

## **IR Department Policy, Guidance, and Forms on Directed Studies September 2011**

After a thorough review of university and Vienna campus policies pertaining to the practice of directed studies, the IR Department together with the Academic Director and the Campus Director have established the following policies effective immediately:

1. All undergraduate Directed studies are to be taught by salaried faculty.
2. Graduate students will be offered the Advanced Methods course (*privatissimum*) as a directed study annually in the Spring and is the only pre-approved directed study (listed in the schedule as full course) taught by an external faculty member.
3. As a rule, Directed Studies are to be eschewed except in the following pre-approved undergraduate and graduate cases:

### UNDERGRADUATE CASES:

- a. Case 1 applies to scheduled required curriculum courses in the undergraduate program and assumes all of the following conditions:
  - i. The course is required by the curriculum.
  - ii. A salaried faculty member teaches the required course.
  - iii. The course is changed from the class-room to a directed study due to under-attendance; that is less than, but not equal to 5 students.

Courses automatically included in this group are POLT 1050, POLT 2600, and INTL 2680. Additional required curriculum courses may be added with approval of the Academic Director and the Department Head.

- b. Case 2: 'INTL 4610 Reading Course: Advanced' requires all of the following conditions:
  - i. The course includes a minimum of two students.
  - ii. The course is scheduled at least three weeks prior to the beginning of the term of the course.
  - iii. Application for registration requires completion of the attached form, 'Application to attend the INTL 4610 Reading Course: Advanced (Directed Study)'.

This class may be added at the discretion of the IR Department Chair.  
It is expected that this class will be offered at least once a year.

### GRADUATE CASE:

- c. Case 3: 'INTL 5900 Advanced Research Methods' in all cases where attendance is less than but not equal to five students.

This course will be offered one a year and is a required prerequisite for all graduate students intending to write a thesis (INTL 6250).

This course will be converted into a full class-room course if the number of students attending equals or exceeds 5.

Guidance for Undergraduate Advisors:

1. Students inquiring about Directed Studies in general should be told that there are none available except in those cases listed above.
2. Students wishing to register for INTL 4610 must have at least Junior standing and have completed all required 1000, 2000, and 3000 level courses.
3. Concurrent studies at the 3000-level are acceptable for students wishing to attend INTL 4610.
4. Students should be made aware of the option to take INTL 4610 if the current course offerings do not satisfy their load.
5. Students should only be apprised of INTL 4610, only if they are qualified.
6. Students wishing to take INTL 4610 require at least 3.5 GPA in the Department.
7. Students wishing to take INTL 4610 must register at least 3 weeks before of the start of the applicable term.

Guidance for Graduate Advisors:

1. INTL 5900 Advanced Research Methods is a prerequisite for writing a graduate thesis (INTL 6250) for all IR Graduate students who began their studies in Fall 2011.
2. It is strongly recommended by the IR Department that every IR graduate student intending to write a thesis attend INTL 5900, including and especially those that began their studies prior to Fall 1, 2011.
3. All IR graduate students, irrespective of the starting date of their studies should be made aware of INTL 5900 and its status within the department.
4. INTL 5900 will be offered once annually, usually in the Spring 1 term.
5. INTL 5900 will be listed as though it were a standard course and registration should for the course should proceed according to normal registration procedures, that is without any special action for a directed study.

### Guidance for Undergraduate Students

1. Only those Directed Studies pre-approved by the Department are available; all other requests will be denied.
2. It is not the responsibility of Faculty to offer or propose any directed study other than INTL 4610.
3. INTL 4610 is only open to Juniors and Seniors.
4. INTL 4610 is a heavy ready-intensive course; only students with a 3.5 GPA in the department will be admitted.
5. A minimum of two students, preferably three, is required for the course to be established.
6. If you are interested in such a course, you should first communicate among your colleagues, find another colleague or two, make a list of three topic areas, and only then schedule an appointment with the Department Chair, and all that by week 4 of the term prior the term in which you wish the class to be scheduled.
7. Final decisions as to the content and timing (term) of the Directed Study in Advanced Reading is the sole prerogative of the Department Chair.
8. In the academic year 2011-2012, you may address Drs. Pollak or Schubert to lead the Directed Study.

### Guidance for Graduate Students

1. INTL 5900 Advanced Research Methods is a prerequisite for writing a graduate thesis (INTL 6250) for all IR Graduate students who began their studies in Fall 2011.
2. Nevertheless, it is strongly recommended that every IR graduate student intending to write a thesis attends INTL 5900, irrespective of when you commence your studies.
3. INTL 5900 will be offered once annually, usually in the Spring 1 term.
4. There is no need for any special forms to sign up for the course.
5. INTL 5900 will meet for a total of 12 hours with the professor at a location of his choosing.
6. Students attending INTL 5900 should already have a research question in mind for their future thesis and have a basic methodological proposal for answering the research question ready for the first session.

#### Guidance for IR Faculty

1. As of Fall 1, 2011, the Vienna campus will no longer offer any directed studies that are not a pre-approved component of the curriculum.
2. Courses which are pre-approved to be reprogrammed as Directed Studies are POLT 1050 (Introduction to IR), POLT 2600 (Methods), INTL 2680 (IR Theories), INTL 5900 (Advanced Methods).
3. The minimum number of students required to hold a classroom course is five.
4. When there are less than five students, the course will be cancelled for the specific term and rescheduled for a later date unless that course is required by the curriculum and is taught by a salaried faculty member.
5. There will be no custom-created Directed Studies offered in the 2011-2012 academic year except for INTL 4610, Advance Readings, which will be taught either by Drs. Pollak or Schubert.
6. All Directed Studies will be taught by salaried faculty except for the INTL 5900, a graduate course on advanced methods, which is a prerequisite for writing a MA thesis.
7. Each instance of an undergraduate pre-approved Directed Study (POLT 1050, POLT 2600, or INTL 2680) resulting from under-attendance of scheduled course, will be tallied as 1 credit of teaching and registered toward the respective required annual course load of the salaried faculty in question.
8. Each instance of INTL 5900 will be paid on the flat standard of 3 units of the individual directed study fee for up to a maximum of five students, beyond which the class may become a full class-room type course or see the see extended to six individual directed study units at the discretion of the Academic Director.

**DIRECTED STUDY APPLICATION FORM (POLT 4610: ADVANCED READING): 3 CREDITS**

**STUDENT INFORMATION**

Student Name:

Student Number:

Degree Major/Emphasis:

Tel:

Fax:

Email:

Student has completed all required coursework antecedent to Junior standing or is concurrently taking any of the 3000 level courses below:

INTL 2030 International Law

POLT 1050 Introduction to International Relations

ECON 2020 Introduction to Microeconomics

POLT 2600 Research Methods and Approaches in Political Science

ECON 2030 Introduction to Macroeconomics

INTL 1500 World System since 1500

INTL 3100 International Political Economy

POLT 1070 Introduction to Political Theory

*And one of the following:*

INTL 2680 International Relations Theory

POLT 1080 Introduction to Comparative Politics, POLT 1060 Introduction to American Politics, or POLT 2250 Politics in the Industrialized World

**COURSE DETAILS**

Reading Topic Area:

Salaried Faculty Member:

Title/Position:

Tel:

Fax:

Email:

**REQUIRED READINGS**

**SIGNATURES**

Signature of Salaried Faculty Supervisor:

Date:

Signature of Department Head:

Date:

Signature of Academic Director:

Date:

Signature of Applicant:

Date:

**REQUIRED OUTPUT (EACH NUMBERED GROUP = 1/3 OF THE FINAL GRADE)**

1. Write a detailed book review for each book in the reading list (Due in the sixth week).
2. Deliver a full and detailed set of notes on each text including cited page references, cross-references and quotations where appropriate (Due in the sixth week).
3. Write a substantive essay about the implications of at least one of the readings on a contemporary issue in world politics (Due at the beginning of the eighth week).