

DEPARTMENT OF POLITICAL SCIENCE

GRADUATE STUDENT HANDBOOK

2010-2011



DOCTOR OF/DOCTORATE IN PHILOSOPHY  
(POLITICAL SCIENCE)

MASTER OF/MAGISTERIATE IN  
PUBLIC POLICY AND PUBLIC ADMINISTRATION

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## I. Program Objectives

### **A. Doctor of Philosophy (Political Science)**

The degree covers the five sub-fields of Political Science which include public policy and public administration, Canadian and Québec politics, international politics, comparative politics, and political theory. An overarching policy emphasis intersects and links these five sub-disciplines of Political Science. Policy in the sense used above entails not only the scholarly understanding of the decision making process (policy formation), implementation difficulties of policy realization, the assessment of policy evaluation, as well as the search for alternative policy options.

The purpose of the program is to provide students with a sound theoretical training so that they can have wide-ranging knowledge of the discipline and be prepared for a career in teaching and research and for research careers in public and private organizations. Students will acquire competence in two major sub-fields in political science with a focus on the policy domain. Students will be exposed to major methodological and theoretical debates, thus preparing them for an original contribution to the discipline. Students are also expected to disseminate their research through the publication of reports and academic papers. The department is committed to maintaining graduate training in the full range of expertise contained in all the sub-fields of contemporary political science.

### **B. Master of Arts (Public Policy and Public Administration – MPPPA)**

Through an innovative blending of scholarly and vocational values, the Master of/Magisteriate in Arts - Public Policy and Public Administration (MPPPA) program is designed to provide an educational milieu that prepares its graduates for further studies at the doctoral level and for employment in the public or private sector. This MA program focuses on Canadian and comparative public policy and administration with an emphasis on the nexus of the study of politics and public policy and administration and is intended to help students become creative participants in the shaping of their community.

The aim of the program is to combine academic excellence with professional expertise in order to facilitate an understanding of how public policy is formulated and administered in Canada, Québec and the world. The program enables students to study a challenging array of policy issues and theory in the context of the administrative and policy making processes that operate nationally and internationally. A core element of the program involves an understanding of the management process through which policies are implemented in the public sector, and an awareness of the dynamic interdependence between public and private responsibilities.

## II. Consultation

**Graduate Program Director:** **Dr. Marlene Sokolon**

848-2424 ext. 5065

[msokolon@alcor.concordia.ca](mailto:msokolon@alcor.concordia.ca)

As the Graduate Program Director, I am responsible for all academic and administrative matters affecting all PhD students and MPPPA students who have chosen Option C (Thesis). I am also responsible for all aspects of Teaching Assistantships. I would be happy to meet with you to discuss any matter of the Ph.D. or an MPPPA Thesis Option. Appointments can be made through the Graduate Program Secretary.

**MPPPA Program Director:** **Dr. Brooke Jeffrey**

848-2424 ext. 2131

[b.jeffrey@rogers.com](mailto:b.jeffrey@rogers.com)

As the MPPPA Program Director, I am responsible for all academic and administrative matters affecting all MPPPA students who have chosen Option A (Courses Only) or Option B (Internship). I am also responsible for course registration for all MPPPA graduate students. I would be happy to meet with you to discuss any matter of the MPPPA course and internship Options. Appointments can be made through the Graduate Program Secretary.

**Graduate Program Assistant:** **Julie Blumer**

848-2424 ext. 2126

[mpppa@alcor.concordia.ca](mailto:mpppa@alcor.concordia.ca)

As Graduate Program Assistant, I am the person to contact for registration for graduate courses, change of grades or other administrative matters. My duties also include maintaining all graduate student files, monitoring grades and retrieving information from the Student Information System, advising students of academic deadlines, booking rooms for graduate classes, answering any general questions students might have about the program and booking appointments for the Graduate Program and MPPPA Program Directors.

**Internship Coordinator:** **Eve M. Pankovitch**

848.2424 ext. 2114

[mpppaint@alcor.concordia.ca](mailto:mpppaint@alcor.concordia.ca)

The MPPPA program has an internship option, which is an opportunity for you to test your academic and professional knowledge on a practical landscape. Be it an NGO, federal or provincial government office you secure relevant work in, you will modify your world view and discern how you can contribute to it, through this experiential learning process. You will measure first-hand what impact you have while being mentored by senior people who have chosen a similar career path. My job is to get you there. Through seminars and workshops; one-on-one coaching; and several team meetings, you will learn contemporary concepts on how to market yourself. I foster and maintain partnerships with senior hiring managers and directors in the workforce, so the jobs themselves will become tailored to invest in your learning. An employer evaluation of your internship will not only help you discover those things you did not know about yourself, but it will provide an excellent reference for future employers.

### III. Admission Requirements

#### A. **Doctor of Philosophy (Political Science)**

Admission to the Ph.D. in Political Science requires a Master of/Magisteriate in Arts in political science, political studies, international relations, public policy, or another relevant field from an accredited university. A superior academic record (at least a 3.5/4.3 GPA) and strong references are both essential; professional work experience will be taken into consideration. Applicants are selected on the basis of past academic record, letters of recommendation, statement of purpose, writing sample, and the relevance of their proposed research to the research expertise in the department. Enrolment in the Ph.D. in Political Science is limited in part by the availability of research supervisors. The deadline for completed applications is January 15 for the fall term.

#### B. **Master of Arts (Public Policy and Public Administration - MPPPA)**

An undergraduate honours degree or the equivalent (approximately a 3.3/4.3 GPA) is required. Students who do not have the necessary background in public policy and public administration, as well as in the concentration which they have chosen may be required to take specific undergraduate courses in addition to the regular program. In certain cases, applicants may be required to complete a qualifying program at the undergraduate level before entering the graduate program. The deadline for completed applications is November 1 for the winter term and January 15 for the fall term.

### IV. Specific Requirements for the Ph.D. Degree

#### **90 Credit Degree Program**

A fully qualified candidate is required to complete a minimum of 90 credits. In order to fulfill the requirements of the program, students will select two areas of specialization. The requirements are 21 credits of course work, 12 credits in the form of two comprehensive exams, 3 credits of thesis proposal, and 54 credits of thesis. The program of study is described below:

#### A. **Courses and Concentrations (21 credits)**

All candidates must take seven 3-credit courses (all courses are worth 3 credits) from the program as described below. A normal full-time course load would have the student take three courses per term for fall and winter of their first year. Since the program is small, it is rare that courses appropriate for PhD students are offered in the summer; it may be possible to take a cognate course or a directed studies course in the summer with permission of the GPD and Graduate Studies Committee. Most students will take their final course while preparing for comprehensive exams in December. Depending on scheduling issues, it is possible that students may have to take two courses in their second year (in this case the load would be either 2-3-2 or 3-2-2).

#### **Course Work (21 credits)**

The Department offers graduate courses in the following five political science fields:

- Comparative Politics
- International Politics
- Canadian and Québec Politics
- Political Theory
- Public Policy and Public Administration

All students will select two areas of specialization in the political science fields. Normal expectation is that students register in three courses per semester. Unfortunately, because the

program is small, it is rare that courses appropriate for PhD students are offered in the summer session. It is also possible, depending on enrollment, that all core courses will not be able to be offered every academic year. Depending on courses offered, it is expected that you will complete your coursework either in the second fall semester of your program or to register in a directed studies or appropriate cognate course during the summer session.

Course work is divided into core courses and elective courses. Each student will take:

- 2 core courses, one in each of the two chosen areas of specialization (POLI 801-805 Advanced Seminars);
- 2 elective courses, one in each of the same two chosen areas of specialization (POLI 811-815). The topic of these courses change from year to year depending on scheduling;
- 1 core course in public policy (POLI 805). If public policy is one of the two chosen fields of specialization, an extra elective course is to be selected.
- 1 elective course from any area of specialization or a cognate course in a related field;
- 1 methods course (POLI 844).

### **Core Courses**

POLI 801 Advanced Seminar in Comparative Politics (3 credits)

POLI 802 Advanced Seminar in International Politics (3 credits)

POLI 803 Advanced Seminar in Canadian and Québec Politics (3 credits)

POLI 804 Advanced Seminar in Political Theory (3 credits)

POLI 805 Advanced Seminar in Public Policy (3 credits)

### **Methodology Courses**

POLI 844 Advanced Research Methods (3 credits)

### **Elective Courses**

All topics of Special Topics courses vary from year to year. To help prepare for comprehensive exams, it is best to maximize your experience with as many faculty members in your area of study as possible. Registration of these courses requires permission of the Graduate Program Director.

POLI 811 Special Topics in Comparative Politics (3 credits)

POLI 812 Special Topics in International Politics (3 credits)

POLI 813 Special Topics in Canadian and Québec Politics (3 credits)

POLI 814 Special Topics in Political Theory (3 credits)

POLI 815 Special Topics in Public Policy (3 credits)

### **Directed Studies**

This special reading course is designed to explore topics and themes relevant to a student's doctoral research.

*Prerequisite:* Permission of the Graduate Program Director and Graduate Studies Committee is required.

POLI 898 Directed Studies (3 credits)

### **B. Comprehensive Examination** (12 credits in the form of 2 comprehensive examinations)

POLI 885 Comprehensive Exam (6 credits)

POLI 886 Comprehensive Exam (6 credits)

All candidates are required to write two 6-credit comprehensive exams in their two areas of specialization. One main purpose of the comprehensive exam is to have students understand and know the literature that is relevant to preparing them for research, teaching, and the competitive job market. The comprehensive exams also deem students competent to teach at the university level in these two areas. There are two scheduled periods for comprehensive exams each year: December or April. It is expected that students will write their comprehensive exams either in the winter but no later than the spring of their second year in the program. Both exams are taken during the same exam period. This means that the student is expected to begin consulting appropriate faculty, reading, organizing, and studying for their exams during the summer of their first year in the program. The actual date for sitting for the exams will be scheduled by the GPD.

The subfields have adopted different approaches to providing you with a reading list as follows:

- Comparative Politics: a complete reading list is provided for you from which to prepare for the exam
- International Politics: no reading list is provided; it is expected the student explore and develop a reading list in consultation with faculty
- Canadian and Québec Politics: a partial list is provided; it is expected that the student explore and supplement this list in consultation with faculty
- Political Theory: a partial list is provided; it is expected that the student explore and supplement this list in consultation with faculty
- Public Policy and Public Administration: a partial list is provided; it is expected that the student explore and supplement this list in consultation with faculty

All partial and full reading lists are available from the GPD. The student should ask for these lists and begin preparing for the exam as soon as possible and no later than the summer of their first year in the program.

### **The Comprehensive Exam:**

Although faculty will give you advice and discuss strategies and solutions to problems you are having with preparing for the exam, it is the students' responsible to ensure they are prepared for their comprehensive exams.

- The comprehensive exam consists of two parts and to pass the exam successfully you must pass all parts of the exam during the same exam period (i.e. pass both the written and oral portion of the exam).
- The first part of each comprehensive exam is a four-hour written exam. Each exam is graded by the appropriate comprehensive exam committee which consists of three members of the subfields. Grading for the written portion is pass/fail and is determined by simple majority. The Exam Committee will notify the GPD if the student has passed the exam within three days of writing the exam.
- If the student passes the written exam, he/she moves on to the second part which is a one-hour oral defense of the written exam in front of the Comprehensive Exam Committee for each subfield and chaired by the GPD. Students will be notified of the assessment of their performance after the oral exam in writing by each of these Committees within one week of the exam.
- Although students must pass the written exam to move forward to the oral exam, they can still fail a comprehensive exam with an incompetent oral performance. If a student fails an exam (either by failing the written or oral portion), the student will be permitted one



re-take of the entire exam (both written and oral) for the unsuccessful exam (i.e. if the student passes the other exam in their other area of specialization, he/she does not retake the successful exam). A second failure in either the written or oral part of the exam will result in the student being withdrawn from the program.

### **C. Thesis Proposal (3 credits)**

POLI 889 Thesis Proposal (3 credits)

#### **Supervision**

Students are not officially assigned their dissertation supervisor upon entering the program. It is the student's obligation to contact and discuss their potential topic with prospective supervisors as soon as possible. You will be assigned a faculty mentor upon entering the program who, along with the GPD, will help provide guidance for choosing appropriate courses, planning research activities such as conferences, choosing prospective supervisors, and going over comprehensive exam preparation strategies. There is no expectation that your mentor will be your dissertation supervisor. In year two, either after completion of the course work or after the successful completion of your comprehensive exams, the candidate with the concurrence and assistance of the GPD will finalize the dissertation supervisor and the other two departmental members of their three-member departmental supervisory committee.

#### **Dissertation Proposal**

Students are required to complete and defend their thesis proposal before this dissertation supervisory committee in a meeting chaired by the Graduate Program Director. The dissertation proposal will include a literature review and a fully justified research agenda. In cases where the supervisory committee is not satisfied with the proposal, the student can resubmit and re-defend. A second unsatisfactory proposal would result in the student being withdrawn from the program.

The process for preparing your proposal is as follows:

- Your primary supervisor will be responsible for the major revisions and preparation of the proposal. Once the supervisor has approved the proposal for defense, the student will submit it to the other two members of his/her dissertation supervisory committee.
- The members of this committee can ask for changes to your proposal prior to defense. It is important for the student to remember the faculty member get a minimum of 2-3 weeks to read drafts of your proposal. Once all committee members have approved the proposal a defense date will be set by the GPD.
- At the defense the student will make a short presentation. Each of the second readers will have an opportunity to ask questions on issues of concern in the proposed research. The final questions will come from the supervisor. The whole process should take 1 to 1 1/2 hours.
- The student will be informed in writing of the assessment of their supervisory committee within one week of the defense.
- If the student passes the defense, the student will be asked to circulate for the final approval of their committee a short report on final concerns or what was agreed to for the research and writing of the dissertation by the committee during the defense.
- If the student does not pass the defense, they are permitted to re-submit and defend a second time. A second unsatisfactory proposal would result in the student being withdrawn from the program.

#### **D. Doctoral Thesis (54 credits)**

##### **POLI 890 Thesis (54 credits)**

The candidate who has passed the Ph.D. comprehensive examinations and the thesis proposal will proceed to the final requirement. The final requirement is the writing and defence of an original doctoral thesis that contributes to one of the student's areas of concentration. It shall be of publishable quality, and the defence will be before the Doctoral Examining Committee.

**NOTE: It is important for students while there are planning their time-line to completion, to take into account that members of their Committee normally get 2-3 weeks to read their drafts and that they should expect revisions.** The student should be aware that Committee Members have other teaching, supervision and research obligations and should contact Committee Members regarding potential dates for submitting drafts of their doctoral thesis. If more time than 2-3 weeks is required by the Committee Members (i.e. away for conferences etc.), the Committee Member should contact the student and GPD to inform them that more time is required.

#### **Doctoral Thesis Defense Route**

The following regulations and procedures govern the writing and successful defense of the Doctoral Thesis in the Department of Political Science. In addition, students are required to consult the Graduate Program Calendar for submission dates to ensure timely graduation and appropriate submission dates for specific graduation periods. Please also consult the School of Graduate Studies for further information on writing and submission requirements:

- Graduate Program Calendar:

<http://graduatestudies.concordia.ca/formsandpublications/graduatecalendar/current/PartVII/h-thesisregulations.pdf>

- School of Graduate Studies Thesis Preparation Handbook:

<http://graduatestudies.concordia.ca/documents/formsandpublications/graduatehandbooks/thesispreparationguide.pdf>

The Doctoral Examining Committee is chaired by the Dean of Graduate Studies or Appointed Delegate who is a neutral party and does not vote on the proceedings. The voting members of the Examination Committee must consist of at least five members:

- Principal Faculty Supervisor (s)
- Second Reader from the Department of Political Science (internal examiner)
- Third Reader from the Department of Political Science (internal examiner)
- External-to-Program Examiner
- External Examiner

Submitting and Defending the doctoral dissertation:

1. Approval: Student obtains approval from the Departmental 3 person Supervisory Committee to submit thesis for defence. Students are encouraged to make an appointment with the thesis coordinator to check format before copies of the thesis are made (514-848-2424, ext. 3802).
2. First Submission: Student makes formal submission of thesis. At this stage, the thesis should be in its final version and ready for defence. Three copies are submitted to the Thesis Office for the external examiner, the external to program examiner and the chair of the examination. Three copies for the student's internal committee members are

submitted directly to the graduate program assistant of the student's program. Student completes and signs permission to microfilm form. Doctoral students must also submit one copy of his/her CV. A thesis checklist on the format of the thesis is emailed to the student and a copy sent to the student's graduate program assistant. Deadline for this "First Submission" is August 4<sup>th</sup> for Fall Convocation and March 4<sup>th</sup> for Spring Convocation.

3. **Scheduling the Exam:** The examination date must be set a minimum of 6 weeks from receipt of the thesis and the thesis examination form submitted by the student's program. The thesis must be in the hands of the external examiner for at least one month prior to defence date.
4. **Oral Examination:** Oral Examination takes place. The Committee makes one of the following recommendations at the defence:
  - Accepted as Submitted
  - Accepted with Minor Modifications
  - Accepted with Major Modifications
  - Rejected
5. **After Defence:** Student makes required modifications, along with any required format changes for final submission. Student must also submit electronically a lay version of the abstract to the Thesis Office.
6. **Final Submission:** 1 copy of final version of thesis is deposited in Thesis Office by April 15 (for Spring graduation) or by September 15 (for Fall graduation). Receipt of accompanying documents (examination report and signature sheets) is verified and Office of the Registrar is sent a form confirming that the student has completed all the thesis requirements for the degree in order to be processed for graduation.
7. **Binding:** Student picks up Thesis Office copy of final thesis with approved signature sheets and permission to microfilm form and brings it to the Digital Store, LB 115. Student pays for printing and binding of 4 (5 if two supervisors) required copies (and any additional personal copies). Digital Store sends copies to be bound. Any personal copies are to be at Digital Store for pick up by student.

## **E. Other Requirements**

### **Language Requirement**

Ph.D. candidates must pass an examination either in French or in a language (other than English) which is required in their area of research. The exam can be scheduled at any time by notifying the GPD. The exam will consist of a written exam translating passages from an academic article (or appropriate sample to deem competency when necessary, such as a passage of Latin) from French or language required for research into English. The exam will be two hours and the student will be allowed a language dictionary. The student will be informed of their results in writing within one week of the exam. If the student fails the exam, the student is permitted to re-take the exam until they pass but the exam must be passed in order to graduate.

### **Residence Requirements**

The minimum period of residence is two calendar years (6 terms) of full-time graduate study beyond the Master's degree or the equivalent in part-time study.

### **Research Ethics**

All graduate students undertaking research involving humans or animals as research participants are required to have their research reviewed and approved in conformity with the Tri-Council

Policy Statement “Ethical Conduct for Research Involving Humans” (1998) or the guidelines of the Canadian Council on Animal Care. For further details please consult:

[http://oor.concordia.ca/REC/rec\\_main.shtml](http://oor.concordia.ca/REC/rec_main.shtml)

<http://oor.concordia.ca/REC/guidelines.shtml>

<http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>

[http://www.ccac.ca/en/CCAC\\_Programs/Guidelines\\_Policies/GDLINES/Guidelis.htm](http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/GDLINES/Guidelis.htm)

## **F. Academic Regulations**

**GPA Requirement:** The academic progress of students is monitored on a periodic basis. To be permitted to continue in the program, students must maintain a cumulative grade point average (GPA) of 3.00 based on a minimum of 12 credits. Students whose GPA falls below 3.00 are considered to be on academic probation during the following review period. Students whose GPA falls below 3.00 for two consecutive review periods are withdrawn from the program.

**C Rule:** A graduate student who receives a grade of C will be evaluated by the Departmental Graduate Studies Committee with respect to that student’s continuance in the program. Two C’s will be grounds for automatic withdrawal from the program.

**F Rule:** Students who receive a failing grade in the course of their Ph.D. studies will be withdrawn from the program.

**Time Limit:** All work for a doctoral degree must be completed within 18 terms (6 years) of full-time study from the time of original registration in the program.

**Graduation Requirement:** In order to graduate, students must have a cumulative GPA of at least 3.00.

## **V. Specific Requirements for the MPPPA Degree**

### **45 Credit Degree Program**

A fully qualified candidate is required to complete a minimum of 45 credits. This program has options that allow students to choose whether to pursue a thesis, internship, or courses only. In addition, the program offers areas of concentration which permit students to choose the field of study that is most appropriate in terms of their interests and long-term goals.

Upon application, all students are admitted into Option A (Masters of Arts (MPPPA) with Courses). Once in the program, students have the opportunity to transfer to Option B (Masters of Arts (MPPPA) with Internship), Option C (Masters of Arts (MPPPA) with Thesis), or remain in Option A. To enter the Internship or Thesis Option students must complete the prescribed number of courses, achieve an acceptable level of academic excellence, and for the thesis option have an available supervisor. For the Internship Option, academic excellence should reflect approximately a 3.3 GPA and for the Thesis Option approximately a 3.5 GPA. Please note that the transferring into the Thesis Option may be limited by available supervisors.

### **Concentrations**

Potential candidates must also choose an area of concentration in their field of interest. The areas of concentration available are:

- Public Administration and Decision Making
- Public Policy and Social and Political Theory

- International Public Policy and Administration
- Political Economy and Public Policy
- Comparative Public Policy

### **Requirements for all MPPPA Students**

1. **Core Courses:** All MPPPA students must complete two 3-credit courses: POLI 636 (Theories of Public Policy and Public Administration) and POLI 644 (Research Methods) within the first year of their program of study.
2. **Residency:** The minimum residency required is one year (3 terms) of full-time study or the equivalent in part-time study.
3. **Languages:** Students are expected to demonstrate an ability to read and understand literature relevant to their field in both French and English. In order to fulfill the French requirement all students who have not studied in French at either the University or CEJEP level are required to take a French Exam. This exam consists of translating an article from a French newspaper into English. A language dictionary is allowed. If the student fails the exam, he/she is permitted to re-take it until the exam is passed. This exam must be passed to graduate.
4. **Research Ethics:** All graduate students undertaking research involving humans or animals as research participants are required to have their research reviewed and approved in conformity with the Tri-Council Policy Statement “Ethical Conduct for Research Involving Humans” (1998) or the guidelines of the Canadian Council on Animal Care. For further details please consult:  
[http://oor.concordia.ca/REC/rec\\_main.shtml](http://oor.concordia.ca/REC/rec_main.shtml)  
<http://oor.concordia.ca/REC/guidelines.shtml>  
<http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>  
[http://www.ccac.ca/en/CCAC\\_Programs/Guidelines\\_Policies/GDLINES/Guidelis.htm](http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/GDLINES/Guidelis.htm)

### **(1) MPPPA Options and Regulations**

#### **A. Option A: Master of/Magisteriate in Arts (MPPPA) with Courses Only**

All students are originally enrolled in and may chose to remain in Option A.

- I. **Core Courses:** POLI 636 and POLI 644 (6 credits)
- II. **Concentration Courses:** Any five 3-credit courses chosen from one of the concentrations mentioned above (15 credits).
- III. **Approved Elective and Cognate Courses:** Six 3-credit courses chosen from the fields of concentration in the program or from courses offered in related disciplines. . Normally students are not allowed to take cognate courses until they have completed all required course. Approval by the MPPPA Director is required. Approval by MPPPA Director is required. In some cases approval for registration in cognate courses must be obtained from the department involved (18 credits).
- IV. **Extended Research Essay (POLI 691):** The Extended Research Essay is a directed study supervised by a faculty member with whom the student completed a course in their area of concentration. This degree requirement builds on a term

paper submitted at the graduate level and is considered to be a significant revision and extension of the term paper submitted in the concentration course (6 credits).

**B. Option B: Master of/Magisteriate in Arts (MPPPA) Internship**

Upon registration in the program, students are registered in Option A. Students interested in writing an internship (Option B) must formally apply to the MPPPA Program Director to change from Option A to Option B. Acceptance into Option B is based on the following conditions; availability of internships, completion of coursework, and student performance while in the program. To be accepted to the internship option, students should have 3.3 GPA in the program.

- I. **Core Courses:** POLI 636 and POLI 644 (6 credits each)
- II. **Concentration Courses:** Four 3-credit courses chosen from one of the concentrations mentioned above (12 credits).
- III. **Approved Elective and Cognate Courses:** Four 3-credit courses chosen from the fields of concentration in the program or from courses offered in related disciplines. Normally students are not allowed to take cognate courses until they have completed all required course. Approval by the MPPPA Director is required. In some cases approval for registration in cognate courses must be obtained from the department involved (12 credits).
- IV. **Strongly Recommended:** Although not a requirement, it is strongly recommended for purposes of your training that students interested in the internship take one of the following courses: POLI 600, POLI 618, POLI624, POLI622, or POLI627.
- V. **Internship with Research Paper (POLI 693):** The internship is a four-month job placement in either the public or private sector. Students work with their faculty supervisor to prepare a written research paper which is presented in an oral examination. The internship research paper is an original theoretical work that comprises a series of policy recommendations that contribute to the policy process in Canada (15 credits).

**C. Option C: Master of/Magisteriate in Arts (MPPPA) with Thesis**

Upon registration in the program, students are registered in Option A. Students interested in writing a thesis (Option C) must formally apply to the Graduate Program Director to change from Option A to Option C. Formal admission to Option C is based on the following conditions: availability of a supervisor and excellent student performance while in the program. Students are expected to have at least a 3.5 GPA in their coursework. Students who are interested in pursuing the Thesis Option (Option C) are required to consult with the Graduate Program Director as early as possible in the degree program in order to plan the thesis project, secure a suitable Faculty supervisor, and to structure course work in accordance with requirements of the Thesis Option.

- I. **Core Courses:** POLI 636 and POLI 644 (6 credits)
- II. **Concentration Courses:** Three 3-credit courses chosen from one of the concentrations mentioned above (9 credits). In order to prepare the student to write a thesis, students are **strongly encouraged** to take the core course in their field of concentration. Since all students are required to take POLI 636, students who have chosen public policy/public administration as their area of specialization have no additional requirements. The core courses are as follows:
  - Public Administration and Decision Making: if your thesis is in public policy/public administration POLI 636 is your core; if your thesis is in Canadian politics take POLI683O (Fall semester)
  - Public Policy and Social and Political Theory: no course offered 2010-11
  - International Public Policy and Administration: POLI603 (Fall semester)
  - Political Economy and Public Policy: no course offered
  - Comparative Public Policy: POLI 681C (Fall semester)
- III. **Strongly Recommended:** Although not a requirement, it is strongly recommended for purposes of your training that students interested in the thesis option take a course on methods: POLI685L (will be offered Fall 2011)
- IV. **Approved Elective and Cognate Courses:** Two 3-credit courses chosen from the fields of concentration in the program or from courses offered in related disciplines. . Normally students are not allowed to take cognate courses until they have completed all required course. Approval by the Graduate Program Director is required. In some cases approval for registration in cognate courses must be obtained from the department involved (6 credits).
- V. **Thesis Proposal (POLI 694):** This course is a directed study involving a comprehensive understanding of the literature in the area of research directly relevant to the thesis topic under the direction of a faculty supervisor. The written assignments involve a comprehensive literature review, annotated bibliography and research design that culminate in a thesis proposal presented in an oral defence (3 credits).
- VI. **Thesis (POLI 696):** Students who elect to do this option work under the supervision of a full-time faculty thesis supervisor on a topic approved by the Master's Thesis Committee. The thesis is defended before this Committee consisting of the thesis supervisor and two faculty members in the graduate program (21 credits).

**D. Cognate Courses outside of Political Science: Areas and Eligibility Areas**

Students may enroll in cognate courses in the John Molson School of Business and in the Departments of Communication Studies, Economics, Education, Geography, and Sociology and Anthropology in the Faculty of Arts and Sciences. Permission of the Graduate Program Director (for Option C Thesis) or the MPPPA Director (for Option A

Courses Only and B Internship) is required. In some cases approval for registration in cognate courses must be obtained from the department involved.

### **Eligibility**

The following requirements must be satisfied to pursue cognate courses outside the Department of Political Science:

1. Core courses (POLI 636, POLI 644) must be completed
2. Concentration Courses must be satisfied

### **E. Academic Regulations**

**GPA Requirement:** The academic progress of students is monitored on a periodic basis. To be permitted to continue in the program, students must obtain a cumulative grade point average (GPA) of 3.00 based on a minimum of 12 credits. Students whose GPA falls below 3.00 are considered to be on academic probation during the following review period. Students whose GPA falls below 3.00 for two consecutive review periods are withdrawn from the program.

**C Rule:** Students in research master's/magisteriate programs are allowed to receive no more than one C grade in order to remain in good standing in the university.

**F Rule:** Students who receive a failing grade in the course of their studies will be withdrawn from the program. Students may apply for re-admission. Students who receive another failing grade after re-admission will be withdrawn from the program and will not be considered for re-admission.

**Time Limit:** All work for a master's/magisteriate degree for full-time students must be completed within 12 terms (4 years) from the time of initial registration in the program at Concordia University; for part-time students the time limit is 15 terms (5 years).

**Graduation Requirement:** In order to graduate, students must have a cumulative GPA of at least 3.00.

### **(2) Specific Requirements for the Internship**

Since the creation of the MPPPA program in 1981, considerable effort has been expended to develop a relevant and interesting work experience for those students who choose the internship option. The internship option brings together three essential participants: the university, the student, and the employer. It is intended to maximize the educational experience and bridge the gap between what employers consider necessary job skills and what the university views as academically necessary to prepare a well-educated individual.

Structured and purposeful training both in theory and in practice provides the student with an opportunity to develop self-confidence, self-reliance, and self-motivation. From the internship, students learn to accept responsibility, work with colleagues and respect deadlines, so that realistic career expectations may be more easily formed. As a result, students gain technical knowledge, practical experience, and develop skills in interpersonal relations through participation in seminars, workshops, and social activities.



Employers benefit as well because they have the opportunity to evaluate prospective personnel without making a permanent commitment. When they choose to do so, the internship enables employers to recruit permanent employees who can be productive immediately, without requiring an extensive training period. These advantages are seen as employer rewards in terms of lower turnover in trained personnel, since internship graduates are more aware of their career goals.

Those students who are seriously considering this option should begin to prepare for it early in their graduate student experience. Candidates should consult the MPPPA Program Director, the Internship Coordinator, other students who are involved in Option B, and the PSGSA, to ensure they have the maximum amount of information about internship opportunities.

A. Duration of the Internship

Internships are usually for a period of 4 months and, based on the placement evaluation, they can be renewed for a second 4-month term to a total of 8 months. To receive credit for POLI 693, students are required to complete a 4-month internship placement. During the 4 month placement, students will be assigned a faculty supervisor and must have their internship proposal approved.

Once the 4 month placement is completed, students will be formally registered in POLI 693 and must defend the final internship paper before an Examination Committee within 4 months.

| Section    | Internship               | POLI 693<br>Registration | Completion  |
|------------|--------------------------|--------------------------|-------------|
| POLI 693/1 | January to April         | May 1                    | August 31   |
| POLI 693/2 | May to August            | September 1              | December 31 |
| POLI 693/4 | September to<br>December | January 1                | April 30    |

**N.B.:** *For Spring Convocation, an approved Internship Paper must be successfully defended before March 31. For Fall Convocation, an approved Internship Paper must be successfully defended before August 31.*

B. Supervision

During the internship, the student is subject to the guidance of at least two different persons: (1) the employer's designated supervisor and (2) a faculty internship paper supervisor. The faculty supervisor is assigned by the MPPPA Program Director.

The Internship Coordinator will visit each student on site during the work term at least once, if feasible, to discuss the work assignment, to evaluate the placement with the intern and the employer, and to resolve any problems that may exist. Once per semester the Program Director will conduct a mandatory on site seminar with all interns to discuss their work experience and their proposed internship report and assign faculty supervisors.

*N.B.: Internship Paper Supervisors are assigned by the Program Director and students are not permitted to select a faculty member or to solicit a faculty member to act as supervisor.*

C. Academic Requirements for the Internship Paper

The Internship Paper consists of two written assignments:

1. Internship Paper Proposal
2. Internship Paper

The Program Director will hold an orientation session on campus before the internship has started. This is a mandatory orientation session that:

1. Allows the Internship Coordinator to review arrangements
2. Outlines the requirements of the Internship Paper
3. Establishes timelines for completion of the Internship Paper

D. Evaluation of the Internship Paper

Once the Faculty Supervisor has approved the Internship Paper Proposal and the Program Director has been notified, a first draft of the Internship Paper can begin.

Once the Faculty Supervisor has approved a draft of the Internship Paper, the student is required to submit 1 hard copy for the evaluation by the Second Reader. *The latter is selected by the MPPPA Program Director at that time.*

The Second Reader has two weeks after receiving a hard copy of the internship paper to submit the Examiner's Preliminary Evaluation of the Internship Paper to the Program Director. It depends upon the Second Reader's assessment whether the internship paper can be defended in its current form, or whether more revisions are required. Once the second reader has agreed, the Program Director will arrange for a defence date. The student must then submit 3 clean copies of the final draft to the Graduate Assistant before the defence date.

The Internship Paper Examination Committee will consist of:

- Program Director (Chair)
- Faculty Supervisor
- Second Reader

The Internship Paper Examination Committee makes one of two recommendations at the defence:

- Pass
- Failure

If the student passes the oral defence, no further modifications are demanded by the Committee. In case the Committee fails the student, a second defence will be set within a few weeks. If the student fails the second defence as well, s/he will be withdrawn from the program. If the outcome is positive, no formal record of the first failure at the oral defence is kept.

E. Format of the Internship Paper

An Internship Paper completed in improper format will not be approved. Either of the following manuals may be used in preparation of the paper:

K. L. Turabian (1973), *A Manual for Writers of Term Papers, Theses and Dissertations*, Chicago: University of Chicago Press.

*MLA Handbook for Writers of Research Papers* (1984), New York: Modern Language Association.

1. The paper must be typewritten on only one side of letter-size paper. It must be double-spaced in standard typeface (Times New Roman). The top and bottom margins should be 1 inch; the left and right margins should be 1.25 inches.
2. The paper must be free from typographical errors.
3. All copies must be clear and dark, and the typescript must be even. Photocopies must be clean, of good quality, and maintain straight margins. It is not necessary to submit the original.
4. Pages must be numbered consecutively, including appendices, in accordance with the above- mentioned manuals. Page numbering should begin with the first page of the text of the paper. Any page indications before this section may be done with small Roman numerals. The title page must never be numbered.
5. **Note:** that charts, tables, figures, appendices, references, and all other pages other than the text itself must also conform to the above technical regulations.
6. Title Page – A standard title page is required.
7. Abstract – Each report must contain an abstract, typed on a separate single sheet. It must include the title “ABSTRACT,” report title, the author’s name, and a summary not exceeding 250 words.
8. Sequence of Contents – The following sequence for the paper’s organization should be followed:
  - Title Page
  - Abstract
  - Acknowledgements or Dedication (if desired)
  - Table of Contents
  - List of Figures, Tables, Illustrations, Appendices, Symbols, etc. (where applicable)
  - Text of paper
  - Bibliography or References
  - Appendices (where applicable)
9. Length – The paper should be between 12,000 and 16,000 words (all front and end matter included); compute the total word count on the title page.

F. Internship Grading System

The final grade for the internship is either Pass or Fail. Failure to submit an Internship Paper within the allotted period will result in Fail. Should the internship be terminated by the employer prior to its completion due to unsatisfactory work performance, the student will be required to withdraw from the internship program and retransfer into Option A (i.e. the course option of the MPPPA). The final grade for the internship will be comprised of the following components:

- Successful completion of 4-month internship placement
- Internship Paper (written)
- Internship Defence (oral)

### **(3) Specific Requirements for the Master's Thesis**

Two written assignments approved by the student's thesis committee are necessary to satisfy the degree requirements of Option C:

- A. Master's Thesis Proposal (POLI 694)
- B. Master's Thesis (POLI 696)

#### **A. Master's Thesis Proposal (POLI 694)**

The following regulations and procedures govern the writing and successful defence of the Master's Thesis Proposal:

1. The Graduate Program Director is responsible for advising a student on an appropriate supervisor for their topic and ensuring that the student receives proper supervision. Students are encouraged to discuss the thesis option early in their program to ensure appropriate course selection. It is the student's responsibility to secure a Supervisor. In consultation with the supervisor, the Graduate Program Director will assign a Second Reader who is most appropriate to provide guidance on the selected topic.
2. The Master's Thesis Committee consists of 3 faculty members drawn from the Department of Political Science, consisting of:
  - Graduate Program Director (Chair)
  - Faculty Supervisor
  - Second Reader
3. At the end of the semester in which the student takes POLI 694 (Thesis Proposal) with the Supervisor, The Master's Thesis Proposal must be defended with their proposal committee. Once the Faculty Supervisor has approved the thesis proposal, a copy will be distributed to the Second Reader. The Second Reader has at least two weeks to read the proposal and may ask for revisions PRIOR to setting the defense date. Once the Second Reader has approved the proposal, a copy of the final proposal will be given to the Graduate Program Director and a defense date will be set.
4. There are no revisions of the proposal after the defense. The student will write and distribute a short report outlining the issues and concerns that the committee made during the defense that must be addressed in the final thesis. The supervisor submits the grade for POLI694.

## **B. Master's Thesis (POLI 696)**

The following regulations and procedures govern the writing and successful defense of the Master's Thesis in the Department of Political Science. In addition, students are required to consult the Graduate Program Calendar for submission dates to ensure timely graduation and appropriate submission dates for specific graduation periods. Please also consult the School of Graduate Studies for further information on writing and submission requirements:

- Graduate Program Calendar:

<http://graduatestudies.concordia.ca/formsandpublications/graduatecalendar/current/PartVII/h-thesisregulations.pdf>

- School of Graduate Studies Thesis Preparation Handbook:

<http://graduatestudies.concordia.ca/documents/formsandpublications/graduatehandbooks/thesispreparationguide.pdf>

## **C. Deadlines for Thesis Submission**

1. Although the Graduate School requires that for Spring Convocation, the “First Submission” is no later than March 15 and “Final Submission” is no later than April 15 (for Fall Convocation: August 15 and September 15), this requirement only allows one month for defense, revisions, and approval of final submission.
2. In order to establish best practices that will allow sufficient time for revisions and approval by the Committee, the Department has established the following deadlines for thesis approval. All submissions require the consent and approval of the Supervisor and/or Second Reader. Students should be aware that if major revisions are necessary that these deadlines may not be sufficient to meet the Graduate School deadlines.

### **Spring Convocation**

- a) Students should submit a completed first draft of their thesis to their Supervisor no later than January 5<sup>th</sup>.
- b) Students should submit an approved draft of their thesis to their Second Reader no later than February 5<sup>th</sup>.
- c) Students should submit the draft approved by both their Supervisor and Second Reader to the GPD and as “First Submission” to the Graduate School no later than March 15<sup>th</sup>.
- d) Defense is held and students submit a revised (if necessary) revision to the Graduate School as the “Second Submission” no later than April 15<sup>th</sup>.

### **Fall Convocation**

- a) Students should submit a completed first draft of their thesis to their Supervisor no later than June 5<sup>th</sup>.
- b) Students should submit an approved draft of their thesis to their Second Reader no later than July 5<sup>th</sup>.
- c) Students should submit the draft approved by both their Supervisor and Second Reader to the GPD and as “First Submission” to the Graduate School no later than August 15<sup>th</sup>.
- d) Defense is held and students submit a revised (if necessary) revision to the Graduate School as the “Second Submission” no later than September 15<sup>th</sup>.

#### **D. Master's Thesis Defence Route:**

1. All Committee Members have 2-3 weeks to read and make comments on all drafts of the thesis. The student should be aware that Committee Members have other teaching, supervision and research obligations and should contact Committee Members regarding potential dates for submitting the thesis. If more time than 2-3 weeks is required by the Committee Members (i.e. away for conferences etc.), the Committee Member should contact the student and GPD to inform them that more time is required.
2. Students should expect that Committee Members – both the Supervisor and Second Reader will ask for revisions to the drafts of their thesis.
3. Once a full tentative draft of the Master's Thesis has been approved by a Faculty Supervisor, the student is required to submit this copy to the Second Reader. At this time, students are encouraged to make an appointment with the thesis coordinator at the Thesis Office to check format before copies of the thesis are made (514-848-2424, ext. 3813).
4. Second Readers can ask for changes to the thesis PRIOR to the defense. Once the second reader has also approved the thesis for defense, a copy of the thesis is submitted to the GPD and a date for an oral examination will be set. At this point, the student should also submit one copy as the formal "First Submission" to the Thesis Office of the Graduate School. A thesis checklist on the format of the thesis is emailed to the student and a copy sent to the student's graduate program assistant along with evaluation and examination forms.
5. Oral Examination takes place before the Master's Thesis Committee. Students should bring their signature pages with them to the defense. The Committee makes one of the following recommendations at the defence:
  - Accepted as Submitted
  - Accepted with Minor Modifications
  - Accepted with Major Modifications
  - Rejected
6. Student makes required modifications, if necessary, along with any required format changes for final submission. In the Department, minor modifications require approval of the supervisor; major modifications require approval by all committee members. Student must also submit electronically a lay version of the abstract to the Thesis Office. In case of a final grade of Rejected, the thesis may be submitted in revised form one more time in earlier than 6 months after the rejected thesis defense. Formal resubmission of a thesis follows the same procedure as an initial submission.
7. Student makes "Final Submission" of 1 copy of final version of thesis to the Thesis Office by April 15 (for Spring graduation) or by September 15 (for Fall graduation). Receipt of accompanying documents (examiner evaluations, examination report and signature sheets) is verified and Office of the Registrar is sent a form confirming that the student has completed all thesis requirements for the degree in order to be processed for graduation.
8. Student picks up Thesis Office copy of final thesis with approved signature sheets and permission to microfilm form and brings it to Digital Store, LB 115. Student pays for printing and binding of 3 required copies (and any additional personal copies). Digital Store sends copies to be bound; 1 required copy is held at Digital Store for separate microfilming process. Any personal copies to be held at Digital Store for pick up by student.

## VI. Essential Information and Key Dates

### A. Registration Start Dates

- 1 APRIL and onward for returning students
- END OF AUGUST/EARLY SEPT. for newly admitted students for September
- MID-DECEMBER for newly admitted students for January

### B. Course Change Deadlines

**N.B.: Students are not permitted to drop POLI 636 or POLI 644.** All course changes, program changes, and permission to take a course outside the program require the approval of the Graduate Program Director (for all PhD and MPPPA Option C) and the MPPPA Director (for MPPPA Option A and B).

### **2010 Fall Term:**

ADD deadline, Monday, September 20th

DNE deadline, Monday, September 20th

DISC deadline, Sunday, October 31st

### **2011 Winter Term:**

ADD deadline, Sunday, January 16th

DNE deadline, Sunday, January 16th

DISC deadline, Saturday, March 5th

### C. Potential Graduates

Students who expect to complete their program requirements in a particular term must apply to graduate. The forms should be completed by January 15 for spring graduation and July 15 for fall graduation. Forms are available at the Birks Student Centre or online at:

<http://registrar.concordia.ca/convo/gradapp.html>.

## VII. Grading System and Departmental Standards

### A. In Progress (IP)

IP is to be used when the work of the student in a course extends past the time for reporting grades. The Professor will determine whether to assign an IP extension or not. It is not the student's entitlement. The IP designation will be changed to A+, A, A-, B+, B, B-, C, Fail or F/ABS if required work is completed by the deadline assigned by the instructor. In all other cases, the grade will be changed automatically to FAIL.

The IP grade may be assigned only to individual students, not to entire classes. Students must complete courses with In Progress grades by the deadline set by the instructor. The instructor will notify the student of the deadline in writing, but may not set a deadline later than the following dates:

- For Fall one-term courses: 1 April
- For Winter one-term course: 1 August
- For Summer term courses: 1 November

## B. Grade Point Average and Grading System

|       |     |     |     |     |     |     |     |     |
|-------|-----|-----|-----|-----|-----|-----|-----|-----|
| Grade | A+  | A   | A-  | B+  | B   | B-  | C   | F   |
| GPA   | 4.3 | 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.0 | 0.0 |

## C. Pass/Fail

The designation of pass or fail is the final grade given to comprehensive examinations, internships and language proficiency examinations.

## D. Academic Integrity

“The integrity of University academic life and of the degrees, diplomas and certificates the University confers is dependent upon the honesty and soundness of the instructor-student learning relationship and, in particular, that of the evaluation process. As such, all students are expected to be honest in all of their academic endeavours and relationships with the University.” (Academic Code of Conduct, art. 1)

The Department of Political Science has a zero tolerance policy with regards to violations of the Academic Code of Conduct. To help you better understand and uphold academic integrity please consult the following websites:

Office of the Provost: Academic Integrity  
<http://provost.concordia.ca/academicintegrity/code/>

Department of Political Science:  
<http://politicalscience.concordia.ca/plagiarism/>

## VIII. Office of Rights and Responsibilities

The Office of Rights and Responsibilities is charged with administering the Code of Rights and Responsibilities, which sets standards of conduct for all members of the university. The following behaviours are unacceptable, according to the Code of Rights and Responsibilities:

- discrimination (based on any of the grounds in the Quebec Charter of Rights and Freedoms);
- personal or discriminatory harassment;
- sexual harassment;
- threatening or violent conduct;
- theft and vandalism.

For more information on the Code of Rights and Responsibilities see:  
<http://secretariat.concordia.ca/policies/bd/en/BD-3.shtml>

For information on the Office of Rights and Responsibilities consult the webpage at:  
<http://rights.concordia.ca/about.shtml>

You can contact the Advisor to discuss any question you may have concerning inappropriate behaviours on campus at GM-1120 or by email at: [advisor@alcor.concordia.ca](mailto:advisor@alcor.concordia.ca).



## IX. Teaching Assistantships

The Department of Political Science hires a number of graduate students to serve as Teaching Assistants and Graders in undergraduate courses each academic year. Interested students are required to submit an application and successful candidates are assigned by the Graduate Program Director according to their performance in the program and areas of expertise. As part of their funding, PhD. students are guaranteed to be assigned TA positions for the fall and winter semesters of their first three years in the program. PhD students are also given priority for all TA assignments.

International Students are required to secure the appropriate documents for employment eligibility in Canada.

### A. Eligibility

The following conditions are mandatory to be hired as a Teaching Assistant or Grader:

- Be in good academic standing
- Transcripts free of IP (In Progress) designation for course work
- Be registered in a minimum of two courses and ideally three courses during a term or the equivalent, such as writing a master's thesis.

**N.B.: Students are NOT ELIGIBLE as Teaching Assistants or Graders after their fifth term in the MPPPA program.**

### B. Categories and Salary Structure

There are three categories of Teaching Assistantships available in the department:

Level 1 – Tutorial Leader

wage: \$23.19/hr

Level 1 Tutorial Leaders are required to perform 130 hours of work during the term and are not permitted to grade final examinations. Level 1 Tutorial Leaders are required to mark assignments and (non-final) exams, attend lectures, lead seminars, and hold regular office hours during the term.

Level 2 – Tutorial Leader

wage: \$16.72/hr

Level 2 Tutorial Leaders are required to perform 130 hours of work during the term and are not permitted to grade final examinations. Level 2 Tutorial Leaders are required mark assignments and (non-final) exams, hold regular office hours during the term, and may be expected to attend regularly scheduled classes.

Level 3 – Class Assistant

wage: \$11.50/hr

Level 3 Class Assistants are responsible for 52 hours of marking of assignments and exams during the term and are not permitted to grade final examinations. Level 3 Class Assistants are not required to attend lectures or hold regular office hours. However, Level 3 Class Assistants may be required to schedule a limited number of office hours to meet with students shortly after assignments are returned.

X. Graduate Council Faculty On-Leave or Not Teaching Graduate Courses:  
Fall/Winter 2010-2011

|                          |   |
|--------------------------|---|
| Ceren Belge, Ph.D.       | Not teaching graduate courses fall/winter 2010-2011 |
| Graham Dodds, Ph.D.      | On-Leave 2010-2011                                  |
| Horst Hutter, Ph.D.      | Not teaching graduate courses fall/winter 2010-2011 |
| Ed King, Ph.D.           | Not teaching graduate courses fall/winter 2010-2011 |
| Maben Poirier, Ph.D.     | Not teaching graduate courses fall/winter 2010-2011 |
| Norrin Ripsman, Ph.D.    | On-Leave 2010-2011                                  |
| Leander Schneider, Ph.D. | Not teaching graduate courses fall/winter 2010-2011 |
| Peter Stoett, Ph.D.      | Not teaching graduate courses fall/winter 2010-2011 |

XI. Faculty and Course Listings: 2010-11

**Core Courses for All MPPPA Students (must be completed in your first year of program)  
Fall 2010**

|                           |   |
|---------------------------|---|
| Stephanie Paterson, Ph.D. | POLI 636/2 (POLI 805/2) Theories of Public Policy and Public Administration |
| Amy Poteete, Ph.D.        | POLI 636/2 (POLI 805/2) Theories of Public Policy and Public Administration |
| Mebs Kanji, Ph.D.         | POLI 644/2 Research Methods   |

**Winter 2011**

|                        |  |
|------------------------|--|
| Francesca Scala, Ph.D. | POLI 636/4 (POLI805/4) Theories of Public Policy and Public Administration |
| Mebs Kanji, Ph.D.      | POLI 644/4 Research Methods  |

**Core Courses for PhD Students and HIGHLY recommended for MPPPA Thesis Option  
Fall 2010**

|                         |   |
|-------------------------|---|
| Csaba Nikolenyi, Ph.D.  | POLI 801/2 Advanced Seminar in Comparative Politics/<br>MPPPA level POLI 681C/2 Special Topics in Comparative Public Policy   |
| Daniel Salée, Ph.D.     | POLI 803/2 Adv. Seminar in Canadian & Quebec Politics<br>MPPPA level POLI 683O/2 Special Topics in Canadian & Quebec Politics |
| Julian Schofield, Ph.D. | POLI 802/2 Adv. Seminar in International Politics<br>MPPPA level POLI 603/2 Global Systems Theory                             |

**Winter 2011**

|                        |  |
|------------------------|--|
| Francesca Scala, Ph.D. | POLI805/4 Advance Seminar in Public Policy and Public Administration |
| MPPPA level POLI 636   | Theories of Public Policy and Public Administration                  |

**Core Ph.D. Courses NOT OFFERED 2010-2011 (will be offered fall 2011)**

|  |
|--|
| POLI 804 Advanced Seminar in Political Theory      |
| MPPPA Level POLI 685O: Seminar in Political Theory |
| POLI 844 Advanced Research Methods                 |
| MPPPA Level POLI 685L: Research Design             |

**Public Administration and Decision Making**

**Fall 2010**

|  |              |  |
|--|--------------|--|
| Brooke Jeffrey, Ph.D.<br><i>MPPPA Program Director</i> | POLI 618/2   | Canadian Public Administration                   |
| Antoine Bilodeau, Ph.D.                                | POLI 683N/2  | Political Socialization: Comparative Perspective |
| Daniel Salee, Ph.D.                                    | POLI 683O/2  | Seminar in Canadian and Quebec Politics          |
| Patrik Marier, Ph.D.<br><i>Canada Research Chair</i>   | *POLI 681F/2 | *Aging and Public Policy                         |
| Michael Lipson, Ph.D                                   | POLI 630/2   | Organizational Theory                            |

**Winter 2011**

|  |              |  |
|--|--------------|--|
| James Kelly, Ph.D.   | POLI 611/4   | Judicial Politics and Policy                           |
| Stephanie Paterson, Ph.D.                                  | POLI 683Q/4  | Critical Feminist Perspectives of Public Policy        |
| Guy Lachapelle, Ph.D.                                      | POLI 634/4   | Policy Analysis and Program Evaluation                 |
| Marlene Sokolon, Ph.D.<br><i>Graduate Program Director</i> | *POLI 685J/4 | *Ethics and Technology (Biotechnology and Food Policy) |

**Public Policy and Social and Political Theory****Fall 2010**

|                     |             |           |
|---------------------|-------------|-----------|
| Travis Smith, Ph.D. | POLI 685P/2 | Happiness |
|---------------------|-------------|-----------|

**Winter 2011**

|  |             |   |
|--|-------------|---|
| Ken McIntyre, Ph.D.  | POLI 654/4  | The State: A conceptual & Historical Inquiry        |
| Marlene Sokolon, Ph.D.<br><i>Graduate Program Director</i> | POLI 685J/4 | Ethics & Technology (Biotechnology and Food Policy) |
| Harold Chorney, Ph.D.                                      | POLI 610/4  | Economic Policy After Keynes                        |
| Bill Kennedy, Ph.D.  | POLI 605/4  | Environmental Law                                   |
| Kimberley Manning, Ph.D.                                   | POLI 649/4  | Gender and International Politics                   |

**International Public Policy and Administration****Fall 2010**

|                         |            |                          |
|-------------------------|------------|--------------------------|
| Julian Schofield, Ph.D. | POLI 603/2 | Global Systems Theory    |
| Everett Price, Ph.D.    | POLI 687F  | NAFTA – CANADA/US/MEXICO |

Axel Huelsemeyer, Ph.D. POLI 608/2 Globalization and Regional Integration

**Winter 2011**

Elizabeth Bloodgood, Ph.D. POLI 687A/4 Knowledge in International Relations

Kimberley Manning, Ph.D. POLI 649/4 Gender and International Politics

Bill Kennedy, Ph.D. \*POLI 605/4 \*Environmental Law

**Political Economy and Public Policy**

**Fall 2010**

Axel Huelsemeyer, Ph.D. POLI 608/2 Globalization and Regional Integration

**Winter 2011**

Harold Chorney, Ph.D. POLI 610/4 Economic Policy after Keynes

**Comparative Public Policy**

**Fall 2010**

Csaba Nikolenyi, Ph.D. POLI 681C Special Topics in Comparative Public Policy

Patrik Marier, Ph.D. POLI 681F/2 Aging and Public Policy  
*Canada Research Chair*

**Winter 2011**

Kimberley Manning, Ph.D. \*POLI 649/4 \*Gender and International Politics

James Kelly, Ph.D. POLI 611/4 Judicial Politics and Policy

Jean Mayer, Ph.D. POLI 637/4 Democracy and Regime Change

***\*Requires Student Request to count as a course in this Concentration***

**XI. Calendar of Some Critical Dates and Deadlines for Graduate Students**

|   |   |
|---|---|
| September 2 <sup>nd</sup> , 3 <sup>rd</sup> | Orientation and Registration for New In-Coming PhD and MPPPA Students   |
| September 7                                 | Fall Classes Begin  |
| September 15                                | Final submission date for all thesis (including all required modifications) for PhD and MPPPA students intending to graduate for Fall Convocation |
| September 17                                | CTL TA Training Orientation 8:30-1:00, SGW H-763  |
| <b>September 18??</b>                       | <b>Departmental Workshop on Grant Applications 1:00-3:00</b>  |
| September 20                                | DNE deadline for withdrawal from Fall 2010  |
| September 20                                | Last day to add a course for Fall term  |
| September 30                                | Deadline date to apply for Concordia Partial Tuition Scholarships for International students  |
| October 1                                   | Last day to apply for re-evaluation of courses ending in August 2010  |
| October 11                                  | Thanksgiving Day: University Closed   |

|                   |  |
|-------------------|--|
| October 13        | Deadline date to apply for Fonds FQRSC (2012/2013 competition)   |
| October 22        | Deadline date to apply to the department for SSHRC Fellowships (2012/2013 competition)   |
| October 31        | Academic deadline for withdrawal from Fall 2010 courses (/2 DISC)  |
| November TBA      | Fall Convocation   |
| November 1        | Application deadline for admission to the MPPPA program for January admission  |
| December TBA      | Orientation and Registration for New In-coming MPPPA Students  |
| December 1        | Last Day for International Students to change their immigration status for Fall term   |
| December 6        | National Day of Remembrance and Action on Violence Against Women: University will remain open  |
| December 6        | Last day of classes, Fall term courses   |
| December 15       | Last day to apply for Concordia University Graduate Fellowships and International Tuition Fee Remission Awards   |
| December 31       | Outstanding In-Progress (IP) grades from Summer sessions convert to F grades   |
| January 3         | Winter Session Classes Begin   |
| January 5         | Deadline for completed first draft for Spring Convocation of Master's Thesis to Supervisor   |
| January 15        | Application Deadline for admission to MPPPA/PhD program for Fall Admission   |
| January 15        | Last day for students to apply for Spring Convocation  |
| January 16        | DNE deadline for withdrawal of Winter 2011 courses<br>Last day to ADD a course for Winter term (/4 courses)  |
| February 1        | Last day to apply for re-evaluation of courses ending in December 2010   |
| February 5        | Deadline for completed first draft for Spring Convocation of Master's Thesis to Second Reader  |
| February 21       | Mid-term break begins  |
| February 25       | Mid-term break ends; President's Holiday, University Closed  |
| March 4           | Last day for PhD Dissertation First submission to the Thesis Office for Spring Convocation   |
| March 5           | Academic Withdrawal Deadline for Winter term (4/DISC)  |
| March 15          | Last day for Master's Thesis First Submission to the GPD and Thesis Office for Spring Convocation  |
| March 31          | Last day to Defend an Internship Report for Spring Convocation   |
| April TBA         | Registration for returning students for Summer, Fall and Winter courses  |
| April 1           | Last day for International students to change their immigration status for Winter term   |
| April 9           | Last day of classes, Winter term   |
| April 10          | Last day to apply for the Harriet and Abe Gold Entrance Bursaries, the Archambault/Desmarais/ Power Corporation Fellowships and the Campaign for Concordia & Hydro Quebec Awards |
| April 15          | Final submission date for all thesis (including all required modifications) for both PhD and MPPPA students intending to graduate for Spring Convocation                         |
| April 30          | Outstanding IN-PR grades from Fall courses convert to F grades   |
| April 22-April 25 | University Closed  |
| June TBA          | Spring Convocation   |
| June 5            | Deadline for completed first draft for Fall Convocation of Master's Thesis to Supervisor   |
| May TBA           | Summer Session Begins  |

|           |   |
|-----------|---|
| May 23    | Victoria Day – University Closed  |
| June 24   | Fête Nationale - University closed  |
| June 15   | Last day to apply for re evaluation of courses ending in April 2011                             |
| July 5    | Deadline for completed first draft for Fall Convocation of Master’s Thesis to Second Reader     |
| July 15   | Last day for students to apply for Fall Convocation   |
| August 4  | Last day for PhD dissertation First submission to the Thesis Office for Fall Convocation        |
| August 15 | Last day for Master’s Thesis First Submission to the GPD and Thesis Office for Fall Convocation |
| August 31 | Last day to defend an Internship Report for Fall Convocation                                    |
| August 31 | Outstanding In Progress grades from Winter courses convert to F grades                          |

### XIII. Program of Study Check-Lists

#### **Doctor of Philosophy (Political Science): Check List 90 credits to graduate Credit Degree Program**

A fully qualified candidate is required to complete a minimum of 90 credits. In order to fulfill the requirements of the program, students will select two areas of specialization. The requirements are 21 credits of course work, 12 credits in the form of two comprehensive exams, 3 credits of thesis proposal, and 54 credits of thesis.

#### **A. Program Core Courses (6 Credits)**

- € POLI 805
- € POLI 844

#### **B. Concentration Courses (pick two areas of concentration; 15 credits)**

- € Comparative Politics
- € International Politics
- € Canadian and Québec Politics
- € Political Theory
- € Public Policy and Public Administration

\*NOTE: Since all students take POL805, if PP/PA is one of the two chosen areas of specialization, an additional elective course will be selected

First Field Courses (6 credits):

- € Core Course: \_\_\_\_\_
- € Elective Course: \_\_\_\_\_

Second Field Courses (6 credits):

- € Core Course: \_\_\_\_\_
- € Elective Course: \_\_\_\_\_

Elective Course (from any area of specialization or a cognate course in a related field: 3 credits or for PP/PA students 6 credits):

- € Elective: \_\_\_\_\_
- € If Public Policy/Public Administration is a Field, Second Elective: \_\_\_\_\_

#### **C. Comprehensive Exams (12 credits):**

- € Pol 885 (First Field)
- € Pol 866 (Second Field)

#### **D. Dissertation (57 credits)**

- € Pol 889 Thesis Proposal (3 credits)
- € Pol 890 Thesis (54 credits)

#### **E. Language Requirement**

- € French or other language related to research

XIII. Program of Study Check-Lists

**Master of/Magisteriate in Arts with Courses Only (Option A)**

**Checklist – 45 credits to graduate**

**A. Core Courses (MUST be completed in first year: 6 credits)**

- € POLI 636
- € POLI 644

**B. Pick one Area Concentration (five courses: 15 credits)**

- € Public Administration and Decision Making
- € Public Policy and Social and Political Theory
- € International Public Policy and Administration
- € Political Economy and Public Policy
- € Comparative Public Policy

**Courses:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**C. Approved Elective and Cognate Courses (six courses: 18 credits)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**D. Extended Research Essay: (6 credits).**

- € POLI 691
- € Supervisor \_\_\_\_\_

**E. Language Requirement**

- € French Test



XIII. Program of Study Check-Lists

**Master of/Magisteriate in Arts with Internship (Option B)**

**Checklist – 45 credits to graduate**

**A. Core Courses (MUST be completed in first year of study: 6 credits)**

- € POLI 636
- € POLI 644

**B. Pick one Area Concentration (four courses: 12 credits)**

- € Public Administration and Decision Making
- € Public Policy and Social and Political Theory
- € International Public Policy and Administration
- € Political Economy and Public Policy
- € Comparative Public Policy

**Courses:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**C. Approved Elective and Cognate Courses (four courses: 12 credits)**

**Strongly recommended: if have not taken in area of concentration, take one of the following POLI 600, 602, 618, 624**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**D. Internship with Research Paper: ( 15 credits)**

- € POLI 693 (supervisor and second reader will be assigned by MPPPA Director)

**E. Language Requirement**

- € French Test

### XIII. Program of Study Check-Lists

#### Master of/Magisteriate in Arts with Thesis (Option C)

##### Checklist – 45 credits to graduate

**A. Core Courses (MUST be completed in first year: 6 credits)**

- € POLI 636
- € POLI 644

**B. Pick one Area Concentration (three courses: 9 credits)**

- € Public Administration and Decision Making
- € Public Policy and Social and Political Theory
- € International Public Policy and Administration
- € Political Economy and Public Policy
- € Comparative Public Policy

**Courses:**

**Strongly Recommended: Core Course in field of thesis** (Political Theory: POLI 685O; Comparative Politics: POLI 681C; Canadian/Quebec Politics POLI 683O; or International Relations: POLI 603. If thesis is written in Public Policy/Public Administration or Political Economy your Core Course was already taken with POLI 636)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**C. Approved Elective and Cognate Courses (two courses: 6 credits)**

**Strongly Recommended: Advanced Research Methods: 685L**

1. \_\_\_\_\_
2. \_\_\_\_\_

**D. Thesis Proposal (3 credits)**

- € POLI 694
- € Supervisor: \_\_\_\_\_
- € Second Reader: \_\_\_\_\_

**E. Thesis (21 credits)**

- € POLI 696

**F. Language Requirement**

- € French Test

XIV. Teaching/Research Assistant Application, 2010-11

Name of Applicant: \_\_\_\_\_ I.D. # \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

S.I.N: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

How many credits in the program have you completed? \_\_\_\_\_

What is your Grade Point Average in the graduate program? \_\_\_\_\_

What is your current status in the program?

Registered for courses: Yes \_\_\_ No \_\_\_

Studies in Progress: Yes \_\_\_ No \_\_\_

Thesis Yes \_\_\_ No \_\_\_

Have you completed your Internship? Yes \_\_\_ No \_\_\_

What is your area of expertise? \_\_\_\_\_

Have you received a Teaching Assistantship before? Yes \_\_\_ No \_\_\_

If Yes, in what year? \_\_\_\_\_

Do you currently hold a part-time job (i.e. e-concordia or elsewhere?) Yes \_\_\_ No \_\_\_

If your answer is Yes, how many hours do you work in one week? \_\_\_\_\_

Please indicate your availability (day and time):  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a copy of your academic record and CV.

Please write a short statement describing your background and your ability to conduct seminars. There are a limited number of assistantships offered each term. The candidates will be chosen according to the following criteria:

1. Academic Standing/Performance in the program
2. Ability and Teaching Experience
3. Availability of Teaching Assistantship