



# Master of Arts Program in Political Science

## *M.A. Student Handbook*

Welcome to the Master of Arts program in Political Science at Iowa State University. This handbook will provide you with information about our M.A. policies and procedures. Although many departmental regulations are specified within this handbook, you should be aware that there are additional requirements set forth by the Graduate College. These are outlined in the Graduate Student Handbook. This handbook will have information and guidelines to facilitate progress through the entire graduate program. The handbook is on line at:

<http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html>.

There is a one-page "Procedures for Earning a Master's Degree at Iowa State University" that is an invaluable resource/checklist to follow as you work through your program. This is found in the Graduate Student Handbook and reprinted in this handbook.

As you begin your course of study there are bound to be questions or concerns you will have. We want to assure you that the faculty and staff will be available to assist you in any way we can. The program faculty and students welcome you and extend you to best wishes for success in your studies.

For further information about the M.A. Program contact:

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Iowa State University  
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## Guidelines for Pursuing a Master of Arts Degree

The department offers work for a Master of Arts degree (M.A.), with a major in political science, and minor for students in other departments. An additional degree offered by the Political Science department is the Master of Science in Information Assurance (more in-depth information for the MSIA is presented later in this handbook). Detailed requirements for all graduate degrees may be obtained from the department office or at the department's web page: <http://www.pols.iastate.edu/gradhome.shtml>.

The M.A. program is designed to enable its graduates to engage in governmental research, enter public service or private industry, teach, or pursue further graduate study. Graduate students may also wish to work for certification for high school or junior college teaching. A thesis is required for this degree. The department also has a joint Master of Arts/Juris Doctorate (M.A./J.D.) program with the Law School of Drake University. Detailed information for the M.A./J.D. can be found at the ISU Political Science webpage as well as the Drake Law School website (under Joint Degree): [www.law.drake.edu/admissions/specprograms.html](http://www.law.drake.edu/admissions/specprograms.html). Students wishing to pursue this joint degree must submit separate applications to both Drake University and Iowa State University and be accepted by both institutions.

M.A. graduates have a broad substantive understanding of the political process and the academic study of politics. They also have in-depth knowledge of one or more subfields in political science. Graduates are skilled at conducting research and preparing thorough research summaries. They are able to identify and address complex political questions, taking into account related ethical, legal, economic, and social issues.

The usual prerequisites for admission to major graduate work in the M.A. program are completion of at least 12 credits in political science, the GRE (Graduate Record Examination), one year of a single foreign language (equivalent to 8 semester hours) and a course in basic statistics (equivalent to Stat 101). If the basic statistics requirement has not been met, the student may remedy the deficiency by passing equivalent courses, for which no graduate credit will be received.

Students in other graduate programs may obtain a minor in political science by completing at least 9 credits of political science courses, including one of the proseminars. Interested students should consult the Graduate College Handbook for additional information on graduate minors.

### Admission/Application Requirements

#### **Admission Requirements**

Prospective students seeking full status admission (non-restricted) must normally have completed 12 semester hours of undergraduate course work in political science. Full status is rarely granted to students with less than a 3.00 (on a 4.00 point scale) undergraduate grade point average. It is highly recommended that students also have one year of a single foreign language (equivalent to eight semester hours) and a course in basic statistics (equivalent to Statistics 101) before entering the program.

## **Application Requirements**

1. Verbal and quantitative Graduate Record Examination (GRE) scores. In general, successful applicants score at the 60th percentile or above.
2. At least three letters of recommendation. Normally these would be from individuals who are competent to evaluate the applicant's past academic performance and potential for graduate study.
3. A 250-500 word essay. This essay should explain why the applicant wants to pursue the Master of Arts degree and what areas or topics in political science he or she would like to study in the program.

In addition to these requirements, a TOEFL score of at least 570 is highly recommended for applicants whose native language is not English.

## **Application Deadlines**

The application deadline for fall admission is May 1 and the deadline for spring admission is October 1. The departmental financial aid deadline for students wishing to be considered for an assistantship is February 1. Assistantships are not generally awarded to students entering in the spring.

### ***Deadlines***

Fall by May 1  
Spring by October 1  
Summer by March 1

### ***Department Financial Aid Deadline***

Fall/Spring by January 1  
(complete application: all requirements fulfilled and in Political Science office)

## **Class Registration Process**

The following information on registration policies and general “how to register” for classes can be found at this web address: <http://www.iastate.edu/~registrar/registration/>.

You might want to check out the ISU home page (<http://www.iastate.edu/>) and review the Students section as well as the Graduate College home page (<http://www.grad-college.iastate.edu/>).

## **Canceling**

Canceling your registration means you are dropping ALL your courses before the first day of the term. Other deadlines apply for some courses such as second half term courses. Download the cancellation form and follow the instructions printed on the form. A Tuition Adjustment Schedule is also found in this section. Call 515-294-1889 for more information.

## Withdrawing

Withdrawing from the university means that you are dropping ALL your classes on or after the first day of the term. You must notify your adviser and your college when you decide to withdraw from the university. Contact your adviser to complete a “Request for Withdrawal” form. Your tuition adjustment is based on the date you begin the withdrawal process.

## Degree Requirements

There are various requirements for each student as he/she progresses through the program. A brief description of these requirements, as well as the Procedures for Earning a Master’s Degree, is found in this section. The Procedures sheet is also listed on the Graduate College webpage and each box has a link to help with any questions you may have. The Procedures page is a very important resource and serves as a road map through the degree program.

During the academic year, graduate students must be registered for a minimum of nine credits to be considered full-time students or five credits to be considered half-time students. During the summer term, graduate students must be registered for a minimum of five credits to be considered full-time students or three credits to be considered half-time students.

The master’s degree student is expected to complete the degree program within five years.

## Graduate English Exam/English Proficiency Testing

Reading and writing in the English language are essential skills for succeeding in graduate school at Iowa State University and equally essential for future success in careers that require a graduate degree. An English examination is only required for students whose native language is not English.

*Nonnative Speakers of English*--**Graduate students whose native language is not English and who do not have a bachelor’s degree from ISU must take the English Placement Test at the beginning of their first semester of enrollment.** This test is administered by the Department of English. It must be taken in addition to TOEFL (Test of English as a Foreign Language), which is taken as part of the admissions process. A student who does not pass this examination is assigned to one or more courses in the English 101 series. This course work must be completed during the first year of study.

**Graduate students whose native language is not English but have an undergraduate degree from a U.S. institution, must take the Graduate English Examination for International Students,** also administered by the Department of English **at the beginning of their first semester of graduate work.** Students who do not pass this test must complete English 101D during their first year of study.

## **SPEAK/TEACH (International TAs)**

In many departments graduate students undertake some teaching responsibilities. Graduate students who are not native speakers of North American English have their oral proficiency tested in a classroom situation before departments assign them their responsibilities. The SPEAK/TEACH program organizes this testing and training, as well as orienting new international TAs to the U.S classroom and publishing the TA handbook. Please check the SPEAK/TEACH web site for more information and testing dates (<http://www.grad-college.iastate.edu/speakteach/homepage.html>).

## **Program of Study Committee/Program of Study (POS)**

The Director of Graduate Education (DOGE) will assist incoming students in outlining an academic program of study and in constituting a Program of Study Committee. A student's POS Committee consists of the major professor and a minimum of two other committee members (one member must be from outside the major). The major professor, who must be a member of the graduate faculty in the student's declared major, serves as chair of the POS committee. The outside member(s) of the POS committee provide relevant specialized knowledge or a different perspective helpful to the planning, execution, and reporting of research. If a graduate minor has been declared, a graduate faculty member from the minor program or interdepartmental minor must serve on the POS committee. The major professor and the representative from the minor field may not be the same person.

The student and the major professor develop the program of study with the consultation and approval of the POS committee. This agreement between the student and the Graduate College should be submitted as early as possible for approval. It is recommended that the committee be formed as early as the second semester of graduate study. At this time the student needs to meet with his POS Committee to plan the remainder of courses in the selected degree program. In no case can the committee be formed later than the term before the final oral examination or preliminary oral examination. POS forms are available in each program office or on the web at [www.grad-college.iastate.edu/deadline/formss.html](http://www.grad-college.iastate.edu/deadline/formss.html). Each student's program of study should be designed to correct deficiencies in academic preparation, allow study of subject matter that most interests the student, and avoid repetition in areas where the student is well prepared. The POS committee assures that program requirements are met before signing the POS form.

The POS form is signed by the student, committee members, and the DOGE of the major, minor or interdepartmental major/minor, if appropriate, before submitting it to the Graduate College. There the program of study is reviewed for adherence to the standards of the Graduate College and is submitted to the Dean of the Graduate College for approval.

A partial example of a completed POS form is shown on the following page. A POS must be submitted to the Graduate College for approval listing all courses to be taken to fulfill the 30-credit requirement for the M.A. degree. This includes courses taken, to be taken with estimated semester, etc.

## Course Work

Students must complete at least 30 semester credit hours. A minimum of 21 of these hours must be taken in the Department of Political Science. Six hours (two classes) of 400-level course work and three hours of thesis credit (Political Science 699) may be applied toward the 21 hour minimum.

II Planned Graduate Program									
Line	University	*	Department Name	Course Number	Semester Credits	**	Course Title	Grade	Year
1	ISU	___	Pol S	502	3	___	Political Analysis & Research	___	F07
2	ISU	___	Stat	401	4	___	Statistical Methods	___	F07
3	ISU	___	Soc	411	3	___	Social Change/Developing Countries	___	F07
4	ISU	___	Pol S	552	3	___	Comparative Foreign Policy	___	S08
5	ISU	___	Pol S	505	3	___	Proseminar in Comparative Politics	___	S08
6	ISU	___	Soc	640	3	___	Comparative Social Change	___	I08
7	ISU	___	Pol S	590C	3	___	Special Topics	___	I08
8	ISU	___	Soc	566	3	___	Political Sociology	___	F08
9	ISU	___	Pol S	590	2	___	Special Topics	___	F08
10	ISU	___	Pol S	699	3	___	Research/Thesis	___	S09
11	_____	___	_____	Total Cr.	<b>30</b>	___	_____	___	_____

Students are strongly encouraged to complete 9 credit hours in graduate courses outside the Department of Political Science that relate to their area of interest. These courses must be approved by the Director of Graduate Education or the student's POS Committee, and any exceptions to the nine hour requirement must be approved by the student's POS Committee.

## Thesis/Deadlines

All students are required to write a thesis. **As a first step in this process, the POS Committee must approve a written thesis proposal.** A thesis is considered complete when it is approved by the Committee and the Graduate College. Format instructions and deadlines for theses are found on the Graduate College home page under Degree Requirements/Graduation (<http://www.grad-college.iastate.edu/>).

## Final Oral Examination

After completion of all the requirements for the Master of Arts degree, the student will be administered a final oral examination (approximately two hours) by his/her her POS Committee. The examination may cover all courses taken by the student and the material related to his or her thesis. There are several important deadlines for final oral and graduation. The Application for Graduation (Diploma Slip) must be turned in by the first Friday of the semester in which a student is planning to graduate (if not before). The Request for Final Oral form must be turned in three weeks prior to actual date of exam. In addition, there is a Graduate College deadline each semester for the last date to take the final oral examination.

## Registration for Classes

Admitted students should consult the M.A. director or major professor prior to registering for classes. Students early in the program should give priority to core and methodology classes when making course selections. Advanced students should focus on connecting the concentration and thesis, in conjunction with the POS Committee. Courses related to the M.A. program and political science generally are listed on the Department's web page. Additional classes are available at other university internet sites ([www.iastate.edu](http://www.iastate.edu)).

Registration can be accomplished on line through the ACCESS+ system. To use this system, the students will need their ISU ID and password. (ACCESS+ does have a deadline for use—check University Calendar for dates.)

An alternate registration procedure is a walk-through system to Room 10 in Alumni Hall. Many students take some of their courses off-campus. Registration for off-campus classes can be done through the Registrar's Office at <http://www.distance.iastate.edu/registration/registration.php>.

Non-admitted students may register for graduate classes as well (non-degree program). However, students who are not admitted should be aware that a strict limit of 9 credits may be transferred into the course of study after acceptance into the M.A. program. Credits transferred from another institution must be approved by the student's POS Committee. (See the Graduate College Handbook for more information on transfer credits.)

## The M.A. Curriculum Requirements (30 credits)

### Required Courses:

I.		<u>Graduate</u>
	<u>Proseminar</u> (Pol S 504, 505 or 506)	(3 cr)
II.	<u>Concentration Area</u> (International, American or Comparative)	(6 cr)
III.	<u>Pol S 502 Political Analysis and Research</u>	(3 cr)
IV.	<u>Statistics 401 or 2 years of a single foreign language</u> (Stat 401 strongly recommended)	(4 cr, Stat 401; or 16-20 cr language)
V.	<u>Thesis</u>	(3 cr)

### Required Course Distribution:

*30 credits are required for the degree, of which 21 credits must be from political science.* Of that 21, up to 6 credits may be from 400 level classes in the Political Science Department. Up to 9 of the 30 credits may come from relevant courses in other departments and students are encouraged to do so. The required courses above count toward this distribution based on the department in which the class is taken. It is important to understand that the credits for the two years of a single foreign language (e.g., 16 for German 101, 102, 201, and 202; or 20 for Chinese 101, 102, 201, and 202 are not acceptable for graduate credit, so do not count toward the 30 credits required to receive the M.A. The 4 credits for Stat 401 do count as graduate credit, and are applied toward the 30 credits required for graduation. Students whose first language is not English normally will not be expected to take two years of another foreign language, but in such cases are required to take Statistics 401.

### Other Requirements Graduate English Exam

(required for all international graduate students--to be taken before completion of 12 credits)

# Master of Arts in Political Science

## Graduation Check List

### Required Courses Checklist (Write course department and number in blank)

_____	Graduate Proseminar (Pol S 504, 505 or 506)	(3 cr)
_____	Concentration Area course 1	(3 cr)
_____	Concentration Area course 2	(3 cr)
_____	Pol S 502 Political Analysis and Research	(3 cr)
_____	Statistics 401 or 2 years of a single foreign language (4 cr, Stat 401; or 16-20 cr language)	
_____	Thesis	(3 cr)

### Course Distribution Worksheet

**In this column, list at least 21 credits taken in the Department of Political Science. Classes listed above may be repeated on this list. Up to 6 credits may be from 400 level classes. Only two 590 courses may be taken except by permission of the Director of Graduate Education**

**In this column, list at least 9 additional credits. These may be taken outside of political science and should be relevant to your field of study.**

Course	Credits	Course	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total</b>	_____	<b>Total</b>	_____

### Other Requirements

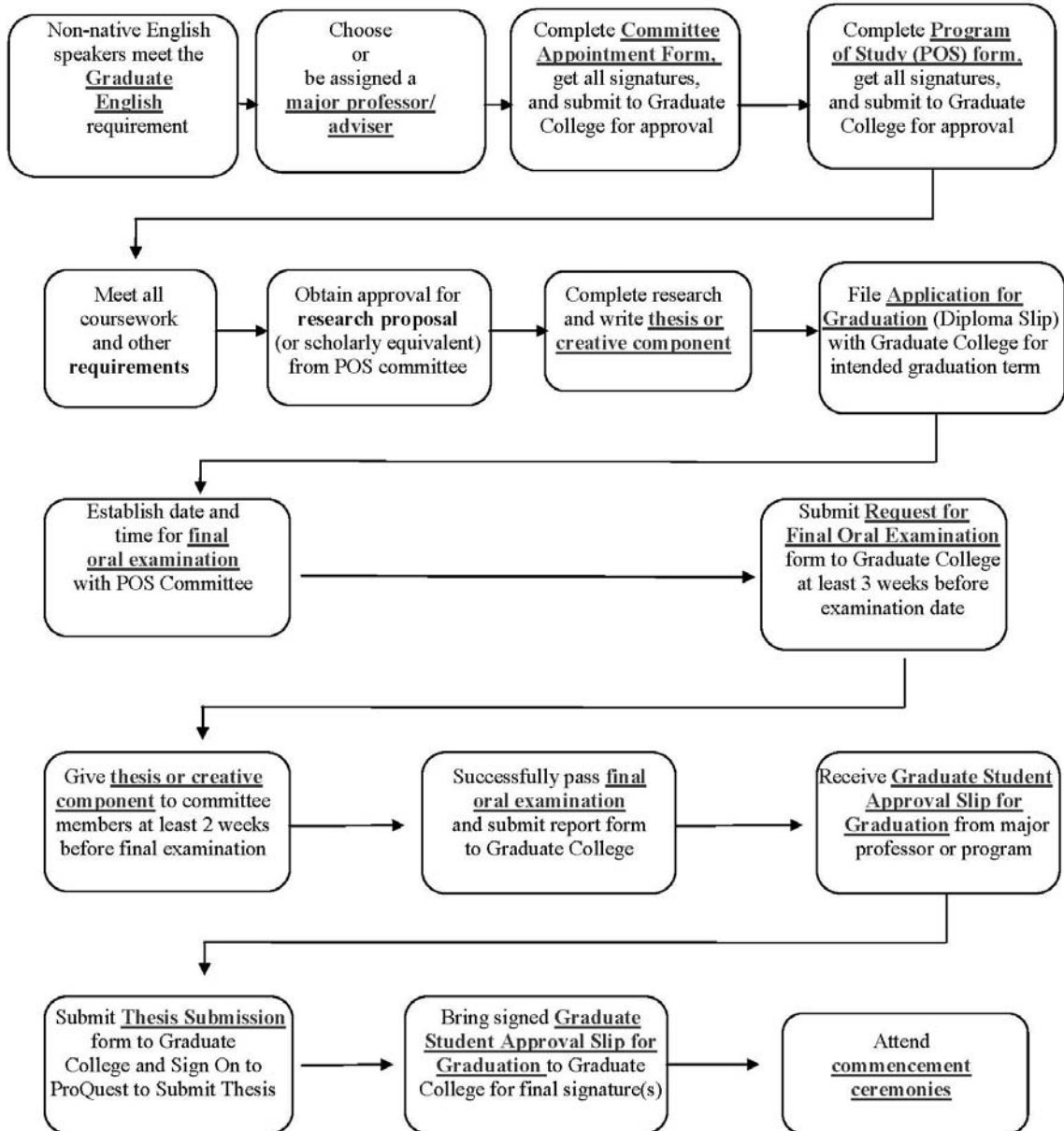
\_\_\_\_\_ **Graduate English Exam** (required for all international graduate students, to be taken before completion of 12 course credits).

\_\_\_\_\_ **Meet** with DOGE and set up POS Committee

\_\_\_\_\_ **Meet** with POS Committee  
 \_\_\_\_\_ **Submit** written thesis proposal to POS Committee--(SECOND SEMESTER DEADLINE)

\_\_\_\_\_ **Final Oral Exam of Thesis**

## Procedures for Earning a Master's Degree at Iowa State University



## **Master of Science in Information Assurance (INFAS)**

The Master of Science in Information Assurance (MSIA) is a multi-disciplinary program designed to provide students with diverse backgrounds and interests the opportunity to obtain professional training in the emerging field of information assurance. The core of the MSIA program is built around a series of courses taught in Electrical and Computer Engineering, Mathematics, and Computer Science that introduce students to software and hardware aspects of cryptography and computer security. The program also recognizes, however, that information assurance—defined in terms of security, privacy, access, and reliability—is not simply a technical problem but also involves important societal dimensions, including policy, education, ethics, and management. Recognizing that political science offers many potential intersections with information assurance (e.g., public sector management of information technology; forensics and computer crime; information technology policy and law; information technology and international relations; information warfare; etc.), students with interests in these areas are encouraged to select the Department of Political Science as their home department.

Students opting to pursue a MSIA degree through the Department of Political Science can expect to acquire skills and background knowledge relevant to a career in public policy or public sector management of information assurance technologies. The INFAS degree can also help prepare students who wish to go on to pursue a Ph.D. in information politics and policy.

Students interested in the INFAS degree program should consider Political Science as a home department if their future career and/or educational interests lie in such areas as constitutional issues related to the internet and information technologies; information technology, international security, and information warfare; information technology policy and law; and public administration and public sector management of information technology

Admission requirements generally follow the same guidelines as the M.A. or M.P.A. in Political Science. Degree requirements are specified by the INFAS program in cooperation with Political Science and are listed below. More in-depth information on the program can also be found at: <http://www.isssl.iastate.edu/infas.html>.

### **Admission Requirements for Students with Political Science as their “Home Department”**

Applicants for admission to the Master of Science in Information Assurance with a home department in Political Science must meet the following minimal requirements:

1. All relevant university, graduate college, and INFAS entrance requirements
2. Verbal and quantitative GRE scores (generally waived for those with previous graduate degrees or with 5 years of relevant professional experience)
3. At least three letters of recommendation
4. A 250-500 word statement outlining applicant’s reasons and plans for graduate study

In addition to these requirements, a TOEFL score of at least 570 is required for applicants whose native language is not English. Applications are normally processed on a year-round basis. Decisions will be made as quickly as feasible once the applicant has submitted all relevant

materials. Decisions for financial assistance are generally made in April for the following academic year. More information about the department can be found on the Department of Political Science web page at: <http://www.iastate.edu/~polsci/>

Admission materials should be sent to the Graduate College. They will be evaluated for approval by both the INFAS program and the Department of Political Science.

### **Degree Requirements for Students with Political Science as Their “Home Department”**

1. All relevant university and graduate college requirements.
2. Consonant with the INFAS degree program, students must take CprE 531 Computer Security (3 credits) and CprE 534X Ethical and Legal Issues in Computer Security (2 credits).
3. Students must also take Political Science 487X Cyber-politics (3 credits).
4. Students must take two (6 credits) of the following:  
CprE 580 Advanced Computer Networking;  
Com S 552 Principles of Operating Systems;  
Com S 586 Computer Network Architectures; or MIS 538 Business Processes and Systems  
Math 553 Cryptology.
5. Students taking the thesis option must complete 6 credits of thesis research with their thesis advisor. Students taking the non-thesis option must complete 3 credits of creative component with their advisor.
6. Students must complete 12 (thesis option) or 15 (non-thesis option) elective credits. Students in the Political Science INFAS program will be expected to develop an appropriate course of study, in consultation with their advisor, to achieve their own particular academic and career goals in information assurance and policy with these electives. This program must include two courses in Political Science in addition to Pol S 487. One of these courses may be an independent study. The total program of study, including required courses, should total 30 credits.

## Master of Science in Information Assurance (INFAS)

### Graduation Requirements

#### Core (6 credits)

INFAS 531 Computer Security  
INFAS 534 Ethical and Legal Issues in  
Computer Security  
Com S 207 Programming I (strongly recommended)  
Com S 208 Programming II (recommended)

#### Supplemental Core (9 credits)

INFAS 530 Advanced Computer Networking  
or COMS 586 Computer Network Architectures  
MIS 538 Business Process and Systems  
POLS 487 Electronic Democracy

#### Electives for Management Focus (12 credits)

INFAS 532 Information Warfare  
(highly recommended)  
POLS 571 Organizational Theory  
(highly recommended)  
POLS 575 Management in the Public  
Sector (highly recommended)  
MIS 533 Data Management for Decision  
Makers (highly recommended)  
MIS 535 Telecommunications  
Management (highly recommended)  
POLS 590G Special Topic  
(Talk to your advisors)  
CprE 537 Wireless Security

POLS 579X Topics in Cost and Revenue Analysis  
INFAS 592 Seminar in Information Assurance  
POLS 421 Constitutional Freedoms  
\* COMS 207 Programming I (*Must have*)  
\* COMS 208 Programming II  
\* COMS 311 Design and Analysis of Algorithms  
\* COMS 363 Introduction to Database  
Management Systems  
\* COMS 352 Introduction to Operating Systems  
(Network focus)  
\* COMS 461 Database Systems Concepts and  
Internals  
(\* Recommended for auditing)

#### Electives for Political Science Focus (12 credits)

INFAS 592 Seminar in Information  
Assurance  
POLS 421 Constitutional Freedoms  
POLS 422 International Law  
POLS 453 International Organization  
POLS 504 Proseminar in International  
Politics

POLS 552 Comparative Foreign Policy  
POLS 559 International Relations Theory  
POLS 581 International Political Economy  
POLS 590 Special Topics  
\* COMS 207 Programming I (*Must have*)  
  
(\* Recommended for auditing)

#### Thesis Research/Creative Component (3 credits)

POLS 599 Creative Component  
POLS 699 Thesis Research

## Master of Arts/**Juris Doctorate Program (M.A./J.D.)**

The Drake Law School and the Department of Political Science, Iowa State University are co-sponsors of the Master of Arts/Juris Doctorate degree. This degree combines courses at both Iowa State University and the Drake Law School and follows much the same requirements as a double degree. However, the student must have full admission to both schools.

The increasing attention being focused on the solution of social problems by State and Federal governments has created a need for persons with advanced training in both law and political science. The Drake Law School and the ISU Department of Political Science jointly administer a M.A./J.D. program to provide an opportunity for students at the Drake Law School to achieve, concurrently, a J.D. degree in law and a M.A. degree in political science, and for graduate students in political science at Iowa State University to achieve a degree in law.

Successful completion of this program will enable students at Drake Law School to receive both a J.D. and a M.A. degree within a three-year period, while graduate students in political science at Iowa State University will be able to transfer a substantial number of hours to the Drake Law School toward the fulfillment of the J.D. requirements in a similar amount of time..

In summary, the program is as follows: (1) Drake Law School students will be permitted to transfer credits for specified law courses to Iowa State University, up to a maximum of 10 semester hours, of which 8 semester hours will be acceptable for minor graduate credit toward the completion of the M.A. degree at Iowa State University (a minimum of 22 graduate credits must be earned at Iowa State University for all Master's degree programs); (2) Iowa State University graduate students will be authorized to transfer a maximum of 9 semester hours of specified political science courses to the Drake Law School toward the completion of the J.D. degree.

### **Admission Requirements**

Applicants for the combined J.D.-M.A. (Political Science) program need to meet the entrance requirements of, and be admitted to, both the Drake Law School and the Iowa State University Graduate College.

**(1) Drake Law School:** Admission requirements to the Law School include a baccalaureate degree from an accredited institution with acceptable undergraduate scholastic achievement, and an acceptable score on the Law School Admission Test. For a complete discussion of the Law School admission requirements, please refer to the current Drake Law School catalog.

**(2) Iowa State University:** A graduate student in Political Science at Iowa State University must have a bachelor's degree from a recognized university, and normally must rank in the top half of his or her graduating class. (See the current Iowa State University Graduate College Catalog and the requirements elsewhere in this handbook). Normally, students are expected to submit Graduate Record Examination scores, but results from the Law School Admissions Test also are acceptable.

Prerequisite for admission to major graduate work in the Department is normally the completion of at least 12 semester credits in political science. Students entering the Master of Arts program in political science should have completed one year of a single foreign language, which is the equivalent of 8 semester hours. A course in basic statistics (equivalent of Statistics 101) is also expected. Otherwise, the deficiency may be remedied by passing equivalent courses, for which no graduate credit will be received.

### **Financial Information:**

#### **(1) Drake University**

Information about tuition may be found in the current Drake Law School catalog. For information concerning scholarships, financial aid, and housing accommodations, write to the Office of Admissions, Drake University Law School, Des Moines, IA 50311; telephone 1-800-44-DRAKE, ext. 2782, or (515) 271-2782.

#### **(2) Iowa State University**

Information regarding graduate fees may be obtained in the current Graduate Catalog. Eligibility for resident fees is decided by the Director of Admissions. For further information concerning fees and housing, see the ISU Graduate Catalog. Write to the Chair, Political Science Department, 503 Ross Hall, Iowa State University, Ames, IA 50011 for information regarding teaching and research assistantships.

Tuition and graduate fees are assessed separately by each institution. Taking courses at both Drake and Iowa State in the same academic term requires payment to each institution. This applies to both full-time and part-time enrollment.

### **Curriculum**

Both the Drake Law School and the Department of Political Science at Iowa State University have specific courses, hours, and grade requirements which must be met before the respective degrees will be awarded. In brief, the J.D. degree requires the successful completion of 90 semester hours; the M.A. degree requires a minimum of 30 semester hours for the thesis option. A minimum of 22 graduate credits must be earned at Iowa State University for all Master's degree programs.

If you are interested in further information concerning the details of this J.D.-M.A. program, please contact the persons listed at the end of this handbook.

## ISU Courses Eligible for Transfer to Drake Law School

Iowa State University graduate students in political science may transfer a maximum of 9 semester hours to the Drake Law School from the following list of courses, all of which must have been taken for graduate (500-level) credit when there is the option of taking a dual-listed course at either the undergraduate or graduate level. A number of "experimental" courses, designated in the *Schedule of Classes* by an "X" suffix, are offered annually; many of these also may be counted for graduate credit. In addition, completion of requirements for the M.A. degree usually includes Statistics 401 (Statistical Methods for Research Workers - 4 credits); this course also may be acceptable for transfer credit. No more than 6 credit hours of 400-numbered Political Science courses may be counted toward the completion of the M.A. degree.

343	Latin American Government and Politics	3
406	Public Opinion, Voting Behavior, and Elections	3
410	Iowa Government and Politics	3
417	Campaign Rhetoric (also Speech Communication 417)	3
421	Constitutional Freedoms	3
430	Development of Political Thought: Classical Through Early Contract Theory	3
451	International Politics of Asia	3
453	International Organizations	3
470	Public Choice (also Economics 470)	3
482	Environmental Politics and Policies	3
502	Political Analysis	3
510	State Government and Politics	3
512	Urban Politics and Administration	3
513	Federalism and Intergovernmental Relations	3
531	Development of Political Thought: Modern & Contemporary Political Thought	3
544	Comparative Public Policy	3
547	Political Leadership and Elites	3
552	Comparative Foreign Policy	3
559	International Relations Theory	3
560	American Political Institutions	3
570	Politics and Management of Nonprofit Organizations	3
571	Organizational Theory in the Public Sector	3
572	Public Budgeting and Financial Management	3
573	Public Personnel Administration	3
574	Methods of Policy and Program Evaluation	3
575	Management in the Public Sector	3
577	Government Business, and Society	3
580	Ethics and Public Policy	3
581	International Political Economy	3

590A	Special Topics: American Political Institutions	2-5
590B	Special Topics: Public Law	2-5
590C	Special Topics: Political Theory and Methodology	2-5
590D	Special Topics: Comparative Government	2-5
590E	Special Topics: International Relations	2-5
590F	Special Topics: Political Parties and Policy Formation	2-5
590G	Special Topics: Public Administration and Public Policy	2-5
610A-G	Graduate Seminars (check semester class schedules for availability)	3
699	Thesis Research	Varies

### Drake Law School Courses Eligible for Transfer to ISU

103	Race and Constitution	243	Employment Discrimination
104	Death Penalty	247	Conflicts of Laws
160	Constitutional Law I	250	Labor Law I
161	Constitutional Law II	251	Remedies for Error in Criminal Cases
172	Legal Ethics and Professional Responsibility	258	Creative Constitutional Thinking
216	Juvenile Law	262	Antitrust
218	Natural Resources Law	266	Administrative Law
231	Environmental Protection and Control	278	Public International Law
233	Land Use Control	279	International Law
234	Legislation	316	Law and Religion
238	State and Local Public Finance	322	International Agriculture and Food
240	Advanced Problems in Constitutional Law	351	Labor Law II

**Note:** Other Drake Law School and ISU Political Science Department courses may be acceptable for transfer credit. These courses need to be defined by, and acceptable to, both parties in each individual case.

### Grades

For specific grades information see the current ISU and Drake catalogs. In general, M.A. candidates in political science at ISU must maintain, and graduate with, no less than a "B" (3.0) average; at the Drake Law School, graduation requires a "C" (2.0) cumulative average. However, for the purposes of meeting the requirements of this program, "C" grades and above may be transferred from the Drake Law School to ISU, and will be evaluated as a "Pass." Similarly, the Drake Law School will accept credit for classes at ISU in which the candidate receives a grade of "B" or better, but the grade received at ISU will not be used to compute the grade point average for the J.D.

## **Financial Aid, Graduate Assistantships, and Scholarships**

Some students may be eligible for financial aid for all degree programs discussed in this handbook. Financial aid applications are available in the Student Financial Aid Office, Room 0210, Beardshear Hall. 515-294-2223. Departmental deadline for completed financial aid/graduate applications is January 1 for consideration for the next academic year.

### **Graduate Assistantships**

Two types of Graduate Assistantships are available: Teaching Assistantships (TA) and Research Assistantships (RA). These positions are limited so it is important that you apply for an assistantship early in the year. These assistantships provide a unique opportunity for students to gain valuable experience while providing financial support through the school year. The assistantships also include a medical insurance package through Blue Cross – Blue Shield. A dental plan is also available for an additional fee. Students may apply for assistantships by submitting a completed program application/financial aid materials by January 1 for consideration for the next academic year.

### **The Donald E. Boles Distinguished Graduate Student Award**

Awarded to recognize an outstanding graduate student in the Department of Political Science.

Application Deadline: March 1

Amount: \$500

To be considered for the Boles award, the applicant will need to submit: 1) a written statement formally applying for the award; 2) a statement outlining individual's plans for the next year, including graduation date, and 3) one or letters from faculty members who can give an appraisal of your academic performance and your promise for future excellence.

### **Graduate Student Rights and Responsibilities (IMPORTANT)**

**All student rights and responsibilities, information dealing with academic probation, grievance procedures, etc. can be found in the Graduate College Handbook, Chapter 9: Rights and Responsibilities (pages 58-70). Students must maintain a GPA of 3.00 or will be placed on academic probation which can affect an assistantship. The Political Science Department graduate program follows all rules and procedures as set forth by the Graduate College. Please be sure to review this information.**

## **Important Telephone Numbers and Contact Information Iowa State University**

**Iowa State University web site:** Most university information can be obtained at this site. Includes an index for easy tracking of information, student information, etc.:

<http://www.iastate.edu>

**Liberal Arts & Sciences Center for Distance Education:** <http://lasonline.iastate.edu/>.

Registration through the Registrar's Office at:

<http://www.distance.iastate.edu/registration/registration.php>

**Drake University Law School, Drake University,** Des Moines, IA 50311

Joint degrees in Political Science: M.A./J.D., Website (under Joint Degree):

[www.law.drake.edu/admissions/specprograms.html](http://www.law.drake.edu/admissions/specprograms.html)

Contact Person: Matt Dore (515)-271-4136. (matt.dore@drake.edu)

**Graduate College,** Room 1137 Pearson Hall (515) 294-4531

Web site: [www.grad-college.iastate.edu](http://www.grad-college.iastate.edu)

All graduate applications, forms, handbooks and general information can be found at the Graduate College website. The Graduate College has information on departmental deadlines, financial assistance, GRE requirements, etc., as well as a directory of graduate programs.

**International Education Services,** Room 4 Hamilton Hall (515)-294-1120

International students should check out the web site for information on visas and other required procedures: [http://www.public.iastate.edu/~internat\\_info/homepage.html](http://www.public.iastate.edu/~internat_info/homepage.html)

**Political Science Department,** 503 Ross Hall (515) 294-3764

In-depth information on the Political Science graduate programs can be found at the departmental website: <http://www.pols.iastate.edu/gradhome.shtml>

**Political Science--Public Policy and Administration,** 503 Ross Hall (515) 294-7256

In-depth information on the Public Policy and Administration graduate program for both on-campus and Des Moines site is at: <http://mpa.las.iastate.edu/>

**Office of Admissions,** 100 Alumni Hall 1-800-262-3810 (in U.S.) or (515) 294-5836

Website: [http://www.iastate.edu/~adm\\_info/homepage.html](http://www.iastate.edu/~adm_info/homepage.html)

Admissions questions can be sent by e-mail to: [gradhelp@mail.adp.iastate.edu](mailto:gradhelp@mail.adp.iastate.edu).

**Student Financial Aid Office,** 0210 Beardshear Hall 515-294-2223

Website: [http://www.public.iastate.edu/~fin\\_aid\\_info/](http://www.public.iastate.edu/~fin_aid_info/)

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