

# **GUIDELINES FOR DOCTORAL STUDY IN POLITICAL SCIENCE AND INTERNATIONAL RELATIONS**

FALL 2011, PUBLIC VERSION  
(Final as of 10.19.2010)

These guidelines present degree requirements copied from the USC catalogue (Part 1) and supplementary information to help students and faculty navigate through the program. The catalogue should be consulted first; the supplementary sections do not repeat those provisions. Finally a simple check-list summarizes key steps and deadlines.

## **PART 1. DEGREE REQUIREMENTS**

### **USC graduate school requirements**

The PhD degree is awarded to students who have demonstrated in-depth knowledge of the disciplines of political science and international relations and the ability to make an original research contribution. The degree requirements are fulfilled by successfully completing a minimum of 60 units beyond the B.A., the PhD screening process, three fields of concentration, a substantive paper, a foreign language requirement (if applicable), qualifying examinations, a dissertation proposal, and a written dissertation and its oral defense.

### **Admission**

The faculty of the Department of Political Science and the School of International Relations welcome talented candidates from a variety of academic backgrounds. Although a prior degree in political science or international relations is not necessary, it is strongly recommended that applicants have completed at least some course work in related fields, including political theory, statistics and social science research methods.

Admission decisions are based on consideration of applicants' prior academic performance, as reflected in course grades, the results of the Graduate Record Examination, letters of recommendation, and a statement of intent that demonstrates a seriousness of purpose, a high level of motivation and a desire to benefit from our faculty's areas of expertise or interest. Applicants are also required to submit a sample of their written work in English, preferably a research-oriented paper. Business, government and other practical experiences may also be taken into account. Applicants whose native language is not English must take the TOEFL examination.

### **Screening process**

Before completion of 24 units, students will be reviewed by a screening committee made up of the Program Director, one teacher of one of the core courses, and one professor nominated by the student. This committee will review the student's progress, including grades and written faculty evaluations of course work.

The committee will be responsible for deciding, at an early stage in the student's career, whether the student is likely to finish the PhD program. After reviewing the student's record, the committee may decide to (1) continue the student, (2) not continue the student and admit the student into a terminal M.A. degree program, or (3) fail the student's performance in the screening process, i.e., not continue the student in either the M.A. or PhD programs.

### Course requirements

All doctoral candidates must complete an approved sequence of four courses in core theory and methodology, including a classics-oriented course in political theory, a multivariate statistics course, a philosophies/methodologies of social inquiry course, and a course in advanced research methods.

The selection of additional courses should be guided by the distribution requirements of the PhD program. The student will choose three fields of concentration. Each field of concentration requires completion of at least three graduate level courses with an average grade consistent with university and program requirements. Additional courses necessary to complete the 60 units required by the Graduate School should be taken in consultation with faculty advisors and the *Guidelines for Doctoral Study in Political Science and International Relations*.

### Fields of concentration

The standing fields of concentration include American politics; comparative politics; international political economy; and international security and foreign policy. The candidate must satisfy two of these four standing fields by passing a written field qualifying examination. The student may satisfy the third field by completing three courses in one of these four, or may propose another customized field of study to be approved by the relevant faculty and the PhD Program Director and steering committee. For example, students can design a third field that cuts across disciplinary boundaries or focuses on specific areas of political science and international relations beyond the standing fields. The *Guidelines* and Program Director can provide illustrations of this type of third field.

### Foreign language

The student is required to demonstrate intermediate proficiency in a language other than English if the student's primary field requires it. Students should consult the *Guidelines* and the Program Director.

### Substantive paper

To show evidence of the capacity to conduct original research and before taking the qualifying exam, each student will submit a substantive paper. The student, in consultation with the chair of his or her Guidance Committee, will distribute the substantive paper to all members of the Guidance Committee at least 14 days prior to the oral defense of the qualifying examinations. The substantive paper should be presented and defended in the oral component of the qualifying examination as a viable journal submission to a peer-reviewed professional journal. It is expected that the paper should be submitted to a professional journal approved of by the student's advisor within one year of the defense.

## Qualifying examinations

Ordinarily, students will take the qualifying exams no later than the fifth semester in the PhD program. Students will be examined in two of their three fields of concentration. The third field will be completed by taking at least three courses and passing them with an average grade consistent with university and program requirements. The guidance committee will evaluate the quality of these two written exams as evidence of the capacity to define and complete a PhD dissertation.

The written examinations are closed book and will be administered over two days at least once per academic year. Examination questions will be written by a committee of the tenure track faculty in each field. The Director of POIR Graduate Studies (Program Director), in consultation with the Chair of the Department of Political Science and the Director of the School of International Relations, will appoint one faculty member from each field to coordinate the writing of the relevant field exam. The field exam coordinators will then seek assistance from other faculty in their field, including those with whom the student has studied, to compose the written examination questions.

The oral portion of the student's qualifying examination will be administered by his or her guidance committee. The oral examination will be based on the student's two written field exams and the substantive paper. The guidance committee will be made up of five members. Two members, one from each standing field, will be designated by the director of the PhD program in consultation with the student's principal advisor. In consultation with his or her principal advisor, the student will select the other two field examiners and the outside member of the guidance committee. Final approval of the guidance committee requires the signature of the Program Director.

Students will pass the qualifying examinations if no more than one member of the guidance committee dissents after reviewing the student's record at USC and performance on the written and oral parts of the qualifying exams. At the discretion of the guidance committee, students who do not pass the exams may be allowed to retake the qualifying exams the next time they are offered. Students are admitted to candidacy for the PhD when they have completed the university residency requirement and passed the written and oral portions of the PhD qualifying examinations.

## Dissertation

Upon completion of the qualifying examinations, the student, in consultation with the principal advisor, selects a dissertation committee in accordance with the university rules. Within six months of completing the qualifying examinations, students should have a formal defense of the dissertation proposal before their dissertation committee. The PhD is earned upon the submission of the written dissertation and its successful public defense before the dissertation committee.

Consult the Requirements for Graduation section and the Graduate School section of this catalogue regarding time limitations for completion of the degree and other Graduate School requirements.

All graduate students considering an academic career should generally have research, teaching and advisement experiences as part of their program of study.

## PART 2. STANDING FIELD FACULTY, REQUIREMENTS, AND COURSES

### CORE REQUIREMENT

All incoming POIR students regardless of their research interests or fields of concentration are required to take the core courses consisting of one theory course and three methods courses. We recommend that all students take the theory course (POSC 530) and two methods courses (POSC 500 or IR 513, and POSC 600 or IR 514) in their first year. The advanced methods course can be taken in the student's third year.

### AMERICAN POLITICS (AP)

#### Field Description

The POIR Program features a distinguished faculty in the field of American politics, whose work covers a broad range of topics, including voting behavior, race and ethnicity, political communication, political psychology, congressional politics, American political development, urban politics, public law, and judicial politics. Their work appears in the leading peer-reviewed journals, such as the *American Political Science Review*, *American Journal of Political Science*, and *Journal of Politics*, and academic presses, including the University of Chicago, Cambridge University, Oxford University, Stanford University, and University of Michigan presses. In recognition of their contributions to the field, they have won numerous prizes from the American Political Science Association, including the Woodrow Wilson Foundation Award for the best book in political science, Pritchett Award for best book in public law, the Swanson Prize for contributions in the field of political communication, the Race and Ethnicity's Section's award for best first book, and the Goodnow Award for lifetime achievement.

The intellectual hallmark of faculty in the American field is investigating political phenomena at the intersection of institutions (broadly conceived) and ordinary people. Neither strictly “behavioral” nor “institutionalist,” the faculty do not see their units of analysis as fixed. Instead, the strength of their work is based in the fact that it is substantively problem-driven while at the same time informed and enriched by broad concerns within democratic theory. In terms of methodology, no single approach predominates and scholars in the American field utilize a variety of approaches to collect data and assess the dynamics of the problems under study.

Given the multi-disciplinary nature of their work and the breadth of their substantive interests, the faculty seek creative and intellectually diverse students and help them develop the analytic tools needed to develop their interests and produce rigorous scholarship.

### **Core Faculty:**

Jeb Barnes \*  
Ann Crigler  
Howard Gillman  
Christian Grose  
Ange-Marie Hancock  
Jane Junn  
Mark Kann  
Mat McCubbins  
Michael Preston  
Alison Dundes Renteln  
Jeffery Sellers  
Nicholas Weller  
Janelle Wong

\* Field Coordinator

### **Field Requirements**

#### *Overview.*

Students are required to complete three courses in the field prior to taking the qualifying examination. All students must take a core sequence that consists of POSC 510 and 618, which are designed to reflect the faculty’s commitment to methodological pluralism and training its students to place their interests within the broader context of recurring empirical puzzles and normative concerns in American politics.

Students must also take a third course in the field consisting of either (a) a graduate seminar approved by the field or (b) a directed research seminar (POSC 590) developed in consultation with the student’s advisor and approved under the Program’s rules.

There is no language or methods requirement for the American field. Students are expected to develop the relevant language and methodological skills needed to read the literature critically, prepare for the qualifying examination, and pursue their research interests.

It should be stressed that these are the *minimum* requirements needed for students to take the qualifying examination. Students are strongly encouraged to take further courses in American politics, work with faculty to generate reading lists in their areas of interest, and develop a research design or substantive paper that can be presented to the core faculty in American Politics prior to their fifth semester.

### ***Core Field Sequence***

Every student in American politics will be required to take a core sequence that consists of two seminars. The first seminar will introduce students to various approaches to the study of American politics, such as rational choice, political psychology, behaviorism, and new institutionalism. It will then look at enduring problems and questions in American politics, such as representation, collective action, delegation, coordination problems, moral hazard, and institutional stability and change.

The second semester will build on this foundation by providing students an overview of key substantive areas of American politics, such as voting behavior, Congress, the Presidency, the courts, the bureaucracy, political parties, interest groups, the media and mass movements. The primary goals of this course are (a) to reinforce the competing approaches to studying American politics and enduring problems and questions examined in the first semester of the sequence and (b) introduce the students to classic works in the field.

**Drafting and Grading of Qualifying Exams.** Prior to the POIR Program's examination dates, the field coordinator will solicit questions from members of the student's guidance committee and other faculty in the American field. Exams will be graded by the student's guidance committee in accordance with University rules.

### **Courses in American Politics Field**

POSC 540: Law and Public Policy.  
POSC 545: Critical Issues in Politics and Policy.  
POSC 546: Seminar in Environmental Policy.  
POSC 610: Seminar in Party Politics.  
POSC 611: Seminar in Executive and Legislative Processes.  
POSC 612: Seminar in Urban Politics.  
POSC 619: Seminar in Supreme Court Politics.  
POSC 621: Seminar in Public Law.  
POSC 622: Seminar in Political Attitudes and Behavior.  
POSC 623: Seminar in American Constitutional Development.  
POSC 624; Seminar in American Constitutional Law and Theory.  
POSC 652: Seminar in American Political Philosophy.

## **Reading List**

The faculty will maintain a reading list to help students prepare for the qualifying exam. The field coordinator has the responsibility of maintaining and regularly updating the reading list in consultation with the field faculty.

## **Language Requirement**

No language requirement. Exception will be that students will have taken the core methods sequence at a minimum prior to the exam. If American Politics is not the student's primary field *and* language is required in the student's primary examination field, the student must satisfy the relevant language requirement before taking the qualifying examinations.

## **Sample Program of Study**

### Year 1

Core theory course

Core methods sequence (POSC 500 & 600)

POSC 510

POSC 618

One other field exam course

### Year 2:

Four more courses including American politics elective or POSC 590 directed research

### Year 3:

Four courses to complete third field and elective

## **COMPARATIVE POLITICS (CP)**

### **Field Description**

“Comparative politics is the focus of research of eighteen POIR faculty. Their interests include democratization, political economy, law, subnational politics, state-society relations and women in development. These faculty have regional expertise in North America, Latin America and the Caribbean, East Asia, Europe, Russia, the Middle East and Africa. Their publications include a large number of articles in top political science journals (*Comparative Political Studies*, *Comparative Politics*, *World Politics*, *International Organization*, *International Security*, *International Studies Quarterly*), premier policy journals (*Foreign Affairs*, *Foreign Policy*, *Governance*), and leading university presses (Cambridge, Harvard, Johns Hopkins, Michigan, Oxford, Princeton, Stanford).”

### **Core Faculty**

Laurie Brand  
Mai'a Cross  
Richard Dekmejian  
Robert English  
Nora Hamilton  
Patrick James  
David Kang  
Saori Katada  
Abe Lowenthal  
Daniel Lynch  
Gerry Munck\*  
Alison Renteln  
Stan Rosen  
Eliz Sanasarian  
Mary Sarotte  
Jefferey Sellers\*  
Nick Weller  
Carol Wise

\*Field co-coordinators

### **Field Requirements**

Students concentrating in Comparative Politics will be required to take the core seminar, POSC 520 (Comparative Politics) and at least two elective courses. Additional electives are encouraged. A field examination is required except for students who take comparative politics as a third field.

Catalogue description of core seminar: POSC 520 Comparative Politics. (4 units) Survey of literature; examination of approaches, concepts, and issues in the field of comparative politics. (NOTE: The seminar is designed in coordination with the field reading list, and is intended to provide an overview of the field and preparation for the field examination.)

### **Courses in Comparative Politics**

The list of courses that have been considered up to now as comparative politics courses are:

PS 525: Cities, Regions & Global Society  
PS 535: Seminar in No. African & Middle Eastern Politics  
PS 539: Political Economy and Public Policy  
PS 554: Women in Global Perspective  
PS 610: Seminar in Political Parties  
PS 611: Seminar in Executive & Legislative Processes  
PS 630: Seminar in European Politics  
PS 632: Seminar in Latin American Politics

PS 633: Seminar in East Asian Politics  
PS 634: Seminar in Southeast Asian Politics  
PS 636: Seminar in African Politics  
PS 637: Seminar in Chinese Politics  
PS 640: Seminar in Problems of Comparative Politics  
PS 641: Seminar in Comparative Judicial Policies, Processes & Behavior  
PS 648: International Human Rights Law & Policy  
PS 670: Seminar in International Law  
PS 695: Social Science Theory  
IR 509: Culture, Gender & Global Society  
IR 525: State and Society in International Relations  
IR 534: East Asian Security Issues  
IR 551: International Political Economy of the Pacific Rim  
IR 556: Latin America and US Foreign Policy  
IR 557: Africa and US Foreign Policy  
IR 558: European Foreign and Security Policy  
IR 561: Japanese Foreign Policy and International Relations of East Asia  
IR 563: Chinese Foreign Policy  
IR 581: International Relations of the Middle East  
IR 599: Advanced Field Research Methods in Comparative Politics & IR  
IR 599: Migration and Diaspora

In addition, courses in religion and conflict, democratization, and human rights, have been considered comparative courses.

Beginning in 2011-2012, any course that will be counted toward the Comparative Politics field requirement must focus predominantly on the comparative explanation of politics within countries. Faculty members are encouraged to request that courses they teach be included in the field. In order for a course to be included, the syllabus for the course must be approved by the field coordinators in consultation with the relevant faculty member. Faculty may appeal the decisions of the coordinators to the full Comparative Politics faculty.

The core seminar in Comparative Politics will be cross-listed in IR and POSC. In addition, we consider that the cross listing of all comparative courses would be advisable.

An annual meeting will be held to coordinate the offerings in comparative politics. The timing of this meeting would be just ahead of the time when the unit heads decide on the courses to be taught.

Students concentrating in Comparative Politics are required to take one core seminar (POSC/IR 520) and two elective courses (from the list of courses provided by the field coordinator/s); to earn credit, a grade of B or better is needed on each course. Additional electives are encouraged. A field examination is required except for students who take comparative politics as a third field. Proficiency in a language other than English is strongly recommended.

## **Field Reading List**

A recommended reading list for the field exam is maintained by the field co-coordinators and updated periodically. As new areas of scholarship evolve, these will be included in the reading list. However, addition to the list should be balanced through the removal of some items.

## **Language Requirement**

Language training is strongly encouraged but not required. To ensure language competence, prospective students are encouraged to begin development of language skills for their area of specialization before entering the program. Faculty advisors may encourage individual students to acquire additional language or methodological skills for specific research programs.

## **Sample Program of Study**

*Year 1:*

Fall

Methods I

Comparative core seminar

Second field course I

Spring

Methods II

Comparative Elective I

Third field course I

*Year 2:*

Fall

Comparative Elective II

Second field course II

Third field course II

Spring

Elective

Second field course III

Third field course III

*Year 3:*

Fall

Theory I

Methods Elective

Field exam in semester 5

Spring

Comparative Elective III (recommended)

Elective

## **INTERNATIONAL POLITICAL ECONOMY (IPE)**

### **Field Description**

International Political Economy (IPE) analyzes the interaction between politics and economics within a global context. Together, the POIR course offerings for this field provide an overview of those conceptual approaches, critical turning points, and key issues that have characterized the international political economy since the first wave of globalization in the 19<sup>th</sup> century.

Candidates master the most influential bodies of theory in international relations and in IPE.

Other key points of analysis include, but are not limited to, major IPE issue areas such as finance or trade, international institutions such as the World Bank or World Trade Organization (WTO), and the manner in which a given issue or institution has affected specific countries or sub-regions of the global economy.

The gateway course for the field includes: a comparison of the two waves of globalization in the 19<sup>th</sup> and 20<sup>th</sup> centuries; a detailed analysis of the post-World War II Bretton Woods era, including the design of formal rules and institutions to oversee heightened flows of international trade and finance; and, a review of those main themes and burning issues that have dominated late 20<sup>th</sup> century academic and policy debates. The latter covers, for example, the proliferation of regional integration agreements, the eruption of numerous financial crises, the changing profile of multinational corporations and foreign direct investment, those political economic challenges related to the rise of China, India and other emerging market countries within the IPE, and the most pressing collective action dilemmas that have slowed recent efforts to deepen the globalization process.

The IPE faculty are engaged in research on a number of these topics. Apart from the gateway course, POIR faculty offer seminars in special topics like Economic Bargaining in Theory and Practice, IPE of the Pacific Rim, IPE and Development, and Foreign Economic Policies of Advanced Industrial States. Students who wish to combine IPE with a regional or specific country focus have access to a rich array of courses offered in the field of Comparative Politics. Candidates can deepen their expertise in Economics and their competitiveness in the job market by presenting a special third field in Economics (see Part 3).

### **Core Faculty**

Saori N. Katada

John Odell

Nicholas Weller

Carol Wise \*

\* Field Coordinator

### **Field Requirements**

To complete this field, the student must take IR500, IR541, and at least one elective course in the field of IPE listed below.

### **Courses in International Political Economy**

IR 500: International Relations Theory  
IR 525: State and Society in International Relations  
IR 541: Politics of the World Economy  
IR 542: Foreign Economic Policies of Industrial Capitalist States  
IR 543: Politics of International Money and Trade Relations  
IR 545: International Political Economy of Development  
IR 547: The Political Economy of Global Space and Environment  
IR 550: Economic Bargaining Theory and Practice  
IR 551: International Political Economy of the Pacific Rim  
IR 581: International Relations of the Middle East  
IR 599: Migration and Diaspora

### **Field Reading List**

A recommended reading list for the field exam is maintained by the field coordinator. Each year the IPE coordinator will consult with the other IPE faculty in updating the reading list, adding new items and deleting others.

### **Language Requirement**

IPE students must satisfy the language requirement as defined in these guidelines. The student may petition to waive this language requirement on the grounds that he or she does not plan to write a dissertation in this field.

### **Sample Program of Study**

#### Year 1:

IR 500,  
IR 541

#### Year 2:

Electives in fall or spring semesters; completion of substantive paper prior to sitting for the IPE qualifying exam in semester 5

#### Year 3:

Sit for qualifying exams during fall semester; complete 60 course units and satisfy language requirement by the end of spring semester

## **INTERNATIONAL SECURITY AND FOREIGN POLICY (ISFP)**

### **Field Description**

The POIR Program features a distinguished faculty in the fields of International Security and Foreign Policy (ISFP). Collectively they research a wide variety of issues pertaining to security broadly defined and focus on various security actors including both state and non-state actors. Our faculty's interests reflect the growing interaction between security studies and foreign policy analysis as well as the broader intersection between international relations and comparative politics more generally.

We define security broadly, as economic and environmental as well as political/military, and as threats to individuals as well as to states. Our faculty employ a range of theoretical approaches for explaining these various security issues, including realism, liberalism and critical security studies. In addition to materialist, power-based explanations, some faculty explore the role of psychology culture, gender, ethnicity and religion as forces contributing to security and insecurity. To this end our faculty use a variety of methodologies including archival and field research, quantitative analysis, case studies, foreign policy analysis, and diplomacy studies. Faculty publications appear in leading peer-reviewed journals.

Given the multi-disciplinary nature of their research, the ISFP faculty stands ready to work with a wide range of students. Our faculty are aware of the changing nature of the International Relations discipline in light of globalization, the role of non-state actors, the importance of international law and norms, regional integration and transnational interactions. These factors impact foreign policy choices and national and international security policies in new and challenging ways.

### **Core Faculty**

Mai'a Cross  
Robert English  
Jacques Hymans  
Patrick James \*  
David Kang  
Steve Lamy  
Dan Lynch  
Brian Rathbun  
Mary Sarotte  
Ann Tickner  
Geoffrey Wiseman

\*Field Coordinator

### **Field Requirements**

Three courses are required for the ISFP field. The first is the graduate seminar in IR Theory (IR500). Students then may take either the basic seminar in foreign policy or international security. The third course may be either the other of the two preceding seminars (i.e., foreign policy, if the student took international security, or vice versa) or another seminar from the approved list.

### **Courses in International Security and Foreign Policy**

IR 500: International Relations Theory  
IR 502: International Security  
IR 503: Theories of Diplomacy  
IR 508: Conflict Analysis and Peace Research  
IR 521: Foreign Policy Analysis  
IR 522: United States Diplomacy since 1945: Issues and Decisions  
IR 524: Formulation of U.S. Foreign Policy  
IR 525: State and Society in International Relations  
IR 531: Strategy and Arms Control  
IR 534: East Asian Security Issues  
IR 539: Seminar in International Politics – Conflict Processes

[ADD IR 509, 540, 556, 557, 561 and 581]

### **Field Reading List**

There will be no field reading list.

### **Language Requirement**

This is at the discretion of the student's advisor in consultation with the Program Director and other members of the field. The key criterion is the anticipated methodological profile of the dissertation.

### **Sample Program of Study**

*Year 1*

Fall

Methods I

Theory

IR Theory

Spring

Methods II

International Security

Second Field Course I

*Year 2*

Fall

Third Seminar in ISFP  
Second Field Course II  
Third Field Course I

Spring

Third Field Course II  
Second Field Course III  
Third Field Course III

*Year 3*

Fall

Elective

### **PART 3. A CUSTOMIZED THIRD FIELD**

A POIR student can choose to propose a customized third field, which is not an examined field. These customized fields should be created to help each student deepen his/her knowledge of a particular topic that cannot be acquired through the standing fields. We list below examples of customized fields, but other possibilities could also be imagined.

**Culture, Gender and Global Society (CGGS)**

**Human Rights**

**International Economics**

**Law and Public Policy**

**Political Communication**

**American Political History**

### **PART 4. OTHER RULES AND PROCEDURES**

**Transferring credits from other institutions**

Students who have completed graduate-level courses at other institutions prior to entering the program may petition to have such work counted toward their USC degrees. With approval from the Program Director and the respective field coordinators, the student may transfer up to 24 units from outside POIR's offerings. Students must complete at least nine four-unit USC courses (known as "courses in residence") within the POIR program. Students wishing to receive credit for courses taken at other universities should consult with the Program Director regarding

submission of materials, particularly syllabi and transcripts. The field coordinator evaluates a course transfer based on the literature covered in the outside course as well as the correspondence between the course and similar courses at USC POIR. Each transfer course with the corresponding credit must be applied to one of the three fields chosen by the student.

### **The guidance committee**

Each USC doctoral student is guided prior to the qualifying examination by a five-member faculty guidance committee. Its members include four tenured or tenure-track faculty members of the POIR program -- ideally two each from the two examined fields of concentration chosen by the student -- and one tenured or tenure-track professor from another USC PhD-granting department. The chair of the committee is normally the student's faculty advisor. The committee will be assigned by the Program Director in consultation with the student and the faculty no later than one semester prior to the planned qualifying examinations, so there will be time to implement their guidance about course selection and exam preparation. All guidance committee members will grade the written exams in two fields, evaluate the student's substantive paper, and participate in the oral defense of the exams. Changes in a guidance committee may be made according to Graduate School rules published in the USC Catalogue.

### **The dissertation committee**

As soon as possible after the qualifying exam has been passed but no later than within 60 days, the student should ask three professors to join the dissertation committee. The chair of this committee must be a tenured or tenure-track member of the POIR faculty; a second member must be a member of the POIR faculty; and one member must be a faculty member from outside the program. A committee may consist of more than three members. For the candidates to be in good standing, this committee must approve a dissertation proposal within six months of passing the qualifying exam. Thereafter, once every 12 months this committee must report to the Program Director whether the candidate had made sufficient progress toward degree completion in the past year, and to report any problems.

### **Satisfying the foreign language requirement**

If the primary field of concentration has the foreign language requirement, this requirement can be met by two years (four semesters) of college-level foreign language training (with minimum average grade of a B), by examination, or by establishing native-speaker status. Course work from any accredited institutions will be considered. Course units covered by POIR-funded fellowships, teaching assistantships, and research assistantships may be used for the language study required to develop proficiency. Language courses are not counted towards the PhD total course requirement.

### **Good standing**

The student is expected to remain in good standing, which includes making sufficient regular progress toward completing the degree every year toward a PhD. Students must accomplish the following in order to maintain good standing:

Good standing benchmarks

- Before completing the 60 unit course requirement, students are expected to take three courses per semester when on fellowship and at least two courses while working as a TA or RA.
- Maintain a GPA of 3.0 to meet graduate school requirements and 3.5 to meet expectations of the POIR program.
- Submit the first annual report to take part in the screening process by March of the first spring semester.
- Take qualifying exams by the 5<sup>th</sup> semester in the program.
- Prepare one's substantive paper before the qualifying exam, and submit the paper to an academic journal approved by the chair of one's dissertation committee within one year from the exam.
- Defend the dissertation proposal successfully within 6 months (and preferably 3 months) of passing the qualifying exams.
- Perform satisfactorily as a TA or an RA.
- Master the necessary foreign language sufficiently to conduct the dissertation research which normally starts by the end of one's third year of the program.
- Submit an annual report to the dissertation committee and the Program Director detailing the progress toward completion of the degree.
- Participate in seminars, job talks, professional conferences and professionalization workshops.

If a student does not follow the good standing practices, the Program Director and faculty advisors will meet the student to provide guidance. If improvement is not observed, sanctions may be imposed, the maximum of which is dismissal from the program. Students may request the Program Director for waiver from the guided progress.

Failure to meet any of the good standing benchmarks could also lead to (a) lower priority for assistantship assignment and/or departmental funding, or (b) suspension or termination of funding for those who are beyond the 5<sup>th</sup> year in the program.

## **PART 5. CHECKLIST**

### **Years 1-2: Completing the Core and Methodology Sequence (3 courses) & Course Requirements for Two Examined Fields (6 courses)**

- 3 course theory and methodology sequence (12 units)
- 3 courses in 2 examined fields (24 units)
- 1 elective course (4 units)
- Language Requirement (if necessary)

### **By April of 1<sup>st</sup> Year**

- Screening Committee reviews students' academic performance
- Students identify the two fields in which they will test

### **End of First semester of 2<sup>nd</sup> Year**

- Appoint Guidance Committee and submit paperwork to approve committee
- Submit the form to request to take PhD Qualifying Exam during 5<sup>th</sup> semester

### **First semester during the 3<sup>rd</sup> Year**

- 14 days before the oral defense, submit either a substantive paper to the Guidance Committee for review and approval
- Take two written exams of the Qualifying Exam
- Take the oral exam within 60 days from the first written exam
- Ensure paperwork certifying your passing of the exams is submitted to the Graduate School

### **Year 3**

- After passing your qualifying exams, constitute the student's Dissertation Committee
- Within six months from the oral defense of your qualifying exams, defend the dissertation proposal
- Apply for external funding for either dissertation field research or dissertation write-up
- 3 courses from the third field (12 units)
- 1 advanced method course (4 units)

### **Years 4 & 5 (ABD years)**

- Dissertation field research if needed and write up the dissertation by registering 794 Doctoral Dissertation (one unit course up to 4 units)
- Attend a professional conference annually and present one's research approved by the dissertation chair
- Try to publish at least one paper (such as a substantive paper or a chapter of the dissertation) in a peer-reviewed journal
- Finally, schedule an oral defense of the dissertation
- Formally upload the dissertation to the USC Libraries
- Placement activities typically start in early fall of one's 5<sup>th</sup> year