

## **Welcome from the Department of Politics**

Welcome to the Department of Politics at New York University. We are happy you are a part of our program and we are committed to making your experience rewarding and productive. The MA Student Handbook is designed to provide you with all the necessary information on the MA program and the department. We have done our best to make the MA Student Handbook a very useful tool for you in orienting yourself to the Department and NYU and in planning your route through the MA program. This handbook addresses many of the concerns you will have during your studies here. It offers formal guidance, but also informal tips and strategies to help you complete the program in a timely fashion. Still, it is very important that you carefully review the NYU GSAS Bulletin, available at [www.nyu.edu/gsas](http://www.nyu.edu/gsas) as well, so you can keep abreast of any changes or modifications in university-wide rules and regulations that may impact MA students. **Please note that University rules and regulations supersede any statement made in this Handbook.**

Our MA program, which has entered into an exciting period of expansion, offers professional training alongside more traditional instruction in the study of politics. We aim to produce professionals who are well-equipped to wrestle with the enduring questions of everyday political life. However, we do so by providing a very sound theoretical background. As a result our alumni embark on diverse career paths. Some of them choose to pursue successful professional careers, while a significant number of them choose to pursue a Ph.D. or a law degree.

Our department is committed to methodological pluralism. We emphasize the understanding of political phenomena and processes through a variety of perspectives, from philosophical analysis, to construction of theoretical models, to the empirical description and analysis of social phenomena. We promote awareness of the strengths and weaknesses of different methodological approaches so that our students can evaluate and select the methods most suited to their research objectives.

In addition to NYU, the New York City is a most exciting place to study. New York City is home to many influential national and international institutions. Here you will find the United Nations and numerous foreign missions and representations, but also an extraordinary high number of think-tanks, and other organizations that are committed to political and social causes at any level. NYC has a vibrant social and cultural life of which our students take full advantage. The city is home to the headquarters of major private firms, cultural institutions, TV networks, major newspapers, book publishers, and political journals.

As an MA student in the Department of Politics, you are considered an integral component of the department's academic fabric. Our MA Programs are carefully designed to bridge the gap between your undergraduate experiences and your future professional interests and goals as a political scientist, public administrator, or social activist.

As an individual, you will bring a wealth of real life experiences, expectations, ideas, and knowledge to the classroom. Therefore, you will be expected to contribute to the learning environment by participating actively in seminars, applying the research methods, theoretical perspectives, and tools that are relevant to your program of study, and, where appropriate, to conduct original research in your field. You will no longer simply take notes, write papers, and pass exams; as a pre-professional, you will be an active contributor to your graduate education and to your field. In return, we promise to work with you to achieve your goals.

The MA degree requires in-depth study of institutional and structural patterns that govern political behavior. For this reason, the scope of study at the graduate level includes micro, macro, and global perspectives. The program is primarily designed for students who seek career advancement in the governmental or private sector or wish to eventually pursue a Ph.D degree. However, we expect that most MAs will apply the knowledge and skills they have gained here in the real world. While what they do varies by their field of interest, many students go on to work in NGOs, IGOs, or policy research organizations at different levels of government.

Finally, we want you to know that your ideas and suggestions are not only welcome, but vital to the success of both your education and our MA program. Please feel free to visit us during our office hours or to make an appointment if there is anything regarding the program that you wish to discuss. Again, welcome. We look forward to working with you over the course of your graduate education and to taking pride in your professional accomplishments as a New York University and Department of Politics alumnus.

Sincerely,

Professor Nathaniel Beck  
Chair of the Department

## **GETTING TO KNOW THE MA PROGRAM**

The full-time and the part-time Faculty of the Department of Politics at NYU has a combination of strengths that are very attractive to MA students. Many of our professors are leaders in their fields and their research is exceptionally influential in contemporary political science. For a full list of our faculty and of their interests and research please see our faculty webpages:

<http://www.nyu.edu/cgi-bin/cgiwrap/tn282/profiles.pl?OPTION=rank&RANK=all&FIELD=all>

## **THE MA PROGRAM CONTACTS**

The Director of the MA Program is Clinical Associate Professor Shinasi Rama. His contact information is as follows. His office address is: 19 West 4<sup>th</sup> St. Room 219, New York, New York 10012-1119. His phone number is: 212-998-8528. His email is [shinasi.rama@nyu.edu](mailto:shinasi.rama@nyu.edu). The Assistant Director is Clinical Assistant Professor Asli Peker. Her office address is: 19 West 4<sup>th</sup> Street Room 215 New York, New York 10012-1119. Her phone number is: 212-998-8527. Her email is [asli.peker@nyu.edu](mailto:asli.peker@nyu.edu).

With the exception of the Director of the MA Program, whom you may contact at any time, for all matters concerning you, you should always write to this email address: [politics.masters@nyu.edu](mailto:politics.masters@nyu.edu). This email address reaches multiple persons involved in the MA program and you will receive an answer from the person responsible for that matter in less than 24 hours.

## **THE APPLICATION PROCESS**

New York University no longer mails hardcopy application bulletins. The application and all applicable information are available online from Graduate Enrollment Services at [www.nyu.edu/gsas/Admissions/](http://www.nyu.edu/gsas/Admissions/).

### **General Information about Admissions**

Admission to graduate study in Politics is generally granted in the Fall semester only. Admission is limited to students whose academic records and letters of recommendation indicate exceptional promise of success in the advanced study of political science. This means an outstanding undergraduate record and usually an undergraduate major in political science, history, or another social science. Applicants with lower averages may be admitted where there is indication of particular strength in political science and clear aptitude for graduate work. It is important to keep in mind that the department takes a holistic approach to application review, evaluating each submission in its entirety rather than using any single factor to determine admission.

**Applicants may apply as non-degree students**, but they still must meet all the admissions requirements and deadlines set for applicants pursuing a degree. We admit non-degree students in the following concentrations: American Politics, Comparative Politics, Political Theory, Political Economy and International Relations.

**As a norm, an MA student at our department does not transfer from the Master's Program to the Doctoral Program.** Once a student has completed the Master's program, he or she may apply to the Doctoral program, but acceptance is by no means guaranteed. However, some of our MA students have been admitted to our Ph.D. program, but also, many of them have been admitted to other universities.

**Applicants can apply via mail or the web, but online applications are preferred.** The online application can be found [here](#). We also prefer that applicants submit most of their documents online, including letters of recommendation, the personal statement, writing samples, and resume. The only credentials that must be mailed separately are academic transcripts and any submissions that are not word-processed documents (e.g., videotapes, artwork, photocopies of articles). Students applying on-line should also note that all supporting documentation must be submitted before the January 4<sup>th</sup> deadline of the respective year they are applying for. However, late-coming supporting materials are accepted with the understanding that there is no guarantee supplemental information provided after that date will be evaluated.

**The application deadline is the January 4<sup>th</sup> prior to the Fall semester you are applying for.** In the case where January 4<sup>th</sup> falls on a weekend day, then the deadline will fall on the Monday immediately following. While applicants are guaranteed consideration when submissions are received by January 4<sup>th</sup>, if spaces are still available, applications received after that date will be considered on a rolling basis.

**It is very important that you send your application and supporting documentation in one package.** Your physical application will be sent to various offices, and it is possible that any credentials that are sent separate from your application may not make it into your file in time for review. For this reason, when possible, have the application components sent to you in a sealed envelope and, without opening the documents, include it in your submission.

**Letters of Recommendation are very important to us.** The GSAS requires that at least one letter be from an academic. For the others, you should choose individuals who are best able to evaluate whether you are qualified for an MA program in Politics. Usually, but not always, the best people to get these letters from are academics. However, if you have been out of school for a number of years, you may want additional letters from non-academics, but, please, remember that they are not always in a good position to tell the MA admissions committee what we need to know. Choose references that are in the best position to give the MA admissions committee relevant information, but remember, at least one of these letters must come from an academic who knows you well.

**The statement of purpose** should be a clear and concise statement of what you want to accomplish while enrolled in the MA program. One or two pages should suffice. But be succinct and clear about your goals and objectives.

**Under no circumstances can the Graduate Record Examination (GRE) be waived.** The GRE is required for all students. Please note that GRE scores are valid for only five years. Should your GRE scores expire before the application deadline for the year you are applying, then you must retake the GRE and submit the new scores. Based on past accepted applicants, the median scores fall into the 80<sup>th</sup> percentile for each section of the general GRE exam. For information on the GRE please visit the official website at [www.gre.org](http://www.gre.org).

**In most cases, the TOEFL will not be waived for international students.** International students can waive the TOEFL or TOEFLC only if their first language of instruction at the institution in which they received their degree was in English or if the official language of the country in which they reside is English. The TOEFL or TOEFLC cannot be waived under any other circumstance.

**We require a Writing Sample.** A writing sample is required. It could be a paper for an undergraduate class or a publication. It should demonstrate your ability to analyze a topic insightfully and it should be written in the English language. The writing sample should not exceed 3000 words and it should be double spaced. A good paper will improve the chances of admission, while those that lack insight or are poorly written can be quite damaging.

## WHEN COMING TO NYU

**Congratulations on your admission!** You should get to work on familiarizing yourself with the university and the city in which you will be residing. You can find most information about the NYU and NYC just by surfing the web. The best place to start is to go, once again, to [www.nyu.edu](http://www.nyu.edu).

**GSAS Open House:** The Graduate School of Arts and Science hosts one open-house per year, usually in November. For more information, please, contact Graduate Enrollment Services at (212) 998-8040. Updated information is available at: <http://www.nyu.edu/cgi-bin/cgiwrap/jh15/request/oh.cgi>

**Departmental Orientation:** The department hosts two Orientation Sessions: one at the beginning of the academic year, usually the week prior to the beginning of classes, and another in November. In these Orientation Sessions you will get detailed information on the degree requirements, help on how to identify university-wide and other resources, opportunities to meet with the faculty, obtain syllabi for the coming semester and general guidance on departmental organizations and activities.

**Registration: You should register via ALBERT only. Please do so at the time assigned. Students can no longer go to the registrar with a drop/add forms until after the registration period.** Registration is done through Albert or with a paper form which is

available at the Graduate Administrative Aide's Office. Please check the schedule of dates for the time of registration on the web. You should use the Albert Student Information System at [www.albert.nyu.edu](http://www.albert.nyu.edu). Use your NYU ID and your pin number to access the system. The Department of Politics requires the following procedures for all MA students registering for classes each semester. The registration period for each semester generally begins two weeks before the first day of classes and ends about two weeks after the semester begins. Students, especially international students, should register as early as possible.

**Graduate Student Housing:** The GSAS offers students a variety of housing opportunities through the Graduate Housing Office and the Off-Campus Housing Office. The Office of Housing and Residence Life is located at 8 Washington Place and can be reached by phone at 212-998-4600. The Off-Campus Housing Office is located at 4 Washington Square Village and could be reached by phone at 212-998-4620. Newly-admitted students interested in housing should request a housing application from GSAS Enrollment Services. Applications and the most recent information on graduate student housing can be found at [www.nyu.edu/housing](http://www.nyu.edu/housing)

**The Office for International Students and Scholars:** OISS provides a broad range of visa services and support for international students. In addition to NYU and governmental policies, the OISS helps international students take full advantage of various social, cultural, and recreational opportunities offered by NYU and NYC. OISS administers legal responsibilities for international students as well as professional and peer advisement on immigration, financial aid, employment, and personal matters through personal appointments, specialized orientations, workshops, newsletters, weekly coffee hours and various other programs. The OISS is also responsible for monitoring full-time status for students on J-1 and F-1 visas. All MA students who are not eligible for full-time status, or whose full-time status has lapsed but want to return to full-time status, must immediately consult with OISS. The OISS is located at 561 La Guardia Place 1<sup>st</sup> floor, and is open from 9 a.m. to 5 p.m., Monday through Friday. The telephone number is 212-998-4720 and their website is [www.nyu.edu/osl/oiss](http://www.nyu.edu/osl/oiss)

**Payment of Tuition and Fees:** For current tuition rates and fees, please visit the New York University Bursar's office website at [www.nyu.edu/bursar/tuition](http://www.nyu.edu/bursar/tuition).

**Funding:** In general, there is no funding available from New York University for Master's students. Although there is limited departmental financial aid available for master's students, students (including international students) who obtain external awards from recognized academic sources of funding outside of NYU (e.g. a foundation, private agency, government) can apply for an award toward tuition through the Graduate School's Tuition Incentive Program (TIP). An application and specific details about TIP eligibility criteria can be obtained from Graduate Enrollment Services or at <http://www.nyu.edu/gsas/Admissions/tip2004a.pdf>. If you have further questions about TIP, please contact Ms. Zoya Isakhova of Graduate Enrollment Services at [zi1@nyu.edu](mailto:zi1@nyu.edu).

In addition to external awards, many students are able to finance their education through low interest loan programs. For complete information on loan programs, please consult the Office

of Financial Aid at <http://www.nyu.edu/financial.aid/>. To apply for a federal student loan, you must file a Free Application for Federal Student Aid (FAFSA) each year. You can file on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). NYU's code number for the FAFSA is 002785. International students may qualify for private loan programs. For more details on these programs, visit <http://www.nyu.edu/financial.aid/international.html>. Also, once you are part of NYU, many centers and institutes offer short-term grants or employment that you can take advantage of to help alleviate your financial burden. For more information on funding resources please visit the Financial Aid Department at [www.nyu.edu/financial.aid](http://www.nyu.edu/financial.aid).

**Advising:** Whenever in NYC, you should make it a point to meet with the Director of the MA Program who will assist you with registration and address other concerns you may have. The Department offers advising to our MA students in several ways. Take the opportunity to meet with Prof. Pama or with Prof. Peker. This will be your opportunity to ask questions, as well as to provide important feedback about how the program is serving you.

- There is a departmental orientation meeting for all MA students in which you will be informed about courses to be offered in the coming semester.
- However, recognizing that your individual needs are very different, the Director of the MA Program will hold a 10 minute meeting with you in the week prior to the beginning of the semester and during the first week of the semester. Detailed information on the advising session is provided in your welcoming letter from the Department.
- Otherwise, if you have any academic or technical concerns, after that period of time, just drop by the office of Prof. Rama or Prof. Peker during their office hours. They hold regular advising office hours, throughout the academic year.
- Finally, if the matter is urgent or even not so urgent, do not hesitate to fire an email to them. You will get a response in a very brief time. If they find it necessary, they will direct you to the appropriate person who will address your concerns in a timely and professional manner.

**Faculty Advising:** the department policy mandates that every MA student have a personal Faculty advisor on academic matters. At the beginning of their studies here, every MA student will be assigned a faculty member that will advise him/her on academic matters or subjects of study. If you establish a good working relationship with a different faculty member, then please notify the Director of the MA Program so that the relationship can be formalized and acknowledged. The department encourages all MA students to make it a point to meet with their Faculty Advisor during their office hours. However, when addressing faculty we request that you keep your questions academic in nature. Regularly updated contact information for our faculty can be found at [www.nyu.edu/gsas/dept/politics/office\\_hours](http://www.nyu.edu/gsas/dept/politics/office_hours).

## Mapping the Landscape of MA Programs

The Department of Politics offers a number of MA degrees within the department and jointly with other schools and departments. The MA programs are specifically designed to serve the needs of our MA students. However, the department is aware that many MA students wish to take advanced seminars and colloquia usually open only to advanced Ph.D. students. To be enrolled in any of these courses you must discuss this matter in person with the professor that is teaching the Ph.D. course. Your admission in any such course is entirely up at the discretion of the specific faculty member and the Director of Graduate Studies.

### Terminal MA Degree in Politics:

The Department of Politics offers five fields of study: Political Theory, American Politics, Comparative Politics, Political Economy, and International Relations. In addition, we offer a concentration in International Business/International Politics in conjunction with the Stern School of Business (see the Special Master's Programs section). In each field, we offer a core course that serves as a graduate introduction to theories, concepts, and debates in the respective field.

This MA is a degree in Politics, and so the preponderance of courses you take here should be in Political Science. Students must take at least 24 points (6 courses) given by the Politics Department. It should be noted that the department cross-lists various courses, primarily in politics and area studies. These count towards the six required courses in the department. You should check whether or not a course is cross-listed and whether it counts towards your degree.

Students should carefully examine the option of taking two graduate courses outside the department. However, these courses must be taken at NYU (assuming they have not transferred any credit). For example, students with specific area interests that may not be covered by our course offerings should consider graduate courses taught in the appropriate programs in other departments. Others will be well served by graduate courses in Economics, History or other relevant courses offered by other Centers and Schools. Students should discuss these options with the Director of the MA Program.

The cross-listing process is cumbersome. It may be the case that courses exist which should be, but are not, cross-listed. The Department may allow students to count NYU graduate courses taught in other departments towards the 6 departmental course requirement (24 points) *if the course meets the normal departmental standards for cross-listing*. The decision about whether to count such courses is made by the Director of the MA Program in consultation with DGS and the departmental MA Committee. Any petition to count such a course must include the course syllabus and other relevant information about the course and instructor. No more than one such course can be counted towards the total of six required departmental courses. Courses counted in this way may NOT be counted towards the 4 courses (16 points) required in the major field, nor can they count as a core course. The petition form must be completed with all information necessary and be approved before the semester begins.

Students may want to take Ph.D. core courses. To be enrolled, they need the approval of the professor. In addition, they may need the approval of the Director of Graduate Studies.

## **MA DEGREE IN POLITICS FIELDS OF CONCENTRATIONS**

### **International Relations**

The world today is as challenging as ever. The rising tide of globalization and democratization in the post-Cold War period has shaken the foundation of the nation-state, but it has not abated concerns about security, proliferation of nuclear weapons or terrorism. For many people, the future of IR is exactly like its past, with leaders and states pursuing power and security, albeit in a different environment. For many others, this century poses a new and an extremely complex set of problems unique to a world shaped by economic interdependence, digital technology, a vibrant international civil society, changing international norms, environmental challenges, resurgent and transformed civilizations and shaped by modern international institutions.

Our MA in International Relations helps you gain a better understanding of contemporary international affairs, but it also trains you to function effectively and make a real difference in the world. The MA curriculum has been designed to educate students for professional careers in government, business, journalism, international organizations and non-profit organizations. The curriculum of MA in International Relations is designed to provide our students with the qualitative and quantitative skills they need to achieve their goals. We embrace methodological pluralism, and we promote awareness of the strengths and weaknesses of different methodological approaches so that our students can evaluate and select the methods most suited to their research objectives.

Some of the current faculty research topics include: the US foreign policy, determinants of foreign policy, international law, globalization, international civil society, international security, international organization, order and change in the international system, political integration, ethics and international affairs, nation- and state-building, human rights, terrorism and counter-terrorism, comparative national security policies, civil-military relations, non-governmental organizations, and international political economy.

In addition to our faculty, NYU's regional centers and institutes are a vital source of interdisciplinary engagement for students who aim to obtain an in-depth knowledge of a given state or region of the world.

### **Comparative Politics**

Comparative politics aims to explain similarities and differences across political boundaries. Comparativists are interested in exploring patterns, regularities and processes among nations and states by researching everything from the causes of civil war to effective provision of

public goods. Our comparativists encourage students to ask important questions about the political impact of social structures, institutions, and culture.

In our effort to expand our understanding of politics we advocate using all of the tools available to us, quantitative and qualitative. Most MA students develop expertise in particular countries or regions in the course of their work and then do area, cross-national, and cross-regional studies. We embrace methodological pluralism, and we promote awareness of the strengths and weaknesses of different methodological approaches so that our students can evaluate and select the methods most suited to their research objectives.

The MA programs comparative politics faculty represents a range of methodological approaches and area specialties. Our faculty specializes in Latin America, China, Middle East, Eastern Europe, Western Europe, India and Africa. Some of the current faculty research topics include: the development of political party systems, political and economic reforms, democratic governance, nationalism, political culture, immigration, democratization and attitudes toward democracy, civil-military relations, minority rights, the development of civil society, post-conflict institution building, revolutions, and nation- and state formation.

In addition to our faculty, NYU's regional studies centers and institutes are a vital source of interdisciplinary engagement for comparativists.

### **Political Theory**

Political theory is the study of the concepts and principles that people use to describe, explain, and evaluate political events and institutions. Major areas of research bringing together clusters of NYU political theorists include democratic theory, Marxist thought, and nineteenth century political thought. MA students specializing in Political Theory at NYU can expect to be exposed to a wide variety of subject matters and theoretical approaches. An atmosphere of robust pluralism prevails within the political theory concentration.

Some of the current political theory faculty research topics include: the liberal tradition, Marxist thought, critical theory, dialectical analysis, justice, nationalism, the state, the rights and democratic theories, among other topics.

### **American Politics**

Our department has a vibrant American Politics concentration and we cover a lot of ground. Our faculty is diverse and pluralistic in the ways we ask questions about American politics. Our MA faculty specializes in American institutions, the welfare state, the justice system, public opinion, political campaigns and elections, political parties, and majority and minority rights. Our faculty uses a variety of analytic techniques and research methodologies, including statistical analysis, historical research, legal analysis, formal modeling, and institutional theory.

In addition to our faculty, other NYU schools, departments, and centers offer a variety of courses in American politics.

## **Political Economy**

The markets and other economic institutions are subject to the political and social environment in which these institutions operate but the opposite is also true. Social and political institutions are subject to markets. Political economy aims to develop theoretical and empirical understanding of the connections between economics and politics. Methodologically, recent research in both economics and political science has drawn on a common set of tools.

Some of the current Political Economy faculty research topics include: theories of political economy, the political economy of Pacific Basin, the political economy of the Middle East, the political economy of advanced industrialized countries, political and economic reforms, globalization, the politics of economic growth, and the political economy of development among others.

We encourage and expect our students to take advantage of excellent courses offered in other departments and schools and to engage in specialized work in political economy.

## **SPECIAL MASTERS PROGRAMS**

The department offers terminal master's programs for students with special interest in the interdisciplinary study of political cultures and systems. These programs include international politics and international business, and politics and public administration. Students enrolled in special MA programs should complete eight courses (if you are taking courses at Stern, then you will need nine courses), four of which are chosen from a designated group in the department for the special program. The four other courses are taken in other disciplines in the Graduate School of Arts and Science, the Leonard N. Stern School of Business, and the Robert F. Wagner Graduate School of Public Service. A student is also expected to write an MA major project on a topic related to his or her program work.

## **JOINT MASTER'S DEGREE PROGRAM WITH THE LEONARD N. STERN SCHOOL OF BUSINESS**

In conjunction with the Leonard N. Stern School of Business, the department offers a program in politics and business, enabling a student to obtain a Master of Arts degree in political science and a Master of Business Administration degree, during a two to two-and-one-half year period. Students must be admitted by both the Department of Politics and by the Leonard N. Stern School of Business. We advise students to make a point to meet with advisors in the department and in the Stern Business School.

**IPB Concentration Requirements:** Like the regular MA Degree in Politics, the International Politics/International Business concentration, or IPB, is terminal. In addition,

students should be aware that it is not an ideal concentration for those looking to possibly go into doctoral programs due to its lack of political, theoretical, and quantitative focus. However, it is an excellent choice for those looking to go into the private sector as your extensive study on the business end will give you tools which are, in many ways, much more marketable.

Unlike the regular masters programs, the IPB concentration is much more stringent and regimented due to the limitations in place by the Stern School of Business, so students must plan ahead and stay on top of their concentration requirements.

**Requirements:** The requirements for the IPB concentration are identical to those of the regular MA program with the exception of the course load. Students in the IPB concentration are required to take 15 credits at the Stern School of Business, and 17 credits in the Department of Politics. Of the 17 credits in the Department of Politics, 16 (sixteen) credits must be taken in the International Relations field, including the IR core course (G53.1700). Students will also register for a 1 (one) credit Reading and Research Course (G53.3991) in their final semester and will be required to write a 2000 word paper on a topic approved by the supervisor. The content of the paper must be approved by the Director of the MA Program. **Students in the IPB concentration cannot take any additional courses outside the department nor substitute politics or Stern courses with courses outside the department.**

For those students who want to take a more methodological approach, they may substitute one IR politics course for the departmental MA statistics course, Intro to Quantitative Analysis (G53.1120). Please note, however, that students cannot make any substitutions for the IR core course.

Students who prefer their concentration to have an economic emphasis may substitute one IR politics courses for the departmental political economy course (G53.1400) and should include the departmental international political economy course (G53.2775) in their IR selections. Again students cannot substitute for the IR core course and, in both cases, the permission of the Director of the MA Program must be obtained.

The 15 credits at Stern should be made of courses that will, in conjunction with your politics courses, give you a unique expertise in an area of International Business and Politics. Thus students should focus their choices and group their Stern courses in specific business areas, such as international investing, international marketing, or global management.

Unlike the Politics Department where all courses are counted as 4 (four) credits, Stern courses vary between 1 (one) and 3 (three) credits per course, resulting in a variance of the amount of courses a student takes, however most students take 5 (five) three-credit courses.

**Registering for Stern Courses:** Due to Stern's regulations, MA students in this concentration are limited to six credits per semester. This means that students cannot finish their degree in less than three semesters. In addition, priority for course enrollment is given to Stern students. Because of these limitations, it is vital for students to map their MA career

as best they can in advance. Please, be aware that Stern makes absolutely no exceptions to these two rules, regardless of the circumstances.

We advise students to select the 5 (five) or more courses they would like to take during their MA career at Stern, as opposed to a semester to semester approach. This will give you a greater possibility of getting all the courses you have selected. In addition, not all Stern courses and registration periods run concurrent to those of the Graduate School of Arts and Sciences. Registration for Stern evening continues for a full two weeks after the GSAS registration period closes and Stern evening courses do not start until two weeks after your politics courses have started.

We advise that students take Stern evening courses during their first semester, since it can be difficult to secure enrollment in Stern day courses because of the time frame, but for those interested, Stern day courses meet concurrently with politics courses and should be readily available in your subsequent semesters.

**Procedure:** Visit the Stern registrar's website at <http://w4.stern.nyu.edu/registrar/> and follow the links for the respective semester you are looking for. It will then prompt you to select student type and semester. For student type enter "Non-Stern", and then select the appropriate semester and then hit "go". Peruse the course list and find all the courses that you think will fit your area of study. Once you have finalized your selections please meet with your academic advisor and/or the Director of the MA Program to further refine your course choices.

Once you and your academic advisor or Director of the MA Program have finalized the list, enter your course choices on the Stern Cross Registration Form which can be downloaded from the web at [http://w4.stern.nyu.edu/emplibrary/reg\\_crossregform.pdf](http://w4.stern.nyu.edu/emplibrary/reg_crossregform.pdf). Should you require any assistance with filling out the form, please send an email to [politics.masters@nyu.edu](mailto:politics.masters@nyu.edu).

Return the form to the Graduate Administrative Aide who will forward your request to the Stern Registrar's office. Please be aware that once your course selections for a particular semester have been forwarded to Stern, it is very difficult and time consuming to change them, so make sure that you are absolutely positive in your course choices. The department will allow you to change your course selections in extreme cases ONLY. The people at Stern, upon receipt of your request, will review your selections and determine if they are available. They will then return the form with the required call numbers and access codes necessary for you to register on ALBERT for those courses that are available.

At that time, the Graduate Administrative Aide will provide you with the necessary information and then it is up to you to register on ALBERT. Please note that it is VITAL that you DO NOT make a mistake in registering for your Stern courses. Any mistakes in entering the call numbers or access codes will result in that course selection being invalid and we will have to request the course again.

As you can see, this can be quite a bureaucratic process, so to help ensure that your career as an IPB student goes smoothly and without incident, we ask that you stay proactive. Should you have any questions or should any issues arise, do not hesitate to contact the Director of the MA Program.

### **JOINT MA AND JD DEGREE PROGRAM WITH THE SCHOOL OF LAW**

With the School of Law, the department offers a program enabling a student to obtain a Master of Arts degree and a Doctor of Jurisprudence degree. Students can be admitted to this program only through the School of Law. Information on this joint degree can be found at: <http://www.law.nyu.edu/depts/admissions/info/joint/jdma.html>

**The special and the combined degree programs are considered to be terminal degree programs. A student who wishes to apply for admission to the Ph.D. program in politics may be required to take additional courses.**

### **MA DEGREE REQUIREMENTS**

Students are expected to maintain a grade point average of 3.0 (on a 4.0 scale) for the master's degree. Each student should meet every semester with the Director of the MA Program and with his or her adviser to discuss and agree upon a course of study.

#### **Course Work: The Requirements for a Master's Degree in Politics**

Students are required to complete eight courses (32 credits), fulfill the language requirement, and have their Master's project approved. In addition, at least 24 of these credits (six courses) must be taken within the Politics Department, including 16 credits (four courses) in the student's major field of concentration (including the core course in that field) and a second core course in another Politics field. Courses in the major field must include the field core course. This core course and one additional core course are required. The core course in your major field is usually taken during the first semester in the department.

#### **The MA Project**

The MA Project consists of a seminar paper, which should demonstrate breadth in the conception and mastery of political analysis in your field of specialization. Students are required to notify the Director of the MA Program at the initiation of research for the Master's project. The MA project is a seminar paper length project, not more than 20,000 words, which may take three guises. It may be a stand alone paper, it may grow out and/or expand upon a course paper, or it may grow out of a (non-credit) internship project at an appropriate venue. The latter choice is often the most appropriate for students who intend to use the MA to secure a position in an applied setting. In this case, the MA student should examine the organization, its purpose or other aspects of its activity utilizing skills learned during his/her study here. However, in all cases, the MA project must be sponsored and supervised by a relevant faculty member. Where appropriate, and with the approval of the

Director of the MA Program students may choose an advisor outside the Department, so long as they are members of the NYU faculty and have a knowledge and/or expertise that may exceed that of the members of the regular politics faculty.

The Director of the MA Program must be notified in all cases, whether the paper is to be written in conjunction with, or independent of a course. Remember, although an MA project can grow from an existing paper, it must be distinct enough and expanded, in terms of scope, depth, and length, to be considered as a separate MA Project. You cannot just submit a paper written for a course, but you should consider it as a first major step in completing your MA project requirement.

The Director of the MA Program must approve the project and designate an adviser to be the first reader, with written notice to both student and adviser. If the paper is written in conjunction with a course, the adviser would be the course instructor. The Director of the MA Program's approval relates only to MA Project status and would in no way interfere with assignment or evaluation of the essay for course credit. Once an MA project topic and the faculty adviser are designated, changes in either must be approved by the Director of the MA Program. Once the adviser has read and approved a draft, it will be evaluated by an MA-project evaluations committee, appointed annually by the Chair of the Department to read all the MA projects. If the evaluations committee approves the essay, then it is accepted as the MA Project.

**MA Project Deadlines**

<b>Graduation Period</b>	<b>Project Topic Approval Due Date</b>	<b>Final Project Due Date</b>
Fall (January)	October 1 <sup>st</sup>	December 1 <sup>st</sup>
Spring (May)	February 1 <sup>st</sup>	April 1 <sup>st</sup>
Summer (September)	June 1 <sup>st</sup>	August 1 <sup>st</sup>

**The MA Project Workshop**

The Director of the MA Program runs a workshop that explains the degree’s final project including what is an MA project and how to go about doing research on this project. The workshop is meant to serve as a springboard to help students get started. It also serves as a valuable resource for those students who are already in the writing process, since questions and issues will undoubtedly arise throughout the process. This workshop is offered in addition to, not in place of, the normal advising process. The workshop meets twice a semester.

In addition to this resource, students may find it helpful to take the various MA courses in research design or quantitative analysis. These courses, which are regularly offered deal with both qualitative and quantitative research methods that are relevant both to the MA project and future endeavors of MA students.

**MA Workshop Seminars**

Every seminar is open to all interested MA students. Participation is not mandatory but if you plan to attend, you should sign up ahead of time and notify the Director of the MA Program. We strongly recommend that you take these seminars in the semester in which you are planning to write your MA project. For example, should you plan to write your project in the Fall then sign up for the the First Seminar during your Fall Semester. The Second Workshop Seminar of every semester will focus on projects that are almost completed or, at the very least, well-advanced.

**Fall Semester:**

<b>Time</b>	<b>Place</b>	<b>Themes</b>
September	Room 217, 19 West 4 <sup>th</sup> Street	What is an MA Project? How to go about doing research on the MA Project?
November	Room 217, 19 West 4 <sup>th</sup> Street	Discussing the final version of MA Projects: Major Issues and Problems you may face in the final stage

**Spring Semester:**

<b>Time</b>	<b>Place</b>	<b>Themes</b>
January	Room 217, 19 West 4 <sup>th</sup> Street	What is an MA Project? How to go about doing research on the MA Project?
March	Room 217, 19 West 4 <sup>th</sup> Street	Discussing the final version of MA Projects: Major Issues and Problems you may face in the final stage

**MA Project Writing Standards**

The department provides clear guidelines on how students should organize and write their projects as well as a road map with instructions on the process of project writing. For more information on this please click [here](#).

## Foreign Language

Students must demonstrate proficiency in one language other than English or, with permission of the Director of the MA Program, in statistics. The language requirement must be satisfied after you are admitted to our program. Any language coursework completed prior to being admitted will not satisfy this requirement. There are three ways to satisfy the language requirement:

- students can take a language proficiency exam
- students can take a departmental statistics course, which substitutes for a foreign language
- students can take an undergraduate, second semester, intermediate language course and earn a grade of B or better.

Students can petition to waive the language requirement only if a he/she is a foreign national whose first language is not English, or a student has conducted field research in a language that is not English. Students who petition to waive the language requirement via field research must produce supporting documentation from the institution that supervised the research that they conducted in that language.

## Internships

The department does not grant credit for internships taken by MA students. However, the department recognizes the exceptional importance that internships have in the educational process of our MA students. Therefore, we encourage our MA students to participate in internships. Unfortunately, the department does not have the resources to provide MA students with internships, so students will be responsible for obtaining them on their own.

However, the department will make every attempt to assist students in identifying and applying for internship opportunities. The Director of the MA Program can assist students in this process with tips, recommendations, and suggestions. Remember, not only can an internship lead to a good MA project, but it will also allow you to network with the right people in the right places. As an NYU student, you are an ideal internship candidate, especially at the graduate level and particularly as a student of political science. Many institutions and organizations welcome graduate students as interns and, often, an internship becomes a full-time job.

## Transfer Credits

Admitted students can transfer up to nine credits (if courses that are to be transferred were three credit courses) or eight credits (if courses were four-credit courses). No more than eight credits will be reflected on your transcript. Eligible courses must have a grade of "B" or better and must be relevant to political science. Transferred courses cannot substitute departmental core courses. For more information see the GSAS website: <http://www.nyu.edu/gsas/OASL/policiesprocedures/TRANSFER%20CREDIT%20request.pdf>

Remember that the GSAS has final authority to approve credit transfers. The Director of the MA Program approves the transfer only in terms of the content matter of the syllabus, i.e. it determines whether the course that is to be transferred is the equivalent of an MA graduate course offered by the Department of Politics.

International transfer credit is awarded in accordance with the most current guidelines regarding equivalency as distributed annually by GES. We strongly encourage our students requesting a credit transfer to check the GES webpage and learn more about the procedures and the GES policies. No credits earned and used to satisfy the requirements for another MA degree could be transferred to satisfy the MA degree requirements at NYU. Therefore, courses for which a master's or bachelor's degree has been awarded may not be transferred toward a master's degree at GSAS.

All requests must be accompanied by an official transcript from the transfer institution. Incomplete requests will be returned to the department. Credit will be transferred point for point. If the amount of credits requested exceeds the amount of credit earned, proof of the following must be provided: the awarding school requires the same number of courses for a degree but has a credit system whereby a lesser number of credits are granted for the degree. The department is responsible for notifying students of the outcome of the request. We will do so within six weeks after you have submitted the Credit Transfer request.

Requests for transfer credit must be made within the first year of attendance as a matriculant. The Department of Politics strongly recommends that students request their credit transfer during the first month of their enrollment in the program. Except in the case of a blanket transfer, only courses in which a grade of B or better has been earned may be transferred. Transfer credit towards the master's degree may not exceed the difference between the 24 point residency requirement and the number of credits required for the degree. For more detailed instructions, please refer to the [GSAS Policies and Procedures Manual](#).

## **GSAS MA PROGRAM REGULATIONS**

### **Academic Probation**

A student who has not maintained an average of B or better or who has not fulfilled a specific degree requirement within the appropriate time frame will be placed on academic probation. If the circumstances of the probation have not been corrected within one year of the institution of probationary status, the student is subject to dismissal by the Department Chair.

### **Conferral of Degrees**

Graduate degrees are conferred in September, January and May of each year and Commencement takes place in May. Exact dates on the conferral of degrees can be found at [www.nyu.edu/registrar/gsas/calendar](http://www.nyu.edu/registrar/gsas/calendar).

## Full-Time Equivalency

Students registering for less than 12 points (i.e. three courses) per semester may obtain full-time equivalency with permission from the Director of the MA Program. Full-equivalency is granted only if you are doing some course work and are engaged in one of the following activities. You are conducting required fieldwork, have obtained an internship, or have been granted a departmental teaching or a research assistantship. Once approval has been granted, the student should inform the GAA who will register their full-time status. Students maintaining matriculation who wish to obtain full-time equivalency should confirm *their* full-time status with the GAA. For visa reasons, international students should be particularly vigilant about maintaining full-time status at all times. Only foreign students on an F1 visa need to request full-time equivalency (FM). Students can be approved for full-time equivalency in their final semester ONLY. Students MUST maintain full-time equivalency through course work *until* their final semester. Students must be engaged in full-time academic work during their final semester in order to qualify for full-time equivalency. Full-Time Equivalency Forms are available in the Appendix to this Handbook.

## Leaves of Absence

A student in 'good standing' (maintaining an average of B or better) who is obliged to withdraw temporarily for national service, serious illness, or compelling personal reasons may request a leave of absence. Students with more than one incomplete grade (INC) for each year of registration are presumed not to be in good standing. If granted, students on leave do not need to maintain matriculation and are assured of readmission at the end of leave. A leave of absence (except for national service or other reasons approved in advance by the Dean) does not extend the time limit designated by GSAS or the Department of Politics for completion of degree. The GSAS grants leaves of absence for up to a year. Students who are on Leave of Absence do not register for MM for the semesters they are on leave. Their leave of absence is noted on their transcript as LOA. The Leave of Absence Form is available at:

<http://www.nyu.edu/gsas/OASL/policiesprocedures/LEAVE%20OF%20ABSENCE%20request.pdf>

A student who wishes to obtain a leave of absence must submit a written request (Leave of Absence Request Form is provided above and in the Appendix to this Handbook) to the Director of the MA Program. In that form, the student explains 'the compelling personal reasons': a doctor's recommendation in event of a serious illness or evidence of national service. If the department approves the request, a Leave of Absence Request Form, accompanied by the student's GSAS transcript and the documentation received from the student, is then sent by the department to the Dean. The final decision is made by the GSAS.

When international students on a J-1 or F-1 visa take a leave of absence, or leave the US for an extended period of time, the Office of International Students and Scholars should be notified immediately.

### **Maintenance of Matriculation**

Students who have completed their MA coursework must maintain continuous enrollment until receiving his/her degree. Students maintain matriculation by registering for G47.4747.001, Maintenance of Matriculation. Payment of the maintenance of matriculation fee entitles students to use the libraries and other facilities, consult faculty members and participate in university activities. Remember, matriculation must be maintained until the semester in which the MA students receive their MA degree.

### **Readmission**

An MA student who has been matriculated in the Graduate school, but then fails to register for three consecutive semesters, must apply for readmission and pay the application fee. The time to degree for a readmitted student begins with the original semester of admission.

### **Time Limits for MA Degrees**

Students can complete the Master's program in as little as 9 months, though this is a very intensive route. On average, students take a year to a year and a half to complete the MA degree program. Part time students usually finish in 2 to 3 years. There is a time limit of 5 years for students to complete the program mandated by GSAS.

## **ORGANIZING YOUR MA STUDIES**

### **How should you organize your graduate studies in our department?**

The ideal course for an MA student would be to take the new knowledge generated by our faculty (and their colleagues worldwide) and distill it so that it will be useful in the government, private sector, or international organizations. Courses taught by our faculty vary in the balance of theoretical and applied material covered. However, it is expected that knowledge gained in the more theoretically oriented courses will then be used in the more professionally-oriented courses. We also strive to provide you with the appropriate skills necessary to work in a professional environment. For some people these skills are statistical or game theoretic; for others they might involve more in-depth study of a specific area (including, say, the history of that area, country or region). While some of these skills can be acquired in departmental courses, other skills and knowledge can be acquired in the two free electives allowed in the program and that can be taken in other departments at NYU.

Preparation for professional work involves a variety of different types of courses. In addition to the skills courses, students are expected to learn the general arguments, concepts, and theories in a particular field of study through the required core courses. Then they choose to specialize in a topic or region. They do so by expanding on the relevant underlying theoretical ideas through more advanced graduate courses. They also are encouraged to

obtain the more specific skills in specialized MA courses. The simplest example of the skills approach is that the MA game theory classes teach students how to use game theory insights to successfully deal with bargaining situations that occur in actual international conflicts rather than to prove general theorems in game theory.

Many MA courses are taught by our regular departmental faculty. However, in order to better train people for professional work, some instructors, who have the appropriate political science education but also currently work in a variety of organizations, are appointed to teach courses. These instructors typically hold a Ph.D. in political science but work full-time in some applied setting including major non-governmental organizations, United Nations, or other institutions. New York City is an ideal place to find and attract such instructors. We continue to attract some of the fields' highly accomplished professionals who also share a desire for teaching others.

**The MA program is very demanding and a great deal depends on how you organize your schedule.** It is important for you to organize your time so you can make the most of your studies. We assume that you have some idea about where your studies will lead you. You should work toward furthering your goals by taking full advantage of the department, the university, and the opportunities that NYC offers. Therefore, plan well. Get to know the faculty. Choose courses wisely. Think early on about the MA project and network, network, network! Take part in the numerous activities organized by the Department, and the NYU centers, schools and institutes. These are only some of the resources that will help you network and develop the skills that will propel you to move forward.

### **First Semester**

In many ways, this is the most important semester of study. You should use some of the strengths from your undergraduate studies and build on them. There are some key objectives that you should aim to achieve during this semester.

- You should take the core course in your field during this semester. It will help you see clearly through the maze of literature and focus on debates and issues that interest you. You will know what courses you need to take in your major field. It will help you hone your analytical and writing skills.
- Another course that you will find very valuable is Quantitative Analysis. In this course, you will learn important and very useful applicable skills and the material will be especially important for you because it will facilitate communication with other professors and acquaint you with their work.
- Start searching for internships and jobs. Remember, it is never too early to network, search for jobs and opportunities. NYC is the ideal place to connect to agencies and organizations of a very diverse nature and at any level.
- Make it a point to meet your faculty advisor during his/her office hours. Go prepared and ready to discuss issues that really matter and that the faculty can help you address. Nobody has time to waste and professors are busy people.

- You may take an elective course that interests you. Usually these should come from area studies or courses that focus on processes that you are interested in.
- Try to address and fulfill the language requirement. Do not leave this for the last semester.
- Think ahead about the MA Project. Remember that most MA Projects will evolve of seminar papers you write during the first semester. By the end of December, you should have a relatively clear idea on what interests you for the MA project.
- Pay attention to the activities organized by the department. Participate in the MA Project workshop.
- Make a point to take the Placement Workshop and participate in the Office of Career Services activities.
- Do not hesitate to ask professors for a letter of recommendation. They should go to your dossier. You may need them unexpectedly. It is better to ask for an update than for a new reference letter.
- Ultimately the courses you take matter most and you should choose carefully. Consult the preliminary MA Course Schedule for the FALL semester which is available at the departmental webpage.

### **Second Semester**

Now that you have a clear idea of where you are in your path to success, remember that you need to fulfill course requirements. You will need four courses in your major field. You will need to pass the language hurdle. You have to think about your MA Project. Here are some tips for the second semester:

- Take a second core course. It is required. Choose a core course that interests but that also helps you.
- Choose elective courses that will help to further your goals. Remember that you need to have four courses in your major field. You should think seriously about satisfying this requirement this semester.
- It is important that you acquire skills in methods and research. During the spring semester, the department offers two methods courses, one in quantitative and the other in qualitative methods. It might be wise to choose one of them, as these courses can provide you with the tools that will help you prepare to work on your MA Project but also in real life.
- Remember the important deadlines. If you plan to graduate in May of that year, you should really plan ahead. Take the MA Project workshop. Also, make it a point to take the second Placement workshop offered by the Department and the Office of Career Services.
- Plan ahead and carefully consult the MA Course Schedule for coming spring semester 2006 which is available at the departmental webpage.

### **Summer Semester**

Most students are well advanced at this stage of their studies. Some choose to take one course during Summer I or Summer II. Their intention is to fill the gap in a particular area or because the course that is offered interests them.

**NB: You may plan to take courses during the Summer. Our program offers at least two or three courses during each Summer Session. This means that you have ample opportunities to graduate in August and complete your MA degree in one academic year!**

However, instead of taking classes, many choose to work or to take an internship. These are very valuable experiences that often open important doors for you in the future. Nothing goes unnoticed and you never know where a path could lead you.

### **Third Semester**

If this is your third semester, then you know your way around. Remember all the requirements that you need to fulfill? You should pass the language fulfillment. You should take four courses in the major field. You should take six courses in the department. By now, you are choosing to take some advanced courses. Here are some additional things to remember.

- Your MA Project must be well-advanced. You have the argument, the seminar paper to work on and a faculty advisor to guide you.
- Remember to complete your dossier. By the end of this semester most letters of reference should be in your dossier.
- Remember the deadlines. Submit your MA project on time and plan for the future.

Hopefully these tips, tools, and all the information in this handbook will help you get the most out of your graduate education here at NYU and will propel you to success in your future endeavors.