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Founded as a land-grant college in 1907 and designated a university in 1920, the University of Hawai‘i today is a multi-campus system that includes the University of Hawai‘i at Manoa, University of Hawai‘i at Hilo, University of Hawai‘i -West O'ahu, and seven community colleges: Hawai‘i Community College, Honolulu Community College, Kapi'olani Community College, Kauai‘i Community College, Leeward Community College, Maui Community College, and Windward Community College.

The University of Hawai‘i at Manoa (UHM) is the main campus in the system and is located in Honolulu on the island of Oahu. The campus covers about 30 acres in lush Manoa Valley, a residential area close to the heart of Honolulu, Hawai‘i's capital, and the tenth largest city in the United States.

In the 2007-2008 academic year, UHM enrolled 20,169 students, of which 6,359 were graduate students with a student to faculty ratio of 15:1. Students came from all 50 of the United States and many foreign countries. According to the Spring 2002 Facts Sheet prepared by the UH International Student Services Office, about 1,465 foreign students came from 79 foreign countries in different regions, such as Africa, Asia, Europe, Middle East, and Pacific Basin.

Hawai‘i residents comprised 92 percent of UH students. Women represented 56.8 percent of the student body; 73 percent of students attended school full time.

UHM offers a bachelor's degree in 88 programs, the master's degree in 80 and the doctoral degree in 44. UH graduates are dedicated leaders in communities around the world. In addition to the nation’s first Japanese-American senator and Native Hawaiian governor, UH alumni are serving as cabinet ministers in Korea and the Federated States of Micronesia, an assembly representative in Korea, a U.S. Embassy minister-counselor in Russia, and a university vice president in Bangkok.

A special resource on the Manoa campus is the East-West Center, an international research institution established by the U.S. Congress to bring together men and women from Asia, the Pacific area, the United States, and the world in a variety of cooperative programs of study, professional development and research. The East-West Center is an incorporated foundation relying on U.S. governmental and international sources of funding.
The Department of Political Science began as a joint department with History in the 1940s. The two separated in 1942 with courses on government taught by the Vice President of the University and by Paul Bachman, then the Dean of Academic Affairs. Within several years, the Department recruited its first professor, Allan Saunders from Amherst College, who wrote the curriculum and began planning for the growth of an autonomous faculty. The Department quickly gained momentum with the recruitment of faculty from premier mainland institutions known for political science: primarily the University of Minnesota and Michigan State University.

The Department began offering a B.A. in political science in 1945, closely followed by the M.A degree in 1947. The Department continued to grow in size and visibility and had gained national stature by the time it offered the Ph.D. degree in 1962. Throughout the 1960s, the Department attracted creative young faculty as well as well-established professors in a variety of sub-fields. Led by Bob Cahill, Harry Friedman, Werner Levi, Bob Stauffer, and others, 1964-1970 was a time of rapid growth as the number of faculty increased from 15 to 27. Their productivity as scholars helped put the Department on the list of top graduate programs in Political Science.

Over the years the Department has hosted numerous visiting scholars, including Johan Galtung (one of the founders of peace research), John Gerassi (biographer of Jean Paul Sartre), Cheryl Payer (author of The World Bank), Peter Manicas (author of The Death of the State), Betty Nesvold (former President of the Western Political Science Association), William Irwin Thompson (author of Pacific Shift), and Michael Dukakis (former governor of Massachusetts and candidate for U.S. President).

Today, the Department of Political Science is one of 13 units comprising the College of Social Sciences and it continues to be a leader in cutting edge scholarship within the discipline. There are 23 regular full-time faculty members, often joined by adjunct and visiting faculty. Research interests include classical and critical theoretical perspectives, policy analysis, quantitative computer methods, peace and future studies, indigenous politics, law and society, and comparative politics with a focus on the Asia-Pacific region. While ideologies range across the political spectrum, there is a shared preoccupation on the part of the faculty to offer a critique of dominant historical forces and centers of power.

The department has over 250 undergraduate students, and currently enrolls over 100 graduate students. The Department makes considerable effort to practice as well as teach democracy and students are integrated into the decision-making process. For example, graduate students sit on all standing committees within the department, making the graduate experience here unique by being radically inclusive. Where most graduate programs offer students a single representative on some issues, students in the political science department have the same voting power as the faculty. Department meetings are held on a regular basis and all interested members of the departmental community are welcome to attend, participate and vote on issues that require such action.
Graduate Program Mission Statement

The mission of the graduate program in Political Science is to provide an intellectual space for the growth and development of our graduate students. Our program has the goal of providing students with the skills to produce quality scholarship, master a knowledge base within the program’s specializations, and ensure that our students can think politically about the world. We have sought to create an intellectual environment that is individually driven by the student and can be tailored to their needs and requirements.

Graduate Program Overview

The M.A. program is a learning environment in which students may further develop their interests in exploring ideas and abilities to think critically. The structure of the program encourages scholarly inquiry and intellectual growth across a range of political themes. Upon completing an M.A., it is anticipated that the majority of students will enter careers in public service or for private organizations with greater analytical and critical faculties while some students will continue on with graduate work.

The doctoral program in Political Science is an inquiry-based program that encourages the development of a broad understanding of political phenomena. It is an intellectual environment that seeks students with previously demonstrated abilities to develop further the creative and analytical skills necessary for thinking critically, conducting research, and producing original scholarship. It is a fertile environment for students who bring a wide variety of backgrounds to the study of politics and who have the competence to initiate their own investigations and to work independently. The Department, in emphasizing a problem solving and critical perspective, expects that students enrich their knowledge of, and proficiency in, several traditional elements of the discipline.
Faculty

Full Time Faculty

Hokulani Aikau, PhD – Contemporary native Hawaiian identity and politics, feminist theory, and critical race theory

Richard Chadwick, PhD – International relations, global modeling, methodology

James Dator, PhD – Political futures, media, Asian politics

Kathy Ferguson, PhD – Feminist theory, political theory, organizational theory

Petrice Flowers, PhD – Japanese politics, international law, international relations

Jonathan Goldberg-Hiller, PhD – Law and politics, public policy, social theory


Jarius Grove, PhD – International relations

Debora Halbert, PhD – Public policy, futures studies, law & politics, politics of intellectual property

Manfred Henningsen, PhD – Political theory, European politics, genocide/Holocaust

Katharina Heyer, PhD – Disability St., law and politics, comparative law

Ehito Kimura, PhD – comparative politics, political change, Southeast Asia

Sankaran Krishna, PhD – Comparative politics, international political economy, South Asia

Charles Lawrence III, PhD – Antidiscrimination law, equal protection, and critical race theory

Colin Moore, PhD – American politics, policy

Lawrence Nitz, PhD – Political economy, public policy, methodology

Michael Shapiro, PhD – Political theory, media, politics of culture

Noenoe Silva, PhD – Hawaiian politics, indigenous politics

Nevzat Soguk, PhD – International relations, international organizations, migration, human rights, Middle East

Manfred Steger, PhD – Global politics, global studies, and political theory related to globalization, political ideologies, and comparative (mostly East-West) political theory.

Carolyn Stephenson, PhD – International organization, security, environment, peace studies

Myungji Yang, PhD – Korean Politics, [add more]

Kate Zhou, PhD – Comparative politics, Chinese politics, women and development

Emeritus and Recently Retired Faculty

George Kent, PhD – International relations, development, food and nutrition, children, pedagogy

Oliver Lee, PhD – Chinese Politics

Neal Milner, PhD – Law and politics, public policy, conflict studies

John Wilson, PhD -- Political philosophy, American politics
Graduate Admission

3. Admissions

Applicants for the M.A. and Ph.D. program are expected to show evidence of potential to complete graduate study and to articulate reasons why this discipline, program, and location are relevant to their concerns. The committee assesses candidates based upon the quality of the application, the potential of the student to complete graduate level studies in the program, and the ultimate fit between the student and the faculty in the Department. The Department seeks a diverse pool of applicants whose pursuits and interests will contribute to our community and the broader world. **Admission to the program is competitive, and applicants who meet or surpass minimum requirements may be denied acceptance. Incomplete applications will not be considered.** Please note it is up to the student to assure that all parts of the application are submitted by the deadline.

Students with baccalaureate degrees from accredited U.S. institutions of higher learning or with foreign baccalaureate degrees equivalent to the U.S. bachelor’s degree may apply to be admitted to the Department. Their academic records must meet the UHM Graduate Division minimum standards. Normally this means a grade point average of 3.0 or better on a four-point scale. Students who are currently enrolled in the master's program in political science and who wish to apply for the doctoral program should follow the procedure described on the Graduate Division Website. All application information is available online at: [http://manoa.hawaii.edu/graduate/content/prospective-students](http://manoa.hawaii.edu/graduate/content/prospective-students).

Applications for admission to the political science department are reviewed only for the fall semester. The deadline for applications is December 1 for foreign students and December 15 for U.S. residents. This means all materials for admission must be received on or before the deadline for the application to be reviewed. Foreign students are required to submit their applications early due to extra time required for processing foreign documents.

Applications Materials

**Graduate Division Documents (Submit directly to Graduate Division):**

- Graduate Application and Application Fee
- Official transcripts from all institutions attended
- International Students: TOEFL scores sent directly from ETS (TOEFL minimum: 540 IBT (Internet Based Test), TOEFL minimum is 76)
  - the ETS code for UH Manoa is 4867
  - Scores may not be more than five years old
  - International students who are native speakers of English are exempt. For more information, see English Proficiency Guidelines: [http://manoa.hawaii.edu/graduate/content/english-proficiency](http://manoa.hawaii.edu/graduate/content/english-proficiency)
- International Students: Confidential Financial Statement Form for International Applicants: [need link]
- Hawai’i Residents: Residency Declaration Form for State of Hawai’i Residents: [need link]

Please send these documents to:
Graduate Admissions Office
2540 Maile Way, Spalding 354
Honolulu, HI 96822
Department Documents (Submit directly to Political Science Department):

- Three letters of recommendation: http://www.politicalscience.hawaii.edu/graduate/pdf/LOR0912.pdf
- Official transcripts from all institutions attended
- A writing sample (such as an article or term paper in Political Science or a related discipline that demonstrates the applicant's writing, critical thinking, and research ability).
- Teaching Apprenticeship Application (for PhD applicants only): http://www.politicalscience.hawaii.edu/graduate/pdf/ta_app.pdf
- Please note: The GRE is not required for admission to the Department. However, because some scholarships and other opportunities offered by the University require the GRE, it may be a wise decision to take the exam.

These documents may be submitted electronically to polsgap@hawaii.edu:

- Statement of Objectives
- Letters of Recommendation
- Writing Sample
- Teaching Apprenticeship Application

Official transcripts should be mailed to the department at the address below, unless your institution offers official electronic transcripts. If using official electronic transcripts, send directly from the institution to polsgap@hawaii.edu with a password.

Graduate Admissions
Department of Political Science
2424 Maile Way, Saunders 640
Honolulu, HI 96822

The evaluation of applications involves two phases. An initial screening is done by the University's Graduate Division to ascertain whether the applicant meets the minimum entry criteria as specified in the current University of Hawai‘i at Manoa General and Graduate Information Catalog. Second, applications are forwarded to the Department where they are reviewed by the admissions committee. The admissions committee will seek the advice of faculty in the relevant subdiscipline regarding potential fit with the program.

Further information regarding admission and application forms may be obtained from the Graduate Admissions Office, 2540 Maile Way, Spalding 354, Honolulu, Hawaii 96822, Telephone: (808) 956-8544.
Website: http://manoa.hawaii.edu/graduate/content/prospective-students

Current M.A. Students

Students who are currently enrolled in the master's program and wish to apply for the doctoral program do not follow regular PhD application procedures.

Please see the Petition to Doctorate process for more information: http://www.politicalscience.hawaii.edu/graduate/petition-doctorate.html
4. Specializations

The Department offers a unique educational environment and path to graduate level education. Our curriculum reflects a critical approach to the discipline and has created room for innovative and cutting edge scholarship. The subfields embraced by the department include both traditional ones as well as opportunities to study politics through a lens that can be found in no other political science department in the United States. The faculty, many of whom are internationally recognized for their scholarly contributions, seek to create an environment for graduate education that facilitates innovative scholarship using a multitude of different types of methodologies.

Students are encouraged to broaden their perspectives by taking courses in other departments and through many interdisciplinary programs associated with the University such as Asian Studies and the Pacific Islands Program.

The Department offers specializations in the following areas:

**Alternative Futures:** The political science department hosts one of the only political futures specializations in the United States with an M.A. concentration in Futures Studies. The emphasis is on political futures, political design, and alternative futures building. The specialization is premised on the fact that industrial societies are undergoing such extensive and rapid change that it is impossible to map out the future simply by extending knowledge of the past or experiences of the present. The futures option seeks to forecast things to come, using theories of social structure and change, examining the causes and consequences of transformation, leading to the construction of alternative images of possible futures.

**Comparative Politics:** The comparative study of politics is an integral part of the political science discipline. At UH, our comparativists explore the differential development of politics, economics, and society in various "areas" of the world. Some of the issues studied include (a) models of development and their varied impacts on different classes, regions, genders, and cultures; (b) the processes of liberalization and democratization that have been reshaping the post-cold-war world; (c) the resurgence of ethnic, religious, and other movements that seem both derivative from and responses to modernity; (d) the continued relevance of colonialism and militarization in today's world; and (e) questions of identity and otherness in postcolonial societies. The Department has a particular emphasis on regions of the Pacific and Asia.

**Conflict Resolution:** The focus on conflict resolution brings together theories and methodologies of political science, social science, the humanities, and law with the skills and techniques of dispute resolution, particularly mediation and conciliation. The goal is to give the student an understanding of the dynamics of conflict resolution from comparative, historical, and theoretical perspectives.

**Indigenous Politics (IP):** The study of indigenous politics in Hawai‘i starts with and is anchored to Kānaka ‘Ōiwi Hawai‘i, the indigenous people of our islands. Our program considers indigeneity a political category that recognizes both the connection of autochthonous peoples to our lands and the international alliances and interconnections amongst peoples who identify as indigenous. Students in this program will examine the breadth and dynamism of the issues and movements that constitute the field of indigenous politics.
There is currently in place an Indigenous Politics Masters. The requirements for the Indigenous Politics option consist of three core courses in Indigenous politics, two political science core courses, and a selection of electives from courses taught in political science or other departments.

**International Relations (IR):** While inherently interdisciplinary, IR at UH is the study of relationships among governments, international social and migratory movements, non-governmental and inter-governmental organizations, transnational corporations, trade unions, and political parties.

**Law and Politics:** The focus of this subfield is on the effects of law and legal meaning on society, culture, political power and economy. The faculty stress a diversity of methods for studying legal phenomena, including historical, analytical, critical, doctrinal, institutional, comparative and philosophical perspectives. Law and Politics is a part of the new interdisciplinary Law, Society and Globalization Program.

**Political Theory:** As a centerpiece of the program the study of political theory covers a wide variety of intellectual traditions, focusing on interpretative, critical, hermeneutic, democratic, phenomenological, transformational, feminist, gender, contextual, nonviolent and aesthetic approaches. The faculty shares the assumption that the meaning of the subject matter of political theory - whether it is a text, a community, a revolution, or a political establishment - depends significantly on the concerns of those who presume to interpret it. Whatever is investigated is regarded as socially constructed, as constituted by the way it is perceived. Whether the focus is on a class of political philosophy, a legislative act, a health policy, or a political movement, we see ourselves engaged in imposing and exposing meanings.

And we regard such an activity as an effort to integrate theory and action.

**Public Policy:** Our subfield in public policy is taught by faculty taking a variety of approaches to the study of policy. These range from language analysis, choice theory, institutional analysis, and futuristics, reflecting the character of both the student body and the faculty. Some courses focus on organizational theory and comparative administration. Typically, the core course in the policy field is taught to a mix of non-American students interested in the application of Western-oriented policy studies to the analysis of policy in their home country; administrators in state and local government; and students from fields that are increasingly "policy-sensitive" (e.g., public health).

**Affiliated programs and certificates**

Along with the concentrations in the political science department, the Department encourages students to take courses in other departments and programs offering complementary courses of study. While not an exhaustive list, past graduate students have taken courses in a variety of affiliated programs including:

- Women's Studies
- Peace Studies
- Asia Pacific specific regional studies
5. Advising

The current department Graduate Chair is:

Professor Krishna
Saunders 640D
808-956-8841
krishna@hawaii.edu

The department uses Advising Forms and Student Progress Forms to help students and their advisers, as well as help the Department and the University follow the progress of each student through the program. The forms are available at the Department’s office in Saunders Hall, Room 640, as well as on the Department Website. A copy of the relevant forms is also in the appendix of this booklet. The Advising Forms describe the department's requirements. For additional information about the University Graduate Division's requirements for advanced degrees, see the Graduate Division website or refer to the current University of Hawai'i at Manoa Graduate and General Information Catalog.

Incoming graduate students are assigned an interim adviser by the chair of the graduate program. The student is expected to work closely with the adviser in selecting classes and planning the degree program. Students may change advisers in consultation with the chair of the graduate program. The graduate student's adviser helps to design a study program and then evaluates the student's progress toward the degree, which is documented on Progress Forms.
6. Degree Requirements

The department has three different graduate degree programs:

- Master's degree Plan A, for which a master's thesis is required.
- Master's degree Plan B, for which a master's thesis is not required.
- Doctor of Philosophy (Ph.D.)

Timeline for completion

The department strongly encourages Master's students to complete the program in no more than two years and doctoral students to complete their work in no more than four or five years. Beginning in the Fall of 2011, Graduate Division has mandated that students who do not complete the MA within five years and Ph.D. candidates who do not complete their degree within seven years will be placed on academic probation. If a student cannot complete the required MA work within seven years and Ph.D. work within ten years, they face dismissal from the program. For more details regarding these timelines, refer to: http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree. Specific details relevant to our program are discussed below.

The department seeks to further clarify issues of degree progress through the following policies.

Progress Reports

Continued progress towards the degree must be demonstrated and all students are required to submit a progress report at the end of each academic year. These reports will be kept on file and will help the faculty assess what each student needs to do to complete the program.

Leave of Absence

Students must be registered for at least one credit hour every semester while in the program (excluding summers) or request an official leave of absence to avoid being dropped from the program. A student can take no more than a year’s leave of absence for personal reasons. Please note that a leave of absence from the program is not designed for a student to do work while not enrolled, but to focus on non-related academic issues that may interfere with progress towards the degree. Finally, all degree candidates must be enrolled during the term in which the degree is awarded. If you fail to register for courses but do not have a formal leave of absence, you will need to reapply to the program. Re-admission is not guaranteed.
MA Plan A

The course requirements for the Master’s Plan A is detailed on the Master’s Plan A Advising form available in the main office and online. This form should be filled out as the student progresses through the program. All master's candidates are required to take a total of 30 credit hours, of which 9 credit hours (3 courses) must be from POLS 610, 620, 630, 640, 650, 660, 670, and 680, and one graduate seminar must be from POLS 701-798. There is no language requirement, though students may decide that language study is relevant to the work. Students who write a master’s thesis (Plan A) must register for a minimum of 6 credit hours but as many as 12 hours of thesis research, POLS 700.

Students seeking a Master’s Plan A first need to write a brief proposal and create a committee. The proposal should be written with the help of the student’s advisor. The committee must include at least two members of the department, and should have three members total. It is the committee’s job to guide the student from the proposal writing stages through the defense of the thesis. Once committee members have agreed to serve, MA students must submit Progress Form II prior to registering for POLS 700 with the signatures of all members.

The thesis should be an original contribution to the field and if human subjects are involved will require permission from the Human Subjects Review board (http://www.hawaii.edu/irb/). Upon the completion of the thesis, the student will schedule an oral defense of their work. The defense should include a brief presentation of the project, questions from the committee and audience, and then an assessment of the work submitted. The student may pass or fail the defense. If the student passes, they still may be requested to revise their work. However, at this point, revisions should be minimal and cosmetic in nature instead of substantive. If a student fails the defense, then they will no longer be in the program.

It is the policy of the department that these defenses are public and a public announcement must accompany the defense. For more details visit: http://manoa.hawaii.edu/graduate/content/masters-plan. Students should make themselves aware of the timelines necessary for graduation and ensure that their defense is scheduled with appropriate time to make revisions and submit all paperwork to graduate division.

For MA Plan A students, students who have not written and defended their M.A. thesis after three years must provide a justification to the graduate chair for their progress. An assessment will be made about their continued tenure in the program at that time.
CHECKLIST AND TIMELINE FOR MA PLAN A

Prior to First Semester

_____ Attend orientation (second one in mid-semester)

First Semester

_____ In first two weeks: meet with Graduate Chair regarding your plans in the program.

_____Advisor will be assigned. Note: Advisors can be changed after meeting with the Graduate Chair.

_____Mid-Semester: Complete MA Pre-Candidacy Progress Form for Graduate Division with Graduate Chair.

_____M.A. Plan A (Thesis) Advising Form will be started.

_____Begin Coursework

Second Semester

_____ Continue Coursework. *CHS approval might be required if they are doing any work with human subjects.

_____Identify a thesis advisor and topic

_____Write thesis proposal/defend proposal

_____Identify committee members

_____Submit Form II: Master’s Thesis – Advance to Candidacy (Plan A) Form (this form requires you to get signatures from all committee members). This form is required before you can enroll in POLS 700.

_____Meet with Graduate Chair to fill out the graduate student annual progress form.

Third Semester

_____Continue Coursework using MA Thesis Advising Form

_____If proposal has not been defended, defend proposal.

_____Begin writing thesis

Fourth Semester

_____Continue Coursework using MA Thesis Advising Form

_____Plan A students MUST be registered for POLS 700 during the semester they graduate.

_____Defend thesis – reserve room in advance.

_____Submit Form III – Thesis Evaluation Form to Graduate Division

_____Apply to graduate within first two weeks of semester.

_____Pick up Graduate application for Degree Form from Graduate Records, Spalding 352 and return to Cashier’s Office by specified Deadlines.
MA Plan B

The course requirements for the Master's Plan B is detailed on the Master's Plan B Advising form available in the main office and online. This form should be filled out as the student progresses through the program. All master's candidates are required to take a total of 30 credit hours, of which 9 credit hours (3 courses) must be from POLS 610, 620, 630, 640, 650, 660, 670, and 680, and one graduate seminar must be from POLS 701-798. Additional courses to total 30 credit hours must be taken from remaining graduate courses. There is no language requirement, though students may decide that language study is relevant to the work.

The Culminating Experience

Students entering the Master's non-thesis (Plan B) are required to complete a Culminating Experience at the end of their work. There are several options available for this experience. The department recommends that students produce an enhanced research paper that will be presented to the department during a departmental colloquium. This enhanced paper will be the culmination of a research project or paper that may have begun in a class, but is of sufficient quality to be presented at an academic conference. The Culminating Experience is to be scheduled and publicized by the student working in coordination with the department's current Colloquium Coordinator. Additional culminating experiences are also available. These include the possibility of comprehensive exams, an internship, or the production of an intellectual autobiography.

For the culminating experience, the student is to find an advisor and at least one additional political science faculty member who will evaluate the presentation or project. These faculty members are to indicate their approval through a signed note on the candidate's M.A. Plan B Advising Form. The department has agreed that the six-credit internship is an appropriate Culminating Experience for Master's candidates in the Alternative Futures Specialization who do not write a thesis. Other students who may wish to do an internship as part of their culminating experience should contact the Graduate Chair to develop a strategy. At the conclusion of the culminating experience, either after the formal presentation or upon the assessment of the project, the student should fill out the Culminating Experience form available in the office or online. Once the student has completed the culminating experience, they should adhere to the graduate division deadlines for graduation. For more details visit: http://manoa.hawaii.edu/graduate/content/masters-plan-b.

For MA Plan B students, students who have not submitted their culminating experience after three years must provide a justification to the graduate chair for their progress. An assessment will be made about their continued tenure in the program at that time.
CHECKLIST AND TIMELINE FOR MA PLAN B

First Semester

_____ Meet with Graduate Chair regarding your plans in the program.

_____ Complete MA Pre-Candidacy Progress Form for Graduate Division with Graduate Chair.

_____ M.A. Plan B (Non-Thesis) Advising Form will be started.

_____ Advisor will be assigned based upon subfield interests. Note: advisors are not permanent and can be changed at any time.

_____ Begin Coursework

Second Semester

_____ Continue Coursework using advising form.

_____ Meet with Graduate Chair to fill out the graduate student annual progress form.

_____ Identify a faculty member with whom to do the culminating experience and choose ONE of the following:

Third Semester

_____ Continue Coursework using MA Thesis Advising Form (if necessary)

_____ Pick a culminating experience (see information here)

_____ Comprehensive exam

_____ A developed paper and oral presentation at the Culminating Experience Colloquium.

_____ If in Futures, a year-long internship is required.

Fourth Semester

_____ Continue Coursework using Advising Form

_____ Present culminating experience. Fill out Culminating Experience form.

_____ Apply to graduate within first two weeks of semester.

_____ Pick up Graduate application for Degree Form from Graduate Records, Spalding 352 and return to Cashier’s Office by specified Deadlines.

*CHS approval might be required if they are doing any work with human subjects.
Ph.D. in Political Science

Students in the Ph.D. program are required to take three semesters of full-time work, but there are no specific requirements for the coursework they are required to take. Instead, appropriate coursework is to be determined by the student with the input of her or his advisor. Students are strongly advised to take POLS 600 and 601 upon entry into the program and are further urged to take three of the core courses (POLS 610, 620, 630, 640, 650, 660, 670, 680) if they have not taken these or their equivalents at the master's level.

Furthermore, the following are strongly recommended:

1. We strongly recommend at least two full semesters of coursework prior to the completion of the dissertation proposal and comprehensive exams that does not include POLS 699. While we encourage students to take a broad range of classes at the Ph.D. level, students must take at least one class from all faculty they anticipate having on their dissertation committee. This specific requirement is further outlined under the dissertation committee section. While exceptions can be made, they will be based upon the assessment of the graduate chair and the dissertation committee chair.

2. A student transitioning from the UH political science MA program to the Ph.D. program has already taken the requisite coursework and should move more quickly towards the completion of a proposal. We recommend no longer than one year of additional coursework, including POLS 699 in preparation for the dissertation proposal defense and comprehensive exams.

3. After, or during, the first semester in the program, students will meet with an advisor and create a course plan that includes appropriate coursework both within and outside the department that will be necessary for them to achieve their degree objectives.

4. At least one methods course related to the methodologies that will be relevant to the dissertation project should be taken – this course can be taken inside or outside the department.

5. Students should consider taking coursework in at least two of the primary subfields of the program and at least three courses in each of these subfields.

After an agreed-upon amount of coursework, the student seeks a faculty member to serve as the dissertation committee chair and prepares a dissertation proposal. Each student must also construct a committee that includes at least three members of the department and one external member. While the order in which they occur may vary, each student must write and defend a dissertation proposal and take and pass comprehensive examinations. The dissertation chair will establish a work plan for the proposal defense and comprehensive exams.

Picking a Dissertation Committee

A dissertation committee is made up of five members, three of which must be members of the graduate faculty in the political science department.

*At least three members of the committee will be on the graduate faculty in the political science department.

* Each student must take at least one course with each of the three faculty from the department who will be on the committee. This means that if last minute additions are made to the committee, even after becoming ABD, a student must register and complete a course with the new faculty member assigned to the committee. These courses might include POLS 699, but should allow for the faculty member to have a sense of the student's
academic work.

* These three core members will NOT include affiliates or emeritus, but faculty fitting these descriptions can serve as the 4th member of the committee. Untenured faculty can serve on the committee but cannot chair the committee.

* The chair has to be a member of the graduate faculty and must be a member of good standing of the graduate faculty.

* The University Representative must be a full member of the graduate faculty in another department at UH Manoa. They must also have served on at least one dissertation committee in the past. Graduate division has stated that this person plays a procedural role at the dissertation defense. However, the department sees the university representative as a full participant in the process.

* The requirements for the fifth member of your committee are much more flexible.

* The semester before you intend to defend your dissertation proposal, each student must submit to the graduate chair an internal document (pre-Form II), which will require the signatures of the committee members and the graduate chair. The intent of this form is to assure that each committee meets the requirements and that everyone on the committee has agreed to serve. Changes cannot happen at the last minute and all students must provide potential committee members with a proposal with sufficient time to read and submit comments.

Once comprehensive exams have been completed, changes on the committee can only be made if a committee member retires, moves away, or is otherwise no longer available to serve. Committees cannot be reconstructed at the last minute, nor can they be changed without completing the appropriate paperwork. The semester before you defend your dissertation you must confirm that the dissertation committee composition has not changed. Additionally, failure to meet the academic standards required by a committee member IS NOT a reason for changing the structure of a committee. Substantive changes in the direction of the dissertation that require major revisions in a committee mean that a student will need to revisit their comprehensive exams and take them with each new member of the committee. See: http://manoa.hawaii.edu/grad/thesis-dissertation/committee-composition-potential-members

**The Dissertation Proposal and Proposal Defense**

It is recommended that students seeking a Ph.D. defend their dissertation proposal no later than the end of the third year in the program. Once the committee has been created and the Pre-Form II has been submitted, the candidate should submit their proposal for consideration by their committee. Once all committee members have had the opportunity to read the proposal and provide feedback, the student in conjunction with the dissertation chair, should set a time for a proposal defense. Generally speaking, the proposal should cover the topic of the dissertation, indicate the body of literature relevant for the study, provide an outline of the research methodologies to be employed, and offer the underlying argument of the project.

Once all committee members have submitted feedback on the proposal and revisions have been made if necessary, the proposal defense will bring together the dissertation committee formally for the first time. At the defense the student will be asked to provide a presentation of the scope of their proposed work and each of the committee members will be given time to ask questions about the work and the general preparedness of the student to complete this work. At the end of the question period, the student will be asked to leave the room while the committee confers about the project.
If the committee approves the proposal, a general conversation regarding the topic areas for the comprehensive exam should take place at the end of the proposal defense. The next step in the process after the proposal defense is to move on to the comprehensive exams. These are designed with the dissertation project in mind and the student should confer with members of the committee regarding the preparation of comprehensive exam reading lists and topics. Students are encouraged to take the exams in close proximity to the successful defense of their proposal.

If the student fails the proposal defense, then they must revise the proposal and establish a new defense date. If the student fails a second time, they will be removed from the program.

Comprehensive Exams

Ideally, a student will move directly from course work to comprehensive exams and the proposal defense. However, we recognize that it is not always possible to make this transition smoothly. Thus, upon the completion of full time course work, each student will have an additional year to complete a proposal, compile a committee, defend the proposal and take comprehensive exams. If a year has gone by and the student has not taken comprehensive exams, then the Graduate Chair in conversation with the Dissertation Chair may request that a hard deadline be imposed. If the student fails to meet this deadline, the recommendation will be made to remove them from the program.

The student’s committee designs a comprehensive examination based upon the dissertation proposal and the general fields within which the dissertation will be situated. The process is organized and facilitated by the dissertation chair. Each committee member will provide two questions for the comprehensive exam. The committee chair will collect these questions and on the agreed upon date, the student will be given the questions.

Each student will have a full week to write answers and return the questions to the committee. The student should work independently during this week without seeking external advice or help from others. The exam is open book and all materials that have been used to study for the exam can be available during the examination week. The student will return a full copy of all the answers to the dissertation chair at the end of the allocated time. The dissertation chair will submit the questions to the committee for evaluation.
Each member of the dissertation committee will read and grade all the answers within two weeks of the final completion. The committee must confer regarding the answers to the comprehensive exams to discuss the results. Comments can be written or take the form of a meeting with the committee. If there are concerns on the part of one or more committee members, then a meeting is recommended.

All faculty are required to give a verdict of “pass with distinction,” “pass” or “fail” and provide feedback to the student.

The student can receive a “pass with distinction,” “pass” or “fail” for the examination. It may be the case that a student will pass the exam but a committee member may seek clarification in writing for one of the questions. If all members of the dissertation committee have agreed that the candidate has successfully completed the comprehensive examination, the student is advanced to candidacy and proceeds to the writing of the dissertation.

A student must pass all the exam questions in order to remain in the program. A student who fails an exam question will be given a make up question or be required to respond orally to the question asked during the exam period. If the committee agrees that this answer is successfully written, then the student can proceed with the program. If, the student fails the makeup exam, they will be removed from the program.

If the student fails all the comprehensive exam questions, as indicated by a vote of the majority of the committee, then there is no option for a makeup exam. At this point, the student may be issued a terminal M.A. degree.

**ABD Status and Timeline for Completion**

If a student has not successfully defended a proposal and taken comprehensive exams after three years of full time coursework in the program, the graduate chair will assess the progress towards degree of the candidate in question and recommend that a student be placed on academic probation if there is no evidence of progress. To do this, the graduate chair will send a memo to Graduate
Division notifying them of the lack of progress towards a degree.

Removal from academic probation will only occur after the successful completion of the proposal and the comprehensive exams. If the student has not successfully defended the proposal and taken comprehensive exams by the beginning of the fifth year, the student will be given one additional semester to complete these steps. If they cannot advance to ABD status by the end of this time, they will be removed from the program. It is the assessment of the department that a student who has taken over five years to complete the proposal will not have sufficient time remaining to finish the dissertation within the seven year timeframe.

Exceptions will be considered on a case-by-case basis, but the underlying intent is to make sure students have a viable proposal and have completed their comprehensive exams with at least two years remaining to write the dissertation.

After successful completion of the proposal and the comprehensive exams the student should submit Form II to graduate division. This form includes the signatures of the entire dissertation committee, to be approved by graduate division and is signed by the Graduate Chair. Upon graduate division approval, the student will be ABD (all but dissertation) and can now register for POLS 800 for one credit. Full time status at the ABD level is one credit.

The student should at this point meet with their dissertation chair and devise a plan for completing the dissertation. The student has seven years from the time they enter the program to complete the dissertation and defend. All plans regarding work should keep this timeline in mind. The department recommends that students consider completing the degree in no more than five years. If a student has not completed the dissertation by the end of the seventh year, they will be placed on academic probation and risk termination from the program.

**Dissertation Defense**

Graduate students intending to defend their dissertation should first visit the following website to make sure that they are in full conformity with the University of Hawai’i Graduate Division’s guidelines for the final defense: [http://manoa.hawaii.edu/graduate/content/final-defense](http://manoa.hawaii.edu/graduate/content/final-defense)

A full and complete copy of the dissertation must be presented to all committee members at least four weeks prior to the target defense date. The chair shall contact, via email, the entire committee to determine if the document is acceptable and ready for a defense no later than two weeks before the target date. If it is determined that at least 4 out of 5 of the committee members agree that the dissertation is ready for a defense then it may proceed as scheduled. However, if one committee member is dissenting, the chair, candidate, and committee member with concerns must meet prior to the defense. All committee members are invited, but not required, to attend this meeting. If two or more committee members feel there is still more work that needs to be done, a defense cannot be scheduled. If a defense is scheduled, at least 4 of 5 committee members are, in essence, agreeing that the document in front of them offers a significant and original contribution to their field of study. If not, then the candidate should work with the committee members who have concerns until those concerns are satisfactorily met. Ideally, only editorial changes and minor revisions should be made after the defense, not substantial revisions and rewrites.

A public announcement of the date and time of the defense must be submitted to Graduate Division at least two weeks prior to the scheduled defense. Please refer to the Graduate Division website for details: [http://manoa.hawaii.edu/graduate/content/final-defense](http://manoa.hawaii.edu/graduate/content/final-defense)

The defense will begin with a 15-20 minute presentation by the student summarizing their dissertation. This should be modeled after a conference presentation and address the various epistemic communities with which the dissertation engages. The candidate should remember that members of the audience will not have read the dissertation and frame their remarks accordingly.

After the student’s brief presentation each committee member will have an opportunity to ask the student questions about their dissertation. The student will need to respond to each of these questions. After the committee has asked all of its questions, the people in the
audience will also have a chance to question the student. After all questions have been asked and responded to, the student and the audience will be asked to leave the room to allow the committee to confer and come to a decision about whether or not the defense will be successful. The student is then invited back into the room to hear the decision.

A successful defense requires a majority of the committee to sign off on the dissertation. The dissertation chair and the University Representative must be in the majority. If the student fails the initial defense they can repeat the defense only if the Graduate Chair and Graduate Division approve the repeat. A second failure will mean the student will not graduate with a Ph.D.

After the defense, the committee may request final revisions prior to the document being formally submitted to graduate division. It is advisable to leave sufficient time for these revisions between the defense of the dissertation and the end of the semester. It is the burden of the student to meet all deadlines and to assure that sufficient time has been allocated to meet all the necessary deadlines.
CHECKLIST AND TIMELINE FOR Ph.D

Year One: First Semester

_____ Meet with Graduate Chair regarding your plans in the program.

_____ Complete Form I: Pre-Candidacy Progress Form for Graduate Division with Graduate Chair.

_____ Advisor will be assigned based upon subfield interests. Note: advisors are not permanent and can be changed at any time.

_____ Meet with advisor and develop a comprehensive plan of study which includes area focus, additional coursework necessary (including language or methodology courses that will be required).

_____ Begin Coursework

Year One: Second Semester

_____ Continue coursework using plan of study devised above.

Year Two: Third Semester

_____ Continue coursework using plan of study devised above.

_____ Meet with Graduate Chair to fill out the graduate student annual progress form.

Year Two: Fourth Semester

_____ Continue coursework using plan of study devised above.

_____ Meet with Graduate Chair to fill out the graduate student annual progress form.

Year Three: Fifth & Sixth Semesters

_____ Continue to take coursework as planned.

_____ Organize Committee

_____ Submit Pre-Proposal Form II (departmental form)

_____ Write Dissertation Proposal

_____ Defend Dissertation Proposal

_____ Take Comprehensive Examinations

_____ Upon passage of the defense, submit Form II: Advance to Candidacy to Graduate Division (This form is required before you can enroll in POLS 800).

_____ Meet with Graduate Chair to fill out the graduate student annual progress form.

Years Four – Five

_____ Write Dissertation

_____ Meet with Graduate Chair annually to fill out the graduate student annual progress form.

Year Five: Final Semester

_____ Defend Dissertation

_____ Submit Form III: Dissertation Evaluation Form for Graduate Division

_____ Adhere to all other Graduate division timelines for graduation.

*CHS approval might be required if they are doing any work with human subjects.
Course Related Policies

Policy regarding POLS 699 (directed reading)

No more than two full semesters of 699 credits – constituting 12 credits total -- can be taken. The content of the POLS 699 course can be related to a dissertation and/or comprehensive exam or other related topics, subject to the mutual agreement made between the student and the faculty member directing the 699. A third and final semester of directed readings may be provided if in that semester the student defends the dissertation proposal and takes comprehensive exams. A student will be recommended for academic probation if they do not complete their proposal and comprehensive exams at this point.

List of Courses

The graduate courses in political science can also be found in the current University of Hawaii at Manoa Graduate and General Information Catalog. Not every course is offered every semester. A detailed list of the courses to be offered in the current or upcoming semester is available in the department's office and online.

- POLS 600 Scope & Methods of Political Science
- POLS 601 Political Analysis & Theory Building
- POLS 602 Research Techniques & Analytical Methods
- POLS 605 (ALPHA) Topics in Methodology
  - 605C Simulation Practicum
- POLS 610 Political Theory & Analysis
- POLS 611 Tradition of Political Philosophy
- POLS 615 (ALPHA) Topics in Political Thought
  - 615C Feminist Theory
- POLS 620 Introduction to Indigenous Politics
- POLS 621 Politics of Indigenous Representation
- POLS 630 International Relations
- POLS 631 International Political Economy
- POLS 633 International Conflict Resolution
- POLS 635(ALPHA) Topics in International Relations
  - 635B International Relations & War
  - 635E International Organization
  - 635F Modeling International Systems
- POLS 640 Comparative Politics
- POLS 642 Indigenous Peoples and Western Imperialism
- POLS 645 (ALPHA) Politics and Development: Regional
  - 645C China
- POLS 646 (ALPHA) Politics and Development Topical
  - 646F Political Ecology and Development
- POLS 647 American Political Institutions in Comparative Perspective
- POLS 650 Public Administrative Theory
- POLS 651 Political Leadership
- POLS 660 Public Law and Judicial Systems
- POLS 665 (ALPHA) Topics in Public Law and Judicial Systems
- POLS 670 Introduction to Public Policy
- POLS 672 Politics of the Future
- POLS 673 The Future of Political Systems
- POLS 675 (ALPHA) Topics in Public Policy
- POLS 680 Asian and/or Pacific Politics
- POLS 684 Contemporary Native Hawaiian Politics
- POLS 685(ALPHA) Topics in Asian and/or Pacific Politics
  - 685C Korean Politics
- POLS 686 Politics of Hawaii
- POLS 692 Teaching Initiatives in Political Science
- POLS 695 Colloquium
- POLS 696 Graduate Intern Seminar
- POLS 699V Directed Reading & Research
- POLS 700V Thesis Research
- POLS 702 Seminar: Research Methods
- POLS 703 Writing Politics
- POLS 710 Seminar: Political Thought
- POLS 720 Seminar: Indigenous Theory
- POLS 730 Seminar: International Relations
- POLS 740 Seminar: Comparative Government & Politics
- POLS 770 Seminar: Public Policy
- POLS 777 Decolonial Futures
- POLS 800V Dissertation Research
Awards and Financial Aid

Departmentally Administered Awards

In the middle of each semester, announcements regarding the application process for departmentally administered awards will be put out. The application forms may be obtained from the Department main office. Financial awards are divided among those administered by the Department and those administered outside the Department. The Department’s Grants and Awards Committee evaluates applications on the basis of grades, other evidence of scholarly abilities, and financial need. Preference will be given to in-state residents and to under-represented groups in the awarding of tuition waivers. The following forms of financial assistance are awarded by the Dean of the Graduate Division upon the recommendation of the Department’s Grants and Awards Committee:

- Achievement Scholarships (Tuition Waivers)
- Research Assistantships
- Student Help Jobs
- Harry Friedman Memorial Award
- Norman Meller Award
- Jorge Fernandes Memorial Fellow and Award
- The Glendon Schubert and James Neal Schubert Political Science Endowed Scholarship

Achievement Scholarships are awarded by the Department’s Grants and Awards Committee on the basis of academic merit, service, and achievement as evidenced in the student’s personal essay, academic progress (transcript), letters of recommendation, CV, and cover letter. Eligible full-time students may submit an application form to the Department office. These achievement scholarships require a minimum 3.0 grade point average. Achievement Scholarships are for one semester but may be renewed for additional semesters upon reapplication and recommendation of the Grants and Awards Committee.

Research Assistantships are occasionally available to graduate students enrolled or accepted in the graduate program in Political Science who hold no equivalent grants or awards from University sources or the East-West Center. Research assistant positions are not ongoing but open only when resources become available.

Student Help jobs involve working with a faculty member as a research assistant or typist. The Department announces the availability of such positions. Various other part-time employment is available through the Campus Student Employment Office.

Harry Friedman Memorial Award (Fall) is funded with donations from friends, family, and colleagues of the late Harry Friedman to assist students who have some degree of financial need in the graduate program in Political Science at the Manoa campus. Recipients must be enrolled full-time in a graduate program. This award of $250 is given in the fall semester for academic merit demonstrated by a research paper in the sub-field of Comparative Politics. The award-winning research paper ought to reveal a combination of theoretical sophistication and empirical depth on a specific area in Comparative Politics, with sensitivity to issues of third-world development and progress.

Norman Meller Award (Fall) was created in honor of the Department's expert in Pacific Islands Studies. This award is available to graduate students enrolled or accepted in the graduate program in Political Science. Applicants must not hold grants or awards from University sources or the East-West Center during the same period. This award of $1,500 is given in the fall semester for meritorious academic achievement, especially for progress in the Ph.D. program.
Jorge Fernandes Memorial Fellow and Award was endowed by the family of Dr. Fernandes who finished his PhD in our department and passed away in December of 2004. The award is given to ABD (All But Dissertation) students who are encouraged to use it for research, travel, and other expenses related to the completion of their dissertation. Students of superior academic merit with a GPA of 3.5 or more are encouraged to apply. Some consideration will be given to the financial need of the applicant.

The Glendon Schubert and James Neal Schubert Endowed Scholarship was created in honor of the Department’s more creative and influential political scientists of the mid-twentieth century. The scholarship is available to graduate students enrolled or accepted in the graduate program in Political Science. For more information, and application instructions, please see the form: [http://www.politicalscience.hawaii.edu/graduate/pdf/schubert_award.pdf](http://www.politicalscience.hawaii.edu/graduate/pdf/schubert_award.pdf)

Other grants are occasionally available to students enrolled or accepted in the Department. In addition, students may apply for small loans for specific purposes from the Political Science Department Fund. This fund is made available through voluntary contributions of faculty, students, and others. For more information concerning departmental financial assistance, contact the chair of the Grants and Awards Committee.

Financial Aid Opportunities Outside the Department

East-West Center Graduate Degree Fellowships. Both M.A. and Ph.D. students are eligible for East-West Center Graduate Degree Fellowships. For M.A. students, the term of the grant ranges from 12 to 24 months. Ph.D. students may receive the grant from 12 up to (but rarely) 48 months. Applications are available in August from the Selection Office at the East-West Center.

Jacob Peace Endowment Fund. Supported by an endowment contributed in honor of the late Philip E. Jacob, an internationally-renowned scholar in international relations and cross-national analysis, the award provides approximately $500 to a graduate or undergraduate student for a project, paper, or equivalent endeavor related to efforts for achieving peace. Applicants submit either completed work or a proposal for work to be completed to the Matsunaga Institute for Peace.

Research Corporation of the University of Hawaii (RCUH) Assistantships. RCUH provides six assistantships annually to graduate students from all fields of study. These highly competitive awards provide support for intensive participation in research. More information is available through the Graduate Division.

Graduate Student Organization (GSO) Travel Fund. A small sum of money is available each semester from the Graduate Student Organization (GSO) Travel Fund to help offset travel expenses for qualified graduate students who will be making presentations or reading papers at out-of-state conferences. Competition for the awards is high, with only a few of those applying being selected.

Other forms of financial assistance, including tuition waivers, scholarships, and loans are available through the Office of Financial Aid and other entities on and off campus. These include the Basic Educational Opportunities Grants, Supplemental Educational Opportunity Grants, National Direct Student Loans, and the Guaranteed Student Loans program. In addition, there are Student Employment, a Co-op Program, and a Federal Work-Study Program. State Higher Education Loans are also available; however, one-year Hawai‘i residency is a criterion for such awards. Information and applications should be requested directly from the Financial Aid Services, Student Services Center, Room 112, 2600 Campus Road, University of Hawai‘i at Manoa, Honolulu, Hawaii 96822. Telephone: (808) 956-7251. Fax: (808) 956-3985.

There are two websites through which you can find on-campus job opportunities. For Graduate Assistantships outside of the department: [http://workatuh.hawaii.edu/](http://workatuh.hawaii.edu/). For other job openings on campus: [https://sece.its.hawaii.edu/sece/](https://sece.its.hawaii.edu/sece/)
Teaching Opportunities

The University and Department are Equal Employment Opportunity (EEO) and Affirmative Action (AA) employers. Appropriate EEO and AA criteria are utilized in all selection and hiring processes. The Department awards four different kinds of teaching opportunities, as follows:

A. Graduate Teaching Assistants are awarded each year on a competitive basis by the Department’s Grants and Awards Committee. Teaching Assistants have complete responsibility for teaching their own courses at the introductory level. Approximately six to eight teaching assistantships are available each year. The awards, made on a competitive basis, are provided for one year. Applicants for Teaching Assistantships must be currently enrolled in the Department’s graduate program and must hold no equivalent grants or awards from University sources or the East-West Center during the award period. Students who have held Teaching Assistantships and/or Apprenticeships for three years are ineligible for further Teaching Assistantships. Teaching Assistants are required to carry a minimum of 6 credit hours per semester, and tuition is waived.

Completed applications must be submitted to the Department secretary by the announced deadline for awards that are to begin in the fall semester of the same year. Applications should include a completed application form, three letters of recommendation, a proposed syllabus, and a statement from the advisor or dissertation chair stating that the applicant is making satisfactory progress.

B. Teaching Apprenticeships are provided for students who will assist professors in the conduct of their courses. Teaching Apprenticeships are available only to newly matriculating graduate students. No more than two apprenticeships are available each year. All entering students are eligible for this award, which will be made by the Admissions Committee. Teaching Apprentices must hold no equivalent grants or awards from University sources or the East-West Center during the award period. The Teaching Apprenticeship lasts one year. Teaching Apprentices may subsequently apply for Teaching Assistantships.

Each apprentice is assigned to a faculty member to assist with a particular course. Typically, apprentices evaluate student work, run small discussion groups, give a few lectures, and help to plan reading lists. In
addition, the apprentice meets regularly with the faculty member to discuss teaching issues and problems. Teaching Apprentices are required to carry a minimum of 6 credit hours per semester, and tuition is waived.

C. Teaching Interns design and teach their own courses and participate in a seminar on pedagogy within Political Science for which they receive up to 6 units of graduate credit in lieu of a stipend. Interns are lightly supervised by a faculty member who also convenes the seminar. The Teaching Intern program allows up to four additional graduate students each year to gain teaching experience and integrate philosophies of teaching into other scholarly pursuits. Teaching Interns can use this teaching experience to aid their applications for Teaching Assistantships and for jobs within the academic marketplace. Teaching Interns are selected competitively. As with awards for Teaching Assistants, completed applications must be submitted to the Department secretary by the announced deadline for awards that are to begin in the fall semester of the same year. Applications should include a completed application form, three letters of recommendation, and a statement from the advisor or dissertation chair stating that the applicant is making satisfactory progress.

D. Visiting Teacher is a title given to graduate students who arrange with individual faculty members to lead a discussion or give a lecture or series of lectures in undergraduate classes. There is no formal committee approval necessary for visiting teachers, and there are no stipends awarded. Visiting teachers are encouraged to use the departmental teaching evaluation forms after their lectures in order to improve their skills and to maintain a record of teaching effectiveness for job applications and for Teaching Assistantship awards. Visiting teachers are welcome to participate in the Teaching Intern seminar, and graduate students interested in teaching opportunities can contact the Teaching Liaison Committee Chair for referrals.

Opportunities Outside the Department

E. Summer Session Teaching positions are open to advanced graduate students. Announcement of openings occurs in the fall. To apply, submit a proposed course description to the Department's Grants and Awards Committee.

F. Online Courses. Each semester and during the summer, Political Science courses are offered online. The Department's Grants and Awards Committee selects instructors for these courses. Requests for applications are usually made several times each year via Department memoranda.

G. Other Teaching Opportunities. Teaching opportunities are also available at other local colleges and universities, such as campuses in the University of Hawai‘i system, Chaminade University, and Hawai‘i Pacific University.

Department Resources

The department has offices on the sixth floor of Saunders Hall, including faculty and teaching assistants' offices, classrooms, departmental computer facilities, conference rooms, a graduate lounge, and the Jorge Fernandes memorial library. While limited, the department also has office space for advanced graduate students.

All faculty and students have free access to the University's extensive computer facilities and are entitled to e-mail accounts. The Department maintains its own listserv to facilitate the widest possible interaction among faculty, students, and staff. New students should talk to the department APT (Matthew Petrasek, Saunders Hall, Room 604) to ensure that they are on both the Department and Graduate Student listservs (email lists).

Department Committees

Standing committees have responsibilities for different activities within the department and all standing committees include graduate student representation. Information regarding the current membership of these
committees can be found on the Department website.

The committees include:

- **Admissions** - Manages the application process for new graduate students and makes recommendations regarding the awarding of teaching apprentices.
- **Undergraduate Curriculum** - Facilitates long-term course and program development at the undergraduate level.
- **Graduate Curriculum** - Facilitates long-term course and program development at the graduate level.
- **Grants and Awards** - Selects teaching assistants, winners of various awards (including achievement scholarships), and selects instructors for lectureships (online and on-campus in the Fall, Spring and Summer terms).
- **Teaching Liaison** - Facilitates teaching assistants, teaching apprentices, teaching interns, and visiting teachers and manages the associated processes. Also facilitates the teaching evaluation process for all teaching faculty.
- **Colloquium** - Facilitates our weekly departmental colloquia by recruiting speakers from inside and outside the department, and setting up the room for each event.
- **Search** - Manages the hiring process for regular and visiting faculty. (Search committees are formed on an as needed basis)

- Using the same paper for more than one class without explicit permission from the instructors.
- Cutting and pasting directly from a website or other source without attribution.
- Using sources or referring to sources without directly referencing the materials.
- Passing off work done by other students as your own.
- Cheating on tests.

No forms of academic dishonesty will be tolerated. If a student is found to have engaged in a form of academic dishonesty, consequences will range from failure in the course to suspension from the program. Evidence of academic dishonesty within a course will be forwarded first to the graduate chair and then, following the procedures for the University of Hawaii system, to the Office of Judicial Affairs. A record of charges will be kept in the student’s file. More information regarding this subject can be found on the Office of Student Affair’s website in the student conduct code.

**Procedures for Complaints**

If a student seeks to register a complaint regarding a grade, the student must initially take the matter up with the department chair. If a successful resolution cannot be reached between the faculty, the department chair, and the student, then the student may initiate a formal grievance. Information regarding this process can be found at: [http://www.hawaii.edu/graduate/policies/html/grievance.htm](http://www.hawaii.edu/graduate/policies/html/grievance.htm). All formal grievances must take place no later than one semester after the course in question.

**For Forms Visit:**
[http://www.politicalscience.hawaii.edu/graduate/forms.html](http://www.politicalscience.hawaii.edu/graduate/forms.html)

*Special thanks to Noenoe Silva and photographer Lorenzo Rinelli*
Contact Us
Department of Political Science
University of Hawai‘i at Mānoa
2424 Maile Way, Saunders 640
Honolulu, HI 96822
Phone: (808) 956-8357
Fax: (808) 956-6877
Website: http://www.politicalscience.hawaii.edu

Come Join Us
We take pride in producing scholars of distinction and hope that you will become a part of our community of academics.

Department of Political Science
University of Hawai‘i at Mānoa
2424 Maile Way, Saunders 640
Honolulu, HI 96822

Address