

## **Handbook for Graduate Students in MA Program in Ethics and Policy Studies**

The information here is a supplement to that in the Graduate Catalog (available in print and on the UNLV Web site) and in the Graduate Student's Guide (available on the Graduate College's Web site). You are responsible for knowing that information. In case of conflict between this information and information provided by the Graduate College, the latter has precedence.

The information here is subject to change.

### Academic Integrity

The Department of Political Science has high expectations of its students, among which are that you adhere to standards of integrity. You are expected to do all of your work, oral and written, honestly. You should be familiar with the statement on the subject in the Graduate Catalog.

One aspect of integrity is providing adequate citations in your written work. The department does not have one required format for citations, although professors may impose such a requirement in their courses. If the professor does not do so, you should use a method specified in a style book (e.g., Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*).

### Degree Requirements

The following core courses are required:

1. EPS 702, 710, 744, and 750.
2. Twelve credits of electives, six of which may be outside EPS and Political Science.
3. Six credits of EPS 799.

You must maintain a minimum B average in order to remain in good standing. Only those courses in which you receive a grade of B or better may be used for graduate credit.

If there is a difference between the degree requirements as stated in the Graduate Catalog when you were admitted and the requirements as stated in the Graduate Catalog when you plan to graduate, either catalog may be used.

Full-time students can normally expect to complete the program in two years.

Among the rules to be found in the Graduate Catalog is that you must be registered in the semester in which you plan to graduate. The Graduate College does not require you to register in the summer unless you plan to graduate in the summer.

### Advisor and Advisory Committee

The graduate coordinator is your chief advisor. To be counted toward the MA degree, all courses must be pre-approved by the graduate coordinator.

You must form an advisory committee, in consultation with the graduate coordinator, before you have completed sixteen credits of work (or by the sixth week of your first semester as an admitted student if you are counting twelve or more credits toward your degree that were

completed before you were admitted to the program). That committee consists of four members of the UNLV graduate faculty, one of whom serves as the Graduate College representative. The chair of the committee is one of the three members other than the Graduate College representative. The graduate coordinator may or may not be one of the committee members.

### Independent Study

You are allowed to take a maximum of three credits of independent study (EPS 794). To take this course it is essential that you have a subject you want to study in depth that cannot be covered in a seminar being offered that semester. Then you must find a professor willing to instruct you. You should plan to meet with that professor regularly—if possible, weekly—during the semester. The two of you must draw up a schedule of reading and writing assignments and list them on the Graduate Independent Study form, which you should download and print from the department's Web site. You may take an independent study for one, two, or three credits; the amount of work for a three-credit independent study should be the same as that for a graduate seminar (approximately six books read and thirty pages written), with the amount of work for fewer credits reduced proportionately. The professor determines the number and length of writing assignments.

### Thesis

The first step in writing a thesis is to decide on the subject. You should do so in consultation with your advisor, the other members of your committee, and perhaps other faculty. You must write a prospectus of three to five pages, outlining the question you will treat, the methods you will use to treat it, the organization of your chapters, and the significance of the study.

It is never too early to begin thinking about a topic for a thesis; but your six credits of thesis are normally the last credits of your program. You are not allowed to register for thesis until you have submitted the following forms to the Graduate College: Appointment of Advisory Committee, Proposed Master's & Specialist Degree Program (parts 1 and 2), and Prospectus Approval.

You must take six credits of EPS 799; you may take more, but only six credits count toward your program. Once you have begun to take EPS 799, you must register for three credits of EPS 799 every semester—summers excluded—until you finish. If you plan to defend the thesis and graduate in the summer, you must take three credits of EPS 799 that summer.

Each member of the advisory committee reads the thesis—chapter-by-chapter, unless the committee members request otherwise—and may require revisions. In writing the thesis, you should follow the Guide to Preparing and Submitting a Thesis or Dissertation (available on the Graduate College's Web site); the department has no formatting or stylistic requirements of its own, but your committee may have such requirements.

Twice a year the Graduate College holds a seminar to explain its requirements for writing a thesis. The department strongly urges you to attend one of those seminars; doing so will likely save you much time in the long run.

The thesis must be unanimously approved by the committee. After the thesis has been approved, an oral defense of the thesis is held. You are responsible for arranging a date and time

at which all members of your committee may attend; you are also responsible for arranging a room with one of our administrative assistants.

The committee may require you to make substantive or stylistic revisions, or both, to your thesis even after you have defended it.

When you have successfully defended your thesis, made any necessary further revisions, had those revisions approved by your committee, and submitted final copies to the Graduate College, you are required to give the department one copy of your thesis, bound in black cover.

If you are writing a thesis on a topic that requires primary research in a foreign language, you must have reading competence in that language.

### Forms and Deadlines

All of the forms listed below are available on the Graduate College's Web site—except part 2 of the Proposed Master's & Specialist Degree Program form, which is available on the department's Web site.

For an up-to-date list of deadlines, see the Graduate College's Web site.

The following forms must be submitted to the Graduate College before completion of sixteen credits (or by the sixth week of your first semester as an admitted student if you are counting twelve or more credits toward your degree that were completed before you were admitted to the program):

1. Appointment of Advisory Committee
2. Proposed Master's & Specialist Degree Program, part 1
3. Proposed Master's & Specialist Degree Program, part 2
4. Prospectus Approval

The Application for Graduation form must be submitted in the semester of graduation according to the deadline specified on the Graduate College's Web site.

Any change in your proposed degree program must be submitted on a Change in Proposed Degree Program form.

The following deadlines apply:

1. Eighth week of the semester of your graduation: submit a draft of the completed thesis to your advisory committee, and to the Graduate College for an initial format check.
2. At least one week before the defense of your thesis: submit the completed thesis to your advisory committee.
3. At least three weeks before the end of instruction: defend your thesis.
4. At least two weeks before the end of instruction: submit final copies of the revised thesis, as well as the Oral Defense Results form, to the Graduate College.

### Graduate Assistantships

The information here supplements that in the Graduate Assistant Handbook (available on the Graduate College's Web site).

The number of assistantships offered by the department may vary from year to year. The number of vacancies varies from semester to semester. Selection of recipients is made by an ad

hoc committee of departmental faculty. EPS and Political Science applicants are treated on an equal basis.

Contracts for graduate assistants (GAs) begin at the beginning of the week before instruction begins in a semester; contracts end at the deadline for submission of final grades by instructors.

Assignments held by graduate assistants vary from semester to semester. Assignments are normally made in the week before the contract for the semester begins.