learning and to make full use of its programs, literature, and seminars. ([http://www.brown.edu/Administration/Sheridan\\_Center](http://www.brown.edu/Administration/Sheridan_Center))

## TEACHING EVALUATIONS

Teaching Assistant evaluations are done online as part of the course evaluation. At the end of the semester, Teaching Assistants should remind undergraduates to complete the online evaluation and give them your full name, first and last. It's remarkable that even by the end of the semester, undergraduates can be unsure of their TA's name. Undergraduates select their TA from a drop down list. Some undergraduates will invariably select the wrong TA. There is no way to change or swap comments from one TA's evaluation to the next. TA's can read their evaluation scores and comments online in EvaluationKit after the end of the semester.

A TA's responsibilities and teaching is an important piece of graduate training. Therefore, it is evaluated as part of the annual status letter. Currently, the TA evaluations process is under review. Updates to this process will be announced for 2021-22.

Students interested in further pedagogical training and independent teaching experiences are welcome to explore the following resources and programs:

- [Sheridan Center workshops and Certificate programs](#)
- [Summer@Brown teaching opportunities](#) in the School of Professional Studies



- [Deans' Faculty Fellows Program](#)
- [Brown/Wheaton Faculty Fellows Program](#)

## TEACHING AWARD

The P. Terrence Hopmann Award for Excellence in Teaching was created to honor the outstanding work of a Teaching Assistant.

Terry Hopmann, Professor Emeritus and former Chair of Political Science, retired in 2008 after more than 25 years of dedicated service to Brown University. He was known for his tireless commitment to the students of Brown, both graduates and undergraduates. This award is a tribute to his innumerable contributions to students of all ages during his tenure with Political Science.

The Graduate Affairs Committee will select winners based on section leader evaluation scores and comments, and nominations by the students' faculty instructor. This award will be given to a minimum of one student per semester. Award winners will be announced after each semester ends. Students cannot win in consecutive semesters. This award carries a cash prize of \$250.

## UNIVERSITY DISSERTATION FELLOWSHIPS

University Fellowships (internal fellowships) are available competitively to Graduate School funded dissertation-level students, those engaged in the research and writing of their dissertations (i.e. post-prospectus fourth and fifth year students). Students should apply in either their third year in order to have the fellowship in their fourth year or apply in their fourth year in order to have the fellowship in their fifth year in the program. This is a one-year fellowship for either the fourth or fifth year, not both.

Dissertation fellowships may be awarded for either one semester or a full year.

Students who have not yet defended their prospectus may apply; however, awardees must have defended their prospectus by mid-August or forfeit the award.

The deadline to apply is **April 1** for support in the following year. (If there is a deadline change due to a three-semester academic year, you will be notified.) Students should submit an application to the Graduate Program Coordinator which includes the following:

- A personal statement describing how exactly the dissertation fellowship will be used, why it is crucial to your research, and why you need one semester or two to accomplish it

- An up-to-date vitae
- A current unofficial transcript (a printout from Banner is sufficient)
- A one-page (maximum) abstract
- A copy of your (draft) prospectus
- A letter of evaluation (not recommendation) from your advisor indicating the strengths and weaknesses of the proposed project and your ability to carry it out/preparedness to start the research and likelihood it will be completed within the proposed time frame

The DGS and the Graduate Affairs Committee will review applications and notify students.

## INTERNATIONAL TRAVEL

Any students traveling internationally sponsored by Brown University, that is, their international travel is either fully- or partially-funded by the University, must review Brown University's international travel information. This would include when traveling internationally for field work, conference travel, etc. including personal travel.

<https://www.brown.edu/about/administration/insurance/international-travel-information>

Students must register their international trip with TravelSafe – Brown's international travel registry. <https://travelsafe.brown.edu/my-travel-plans>

After a trip is planned, login to [TravelSafe](#) to register the itinerary and emergency contacts to help the University account for their well-being and provide assistance in the event of an emergency. If you have questions, contact the [Office of Global Engagement](#).

TravelSafe Benefits:

- Ability to enter itinerary and emergency contact details in secure electronic platform via your Brown login.
- Serves as a conduit to apprise international travelers of important information including travel advisories from the U.S. Department of State (DOS).
- Provides a direct upload of travel details to activate the benefits of Brown's emergency assistance provider, International SOS—a free service to all Brown travelers.
- Completion of necessary travel waivers/acknowledgments online.

## GRANTS

For help finding grants, writing and submitting grants, etc. contact Brown's Social Science Research Institute, SSRI. <https://www.brown.edu/initiatives/social-science-research/>

# PROFESSIONALIZATION TIMELINE

**Graduate Professionalization Seminars** every year – The graduate program offers two to four seminars per year on a wide range of topics from tips on various stages throughout the PhD to the job market to what's current in each subfield. All students are encouraged to attend. Seminars are announced at the start of each semester.

**Department Job Searches** almost every year – Most years the department has at least one formal faculty job search if not more with job candidates brought in during October and November. Graduate students have always been invited to the job talks, but as of 2012, students are \*expected\* ie required to attend regardless of subfield. There are two reasons for this expectation. The first is that seeing talks like these is a tremendously important part of students' intellectual development and professional training. For everyone, it's important to make the most of opportunities to engage the work of scholars from beyond Brown. For students, it's especially crucial. The second reason is that the faculty want student input on hiring decisions. Opportunities for involvement include: (1) attending the talks; (2) signing up and meeting with the speakers for coffee and informal conversations (there will be time set aside for a small group of graduate students to meet with the candidate); (3) signing up to escort the candidate to all their appointments for the day; and (4) convey your views of the various candidates to the Department Chair in the form of a group memo that summarizes the main thinking (registering diverse views where appropriate.) It will be circulated to the full faculty so that student voices can be formally incorporated into the deliberations. Students should select one or two volunteers to coordinate the memo. Sometimes this is done by the graduate representative, other times it is done by a representative from the subfield the search is in.

The Department Manager will send out announcements including names, CV's, talk titles, dates/locations of talks and invitations to volunteer for breakfast, small groups, and as escorts.

## **First Year**

- Discuss with your adviser and other faculty your course plans for the first two years. Your coursework should encourage breadth of study and help you prepare for your preliminary exams as well as help you to determine a dissertation topic.
- Consider attending a regional conference to observe how to present a paper, serve as a discussant, and be part of a panel. The New England Political Science Association, the Northeastern Political Science Association, and the International Studies Association Northeast often have their annual meetings in or close to Providence.

## **Second Year**

- Submit a paper proposal to a conference. This might include a master's thesis, a particularly strong seminar paper from your first year, or co-authored work. Potential meetings include the American Political Science Association, Midwest Political Science Association, International Studies Association, Association for Political Theory, Latin American Studies Association, and the African Studies Association, among others.
- Begin identifying external fellowships that you are eligible for and start drafting applications in the spring. Many fellowship applications are due a year to six months in advance; this means that in order to win an external fellowship for fieldwork in your fourth year, for example, you will have to apply in the fall of your third year. After you have drafted a polished application, submit it to your adviser for feedback. Finally, ask for references well in advance (3 months prior to the deadline) for letters. Contact SSRI for grants help.

## **Third Year**

- If you have a polished seminar paper and/or co-authored project, consult with your advisers and consider submitting it for publication. As you prepare to defend your prospectus by the end of the year and start to focus on the dissertation, begin to finalize any side projects.
- Continue to attend and submit paper proposals to conferences.

## **Fourth Year**

- Focus on the dissertation.
- Continue to attend and submit paper proposals to conferences. You might also consider organizing a panel.
- Identify pre- and post-doctoral fellowships you are eligible for and consider applying in your fourth/fifth/sixth year or sooner.

## **Fifth Year (or Fourth Year depending on when you plan to graduate)**

- As you continue to work on the dissertation, start to prepare a stand-alone journal article based on your dissertation. Present the paper at workshops on campus (such as the Development and Governance Seminar, the Graduate Political Philosophy Workshop, or the Comparative Politics and International Relations Workshop). Prior to submission, send a polished version to your adviser for feedback and consult about which journal to send it to.
- Consider enrolling in Teaching Certificate III with the Sheridan Center. In this year-long professionalization seminar, you will draft a teaching portfolio, including a teaching philosophy statement, sample syllabi, sample assignments, and a statement of teaching interests. By the end of the year, you will have a draft teaching portfolio for the job

market. A teaching certificate is especially relevant if you want to apply for a Deans' Faculty Fellowship for your sixth year.

- In the spring of your fifth year (or fourth year depending on when you plan to graduate), prepare for the job market in the coming fall semester. Consult with your adviser and committee members. Draft your C.V., cover letter, research statement, and teaching portfolio. Polish your job market paper. Continue to revise these documents throughout the summer.

### **Summer Break Before Final Year**

- Identify fellowships and tenure-track positions. Create an excel file listing the departments and positions you are applying to. Send this file to your committee and the DGS. Consult with your adviser about your job market strategy and types of positions you are interested in applying to.
- If you receive an invitation for a job talk, schedule a practice job talk with the department. Invite faculty, post-docs, and graduate students.

## **ACADEMIC POSITION PLACEMENT**

The recommended service for sending job application information is [Interfolio](#), an online file management service. Brown University's CareerLab partnered with Interfolio in 2009. [CareerLab](#) also offers helpful information on the job market process.

In July or early August for the academic job market, request confidential letters of recommendation from three or four faculty members. Enter their emails in Interfolio. Faculty can then upload their letters directly.

The Graduate Program Coordinator will provide you electronic letterhead for cover letters. Do not misrepresent yourself. Cover letters should be no more than two pages.

If you would like your profile added to the PhD Job Candidates webpage, please send updated information (bio, CV, photo) to the Administrative Coordinator.

**BE MINDFUL OF DEADLINES – DO NOT WAIT UNTIL THE LAST MINUTE**

## **THE ACADEMIC JOB MARKET**

### **General Advice**

- Plan to submit your job market materials to the department Placement Director by July 15<sup>th</sup> to allow time for feedback and updates to your materials.

- During the summer, begin checking the job boards on the website of the American Political Science Association. Create a spreadsheet listing the positions you plan to apply to, including deadlines, application materials, job description, and contact information.
- Create an Interfolio account.
  - Many departments with open positions use Interfolio, although some will still request that materials be sent via email.
- Save money. You will have to pay for an Interfolio account and for every application you submit via Interfolio. Depending on how many positions you apply to, you should plan to spend \$50-200.
- Polish and proof-read all documents. Make sure you use the same format and font in all documents.
- Ask the Graduate Program Coordinator to add you to the PhD's On the Job Market webpage. Update your CV, bio, and have a professional looking photo for the website.
- Tell the Graduate Program Coordinator what type of job you're applying for (tenure-track, postdoc, private sector, etc.) and your search area (in or outside the US, widely or in a specific region, etc.) to be announced at the first faculty meeting of the year.
- List your name on all documents including the writing sample.

### **Cover Letter**

- Begin drafting your cover letter several months in advance. There are many samples and advice available at [The Sheridan Center](#), [Vitae](#), [The Professor Is In](#), as well as books such as [The Academic Job Search Handbook](#). Many of these sources provide more information on the structure and content of the cover letter.
- The cover letter should be on university letterhead which you can request from the Graduate Program Coordinator. Do not misrepresent yourself as anything other than a Ph.D. candidate.
- It should be clear, free of jargon, and easy to skim. Keep in mind that the search committee will be going through the letter quickly. Your research and its contribution should be clear to those outside of your subfield.
- Proof-read; your letter should be free of errors. Ask multiple people to proof it as well.
- Identify the position you are applying for (the exact name of the search). Some departments have more than one job posting.

### **C.V.**

- Many of the sources cited above regarding the cover letter also provide samples and advice on the C.V.
- The C.V. should be easy to read and make clear your accomplishments in order of importance. It should be easy to skim.
- Proof-read; as with your letter, your C.V. should be error-free.

### **Writing Sample**

- If you have a publication, submit that as your writing sample.

- If you do not have a publication, submit your job market paper based on your dissertation. Do not submit side-projects or co-authored papers.
- Include an abstract which is free of jargon and clearly communicates the question, argument, findings, and contribution of the paper.

### **Recommendation Letters**

- Plan to submit your latest dissertation chapters/drafts/edits in early to mid-summer to allow them to review before they write the recommendation letter.
- Ask faculty for recommendation letters early. If you do interviews at APSA, sometimes your application including letters has to be in by late August.
- Job applications require at least three letters. It can be helpful to have more than three letter writers.
- Faculty write one general letter for all applications. They do not write custom letters for each place you apply to. This is standard procedure in the industry.
- Send your reference letter writers a spreadsheet listing the positions you are applying to. Keep them updated as this list expands or changes. Your committee should be aware of the positions and fellowships you are applying to. Ask them to call anyone they know at the school you're applying to on your behalf.
- Make sure your references have your polished application packet, including your C.V., cover letter, research statement, writing sample, and dissertation abstract.

### **Teaching Portfolio**

- Some, though not all, departments ask for a teaching portfolio. Of these, some only ask for parts of the teaching portfolio, such as the teaching philosophy statement, sample syllabi, or course evaluations. Consider enrolling in Teaching Certificate III at the Sheridan Center the year before you plan to be on the job market. By the end of the seminar, you will have a full draft of a teaching portfolio.
- There are many samples and advice on the teaching portfolio and its contents at The Sheridan Center, [Vitae](#), and [The Professor Is In](#).

### **Practice Job Talk / Interviews**

- If you are on the job market, you are required to give a formal practice job talk early in the fall semester. It will be recorded for your review afterwards. It will be scheduled so that most, if not all, of your committee can attend. All department faculty and graduate students are invited. Their feedback can be invaluable for improving your talk.
- If you receive an interview, you may schedule a second practice job talk with your advisor and invite colleagues.
- Practice, practice, practice.

# DEPARTMENT RESOURCES

Political Science graduate students have a suite in 111 Thayer Street on the first floor, room 129.

**\*\*For 2020-21, suite and building access is by approved request for certain time blocks only. Community spaces, kitchens, and water dispensers are closed and cannot be used.\*\***

## **When full building access resumes:**

- 111 Thayer Street is open from 8:00am to 8:00pm. Nights, weekends, and holidays, the building is card access. You will need to swipe your Brown ID to enter the building. First year students, building card access will be granted after you are approved for building access.
- Suite 129 is card access at all times and only accessible by political science graduate students and staff.
- In a normal year, workspace carrels are assigned in September by seniority. For 2020-21, only those with approved grad suite access under the building access plan will be allowed to use the suite and only the room and hours they are assigned.

In normal times, contact the graduate representative if you'd like a carrel. The open area when you walk in has 12 carrels each with a lockable bin. Each bin has a different key. Please do not lose the key. Rooms 123, 124, and 125 have four work spaces per room each with a shelf and a file drawer for storage.

- Resources in the main work area include:
  - Mailboxes are against the wall to the right as you walk in. They are alphabetical horizontally from the top left. Please empty your mailbox regularly. This is for your *professional* use only. The mailroom is not required to deliver personal mail to departments. The delivery address is Box 1844, 111 Thayer Street, Providence, RI 02912.
  - Copy machine: the code is 4321 ID. This is for your *professional* use only. It is strongly recommended that you print directly to the copier rather than the printer.
  - Printer. This is for your *professional* use only.
  - Paper is available from the third floor room 350. This is for your *professional* use only.
  - If you see that toner is running low, please email Deirdre Foley.
  - If you need help connecting your laptop to the copier or printer, please email our department CIS liaison Sherie Simino (formerly Sherie Josephson), at [Sherie\\_Simino@brown.edu](mailto:Sherie_Simino@brown.edu).
  - Farther down the hall, there is a mini-fridge, microwave, hot water kettle, and Keurig for your use. As community spaces, these areas are student owned in that you are responsible for keeping them clean and presentable. Mice can be an issue especially if



crumbs are about – contact Deirdre Foley if you see mice. Don't forget to throw your leftovers away.

- Filtered water is available in the second floor common rooms. There is a water pitcher available for this. The Keurig requires filtered water.
- Food containers should be disposed of in any bathroom trash or the second floor common rooms ONLY. Bathroom and kitchen trash are emptied nightly. All office trash bins in the suite are only emptied twice a week.
- Room 128 is the resource room. It features a group meeting table. There is a resource computer with an attached scanner for your use as well as four shelves of borrowable books, one shelf per subfield, and binders for preliminary exam preparation. You may borrow any of the books but please do not mark them up. Books must be returned within 48 hours. Each subfield is alphabetically organized by author last name. The shelves are marked with subfield title. Alumni dissertations are on display for reference.
- Room 126 is the seminar room. It is for group meetings and has a screen for presentations as well as a chalkboard. Bring a laptop to connect to the tv. This room can be reserved in advance for meetings through google calendar.
- **These are shared spaces so please keep them tidy!**
- Office hours for Teaching Assistants can be held in a designated TA office on the third floor as long as a room(s) are available, or in a local café or the library. Signups for the third floor offices is via a shared Google Spreadsheet (circulated at the beginning of the year by the Grad Rep). If you hold office hours in 111 Thayer, you must end by 4:30pm. Undergraduates are not allowed in the graduate suite and office hours cannot be held in the suite.
- Building events: As much as everyone likes a free meal, do not take food from events you are not attending. The Watson Institute holds many events throughout the year where they offer food as part of the event. If you are invited and are attending the event, absolutely partake in what is offered otherwise the food is off-limits. As political science graduate students, you become known and are held to a higher standard than random undergraduates who enter the building. If your budget is stretched and you are in need of a meal, please contact Maria Suarez. She has food passes available for the dining halls.

## TRAVEL REIMBURSEMENT

Conference Travel - check the University's travel policy before planning any trips.

- Students who have been invited to present papers at academic conferences can apply to the Graduate School for up to \$650 to cover related travel expenses and can be used for multiple conferences or until exhausted. **Pre-approval is**

**required.** You must complete the Conference Travel Application Form online in advance and submit it at least one month **before traveling**. Please see the [Graduate School's Handbook](#) for exact details.

- Once you have applied for funds from the Graduate School, you may apply for up to an additional \$250 in conference travel funds from the Political Science Dept to either to present at a second conference or supplement the first conference if the total cost of attending that one conference is more than \$650. These funds are limited and available on a first-come first-serve basis.
- Additionally, the Political Science Dept offers \$250 per year first-come first-serve to either present or attend a conference. This can be combined with the first \$250 to present at one conference.
- No more than 30 days after travel, email all scanned forms, approvals, proof of presenting, and receipts to the Political Science Department Manager for reimbursement. **Those submitted after 45 days will NOT be reimbursed.**
- International receipts must include currency converter printouts showing the conversion to USD on the date of the transaction.
- All reimbursements, no matter what department is providing the funds, must be submitted to the Political Science Department Manager.
- Please note: if you rent a car while on a research trip, Brown will only reimburse if you rent from **National** or **Enterprise** car rental companies.

#### Research Travel

- The Graduate School uses the [Doctoral Research Travel Grant](#) and the [Joukowsky Summer Research Award](#) program to supplement outside awards that are related to research travel. Students who are conducting research, traveling, or performing other academic activities off-campus may apply for these grants. See the Graduate School's website for deadlines.
- An award from this program can only be used to supplement dollar-for-dollar non-Graduate School awards related to research travel and up to a maximum of \$1,800 per academic year. Travel funds are limited, and awards are given out each year until the fund has been exhausted.
- To apply for a research travel grant, see the Grad School's website and/or Handbook. The application is available online.

#### International Travel Fund

- The Graduate School's [International Travel Fund](#) provides funding for graduate student conference presentations and research studies abroad.
- Awards range from \$200 to \$1,000. Funding decisions are based on the distance traveled from the US, the budget requested and the availability of funding.
- One award per student per year (July 1 to June 30).
- May be used in conjunction with other Graduate School travel awards. Funds are considered internal, not external awards.
- Applications must be received at least one month prior to travel.

- To apply for a research travel grant, see the Grad School's website and/or Handbook. The application is available online.

## CHANGE IN STATUS

Student completes the appropriate Leave of Absence Request form in UFunds. The Department Chair and the program DGS will approve the leave request through UFunds to indicate awareness and approval of the leave request. The completed form will be reviewed by the Graduate School, with approvals made by the Associate Dean of Academic Affairs.

### Leaves of Absence

Medical Leaves - A student experiencing difficulties with their health should consult with the Associate Dean of Student Support (as well as University Health Services and/or Counseling and Psychological Services). Students may request a medical leave at any time. Medical leaves are available only to students whose academic standing permits them to continue in the degree program when they return from leave (students on warning status may have their request for leave denied).

## RESOURCES FOR SUPPORT

There are a variety of offices you may wish to contact for support and well-being while at Brown. Here are some of those resources.

**Academic Support** – If you have a disability or other condition that might require academic accommodation or modification of any course procedures, please speak with the Director of Graduate Studies (DGS). As part of this process, you should be registered with Student and Employee Accessibility Services (SEAS) and provide the DGS with an academic accommodation letter from them. For more information, contact SEAS at (401) 863-9588 or [SEAS@brown.edu](mailto:SEAS@brown.edu).

**Student and Employee Accessibility Services (SEAS)** coordinates and facilitates services for students with physical, psychological, and learning disabilities, and temporary injuries (20 Benevolent Street, 1<sup>st</sup> Floor).

**Counseling and Psychological Services (CAPS)** provides free confidential counseling (J. Walter Wilson, Room 516, 401-863-3476). CAPS offers Saturday appointments for graduate students from 9:00am to 4:00pm during the academic year at Health Services, 13 Brown Street. CAPS offers emergency support 24/7 if needed through (401) 863-3476 or by calling the Department of Public Safety at (401) 863-3322 and asking for CAPS on call.

**Maria Suarez, Associate Dean of Student Support in the Graduate School**, is dedicated to serving master's and PhD students (Horace Mann, room 110, [maria\\_suarez@brown.edu](mailto:maria_suarez@brown.edu), 401-863-1802. If you are having financial difficulties, Dean Suarez will confidentially discuss Brown's available financial resources.

**Health Services** offers medical appointments and flu vaccines. Brown ID required. Call ahead to schedule. Additional weekend appointments can be made but availability is limited. (401) 863-3953. This office also offers 24/7 nursing advice if you call (401) 863-1330. If you have the flu, report it online through Health Services FluWeb. Report missed class time, needs for assistance, and review symptoms through this website.

**Emergency Medical Services (EMS)** – if you are in need of emergency medical treatment due to sudden sickness or injury, please call (401) 863-4111.

**Sexual Harassment & Assault Resources & Education (SHARE)** is a confidential resource on campus to provide support to any student (undergraduate, graduate, and medical students) affected by issues or experiences related to: sexual assault, sexual and/or gender-based harassment, domestic/dating violence, relational abuse, and stalking. [share@brown.edu](mailto:share@brown.edu), (401) 863-2794.

**Confidential Sexual Assault Line** connects students with confidential crisis support and information. SHARE advocates along with CAPS clinicians serve as 24-hour on-call clinicians for this line. (401) 863-6000.

**The Brown University Ombudsperson, Julie Weber**, offers a confidential, informal, neutral and independent place for faculty, postdocs, medical students, graduate students, and staff to bring concerns arising from or affecting their work at Brown. This can include but is not limited to: Working with an advisor; dealing with conflict; navigating your way through bureaucracy, raising concerns about misconduct – academic, financial or research; finding next steps when communication has broken down; having a confidential, information conversation with an impartial, independent person about issues – big or small. [ombuds@brown.edu](mailto:ombuds@brown.edu) (401) 863-6145.

**The Chaplains Office** is located on the 4<sup>th</sup> floor of J. Walter Wilson and can be reached at (401) 863-2344. Religious life at Brown is wide-ranging and accommodating for students of all faiths. The multi-faith chaplaincy on campus works to ensure that all beliefs can find a home on campus. Manning Chapel, Brown Hillel, and the Brown Muslim Student Center represent some of the more established centers for religious services at Brown. In addition, there are frequent meetings of fellowship and spirituality groups throughout campus.

**The Samaritans of Rhode Island**, a suicide prevention resource center, has a hotline at (401) 753-7936.

**Sarah Doyle Center for Women and Gender**, founded in 1975, was named in honor of the prominent Rhode Island educator, Sarah Doyle. The SDWC welcomes women and

men who have interests in issues of gender and in issues that concern women in particular. The Center offers a variety of services and programs, as well as meeting space for university and community groups. The SDWC houses an art gallery, a darkroom, an extensive library and resource center, and a student lounge. It is a welcoming place on the Brown University campus. 401-863-2189

**Brown Center for Students of Color (BCSC)** serves as a gathering place for communities of color. Students are encouraged to build meaningful relationships across difference, develop racial and ethnic consciousness, and enact change at Brown and beyond. The BCSC advances the University's mission of *educating and preparing students to discharge the offices of life with usefulness and reputation* by empowering students of color, cultivating leadership, facilitating critical reflection, fostering informed action, and promoting social justice. [BCSC@brown.edu](mailto:BCSC@brown.edu) 401-863- 2120

**LGBTQ Resource Center** is to affirm the existence and development of LGBTQ individuals at Brown, and to support a strong and welcoming community among them and allies within the larger institution. Located in the Stephen Robert '62 Campus Center.

**Department of Public Safety** is responsible for the safety and security of students, staff, faculty and guests and governed by its Code of Ethics. The department philosophy places an emphasis on such community policing practices as prevention, problem-solving, and joint police-community responsibility. The department attempts to fulfill its mission through interactive patrol as well as through community education.  
401-863-3322

## MISCELLANEOUS

Responding to emails: Students are expected to respond to time-sensitive emails and check-in emails from the faculty and the department within 48 hours of receipt. When you do not respond, faculty contact the DGS and that raises alarms. In turn the DGS would reach out to the Graduate School and they would then arrange a wellness check.

Invitations: Students should rsvp to all google calendar invites whether its yes, no, or maybe. If you respond 'yes,' though sometimes something comes up, you should make every effort to attend. This is your professional reputation.

Curriculum Vitae and Bio: All Political Science PhD students' names and photos are displayed on the department's website. If you would like your CV and/or personal website published as a link from your name, please send the document to the Administrative Coordinator for publishing.

Twitter: If you have a twitter account, you can send the link to Deirdre Foley to add to your bio.

Social Media: Please keep in mind that your social media presence is part of your online brand. Your professional and personal purposes are linked. Nothing posted online is private. Be mindful of what you post.

Graduate Student Liaison: The person holding this position acts as a liaison between the Graduate Affairs Committee (GAC), faculty and students. S/he is expected to meet regularly with students to solicit their input, plan events for the Political Science graduate student community, and to attend GAC and faculty meetings upon request. They are also responsible for sign-up sheets for TA office hours, assigning carrel space in the graduate suite, ensuring students attend the group meetings with Dept job candidate appointments, and coordinating the students written review of job candidates.

#### Payroll Direct Deposit

- Please sign up for direct deposit in Workday. It takes a month to go into effect.
- Go paperless for paycheck stubs! Sign in to Workday and select to go paperless.
- Any reimbursements will be directly deposited.

Save I-9 pink slips. Do not lose them! If you have not yet completed your Employment Eligibility Verification Form (I-9), you must first complete verification that you have read and received the Academic and Student Conduct Codes. Then for the I-9, go to Human Resources in the Brown Office Building (BOB), 3<sup>rd</sup> floor, 164 Angell St.

Proof of enrollment: Order online through the Registrar's Office website under Academic Records – [Enrollment/Degree Verifications](#).

## SMOKING POLICY

*[Policy: 20.064](#)*

### *No Smoking in University Buildings*

For reasons of public health, and in compliance with RI law, people may NOT smoke indoors in any building at Brown University. This prohibition extends to all public areas, including but not limited to lounges, hallways, lecture halls, classrooms, conference rooms, rest rooms, rental space, private offices, and sports arenas. In addition, smoking is prohibited in all residence halls and dining facilities. Electronic cigarettes (e-cigarettes) are included in this University prohibition.

### *Guidelines for Determining Outdoor Smoking Areas*

People are permitted to smoke outside, at a distance of **at least 35 feet from the entrance** to any University building, provided that there will be no migration of smoke into a University building or property including vehicles. If smoke is still able to migrate into University buildings or vehicles, people must smoke at a further distance.

## INFORMATION FOR INTERNATIONAL STUDENTS

### *Office of International Student and Scholar Services(OISSS)*

Ph: 401-863-2427, Fax: 401-863-7543 J. Walter Wilson Bldg, Suite 510, 69 Brown St. Please utilize this office as a resource for information. Their website is updated regularly to offer a wide range of topics useful to international students and scholars. Their office and website will also provide you information about all the topics mentioned here.

### *Payroll Office*

The Payroll Office also has some important information regarding visa status and payment. Please see their Non Resident Visa/Payment Table for more information.

### *Foreign National Information System (FNIS)*

All nonresident alien students that receive payments through payroll must complete the web-based nonresident information database. The Office of International Students and Scholars Office will provide you with a Username and Password as well as instructions for where to access the database.

### *Applying for a Social Security Number*

Social Security card applications are available from OISSS and must be filed in person at the office listed below.

Social Security Administration  
One Empire Plaza, 6<sup>th</sup> Floor  
Providence, RI 02903

Once you receive your social security card, you must show it to the Payroll Office, South Street Landing, 350 Eddy Street, fourth floor. 401-863-2361 or email [mailto:specialist\\_payroll@brown.edu](mailto:specialist_payroll@brown.edu).

### *Miscellaneous*

Form 8233 is to claim tax treaty exemption for one calendar year. If you fill out this form in September, you must fill it out again in January.

### *American Holiday – Halloween / Fall Festival*

On Halloween, October 31<sup>st</sup>, between about 5:30pm and 8:00pm, kids go door-to-door in costume saying ‘trick or treat’ at each house and receive individually wrapped candy. The general rule is, if you want to give out candy, turn on the outside lights at your house/apartment. If you don’t want to participate, keep your lights off and keep your house dark like you’re not at home. If you run out of candy during the evening, turn your outside lights off.



## 2018 Definition of Brown Sponsored International Travel

International travel will be considered sponsored by Brown University for any member of the Brown community who is traveling on “Brown business,” that is, their international travel is either fully- or partially-funded by the university and falls within one or more of the following categories:

- For-credit travel through a Distinctively Brown, Consortium (CASA), or an Approved Non-Brown study abroad program;
- For-credit travel that is supervised by a Brown faculty member and is a required part of a course or degree program (e.g. GELT program, MPA-Global Policy Experience, PRIME, IE-Brown EMBA, etc.); or
- Non-credit or non-study abroad program related travel, which aligns with one or more of the following:
  - Fully- or partially-funded by Brown, such as through travel grants or scholarships, and is arranged or supervised by Brown staff, regardless of purpose including but not limited to conferences, internships, UTRAs and other undergraduate research, graduate research pertaining to a master’s program, pre-dissertation or dissertation research for a doctoral program, medical/clinic rotations, field studies, musical or arts performances, athletic or co-curricular competitions, service or other experiential learning experiences, etc.;
  - Affiliated with a Brown student group and that has been approved by the Student Activities Office (SAO) or the hosting academic department at Brown and adheres to the SAO’s [regulations for group activities](#);
  - Pre-arranged or advised through a Brown department, faculty, or staff member (e.g. approval on university documents related to the travel, receiving student group funds via SAO, etc.);
  - Pre-College programs coordinated through the School for Professional Studies;
  - Internships, training opportunities, and other work opportunities, etc. organized through and approved by BrownConnect; and
  - Related to a Brown faculty or staff member as part of his/her employment (including conferences, training programs, research, invited lectureship series/ symposia/ presentations, etc.).

International travel for which Brown assumes no responsibility:

- Individual or group student, faculty, staff personal travel for Spring Break, summer, winter or other vacations, or University holidays;
- Student organization group travel that has not been approved by a hosting department or SAO;
- Travel related to unapproved student independent study projects;

- Travel conducted by accompanying volunteers, friends, or family members (that are not a spouse, dependent child, or life partner) of Brown students, faculty, or staff traveling abroad on an approved, Brown sponsored program