

Chapman University
MA in International Studies Handbook
2019-2020
(updated June 2019)

MAIS Handbook 2019-20
Table of Contents

MAIS Core Faculty 4

Chapman University Graduate Catalog Requirements 5

MAIS Accelerated Option 6

MAIS Thesis Guidelines 8

MA Thesis Assessment Rubric 12

Student Research and Conference Funding 14

MAIS Internship Requirement 16

MAIS Language Requirement 18

Sigma Iota Rho: International Studies Honor Society 19

MAIS Program FAQs 20

Although we hope this handbook is of help, you should know that the governing document of the MAIS program is the Chapman Graduate Catalog. Should you find any discrepancies between the handbook and the catalog, the catalog is authoritative. If you have questions or need information that is not addressed in this handbook, you can seek guidance from the following individuals:

MA in International Studies Program Director

Dr. Crystal Murphy

(714) 628-2763

crmurphy@chapman.edu

Graduate Programs Coordinator

Allison DeVries

(714) 997-6752

devries@chapman.edu

MAIS Core Faculty

Dr. Maytha Alhassen (Visiting Assistant Professor of Peace Studies 2019-2020 AY)
(BA, *University of California at Los Angeles*; MA *Columbia University*; PhD, *USC*)
Research Interests: race and ethnicity, refugees, human rights, anthropology and history, Islam and media

Dr. Deepa Badrinarayana, Professor of Law
(BA LLB *India University, Bangalore*; LLM SJD, *Pace University*)
Research Interests: Environmental law, public health law, international trade, corporate social responsibility, South Asia

Dr. Victoria Carty, Associate Professor of Sociology
(BA, *University of California at Santa Cruz*; MA PhD, *University of New Mexico*).
Research Interests: Transnational social movements, immigration, public sociology

Dr. Lynn Horton, Associate Professor of Sociology
(BA, *University of Virginia*; MA, *New York University*; PhD, *University of Texas at Austin*)
Latin America, gender, development, qualitative methods, social movements

Dr. Nancy Martin, Associate Professor of Religious Studies
(BA, *University of Puget Sound*; MA *University of Chicago*; PhD, *University of California at Berkeley*)
Research Interests: South Asia, world religions, global ethics, gender and religion

Dr. Andrea Molle, Assistant Professor of Political Science
(BA MA, *University of Genoa*; PhD, *University of Milan*).
Research Interests: East Asia, Europe, religious extremism, warfare and strategic studies

Dr. Crystal Murphy Associate Professor of Political Science
(BA, *Vanguard University*; MA, PhD *University of California at Irvine*)
Research Interests: political economy, post-conflict development, NGOs, sustainability, Middle East and East Africa

Dr. Raymond Sfeir, Professor of Economics and Management Science
(BA, *American University of Beirut*; MA PhD *University of California at Santa Barbara*)
Research Interests: International economics, applied econometrics, statistics, and forecasting

Dr. Tekle Woldemikael, Professor of Sociology
(BA *Addis Ababa University*; MA PhD, *Northwestern University*)
Research Interests: Africa, nationalism, race and ethnicity, immigrants and refugees

Chapman University Graduate Catalog Requirements

For Chapman University procedures, rules, and requirements for graduate students see the current Graduate Catalog:

<http://www.chapman.edu/catalog/oc/current/gr/>

For more information about the MA in International Studies program also see:

<https://www.chapman.edu/wilkinson/graduate-studies/ma-international-studies/>

MA in International Studies: Admission, Requirements and Courses

(Excerpted from the Chapman Graduate Catalog 2010-20)

Admission to the program and prerequisites

To be considered for admission, applicants must submit the following:

1. Application to the Master of Arts in International Studies program.
2. Official degree-granting transcripts from all undergraduate and postgraduate degree granting institutions.
3. A graduate admission test is required for applicants with a bachelor's degree cumulative GPA below a 3.000. Applicants with a GPA between 2.500 and 2.999, may be considered for admission by submitting a satisfactory Graduate Record Examination (GRE) with minimum scores of Verbal: 154, Quantitative: 147 and Analytical Writing: 4.0 or by demonstrating significant relevant professional experience.
4. Two letters of recommendation, including one from an academic source, which describe your professional and academic abilities.
5. A 1000-word essay addressing your background and interest in the field of international studies.

Internship opportunities

All students are expected to perform an international internship between their first and second year of study. These internships give students exposure to life and work overseas, while providing them an introduction into the field to which they aspire. For example, students who hope to pursue a career in the NGO arena will participate in an international internship with an NGO.

Special topics

Additional special courses could be offered based on demand and faculty availability.

Requirements for the Master of Arts in International Studies degree

Students must complete 39 credits of academic work, enroll in 3 zero credit [GUS 530](#) workshops, demonstrate proficiency in a foreign language equivalent to having completed two courses in the language at the 300 level, complete a 240-hour international internship and successfully complete a master's thesis.

Students pursuing the Master of Arts in International Studies degree are held to the University's [Academic Policies and Procedures](#). In addition these specific degree standards apply:

- Minimum grade "C+" or above required in all coursework.
- Maintain 3.000 GPA in the degree.
- Complete 39 credits.
- Successfully complete a master's thesis, and courses [IS 694](#), [IS 698](#).

The following courses make up the Master of Arts International Studies degree curriculum:

requirements (24 credits)

- [IS 502 - Peace, Conflict and Human Rights](#) **3 credits**
- [IS 503 - Challenges of Development](#) **3 credits**
- [IS 505 - Research Design](#) **3 credits**
- [IS 511 - Economic Analysis for International Studies](#) **3 credits**
- [IS 512 - Global Political Economy](#) **3 credits**
- [IS 680 - Cultural Diversity/Ethnic](#) **3 credits**
- [IS 694 - Thesis Research and Writing I](#) **3 credits**
- [IS 698 - Thesis Research and Writing II](#) **3 credits**

additional requirements

enroll in three zero-credit workshops

- [GUS 530 - Graduate Student Workshop](#) **0 credit**
- [GUS 530 - Graduate Student Workshop](#) **0 credit**
- [GUS 530 - Graduate Student Workshop](#) **0 credit**

five of the following (15 credits)

- [HUM 500 - Anastamos Interdisciplinary Graduate Student Journal](#) **0-1½ credits ***
- [IS 501 - The Global Condition](#) **3 credits**
- [IS 507 - Issues in National Security](#) **3 credits**
- [IS 529 - Experimental Course](#) **3 credits**
- [IS 611 - The Environment and Sustainable Development](#) **3 credits**
- [IS 612 - Development Strategies and NGOs](#) **3 credits**
- [IS 620 - International Law and Organization](#) **3 credits**
- [IS 621 - International Regulation and Corporate Social Responsibility](#) **3 credits**
- [IS 633 - Social Movements: A Comparative Perspective](#) **3 credits**
- [IS 641 - Language, Identity and Power in Latin America](#) **3 credits**
- [IS 642 - Cultures of Violence and Resistance in Latin America](#) **3 credits**
- [IS 696 - MAIS Thesis: Thesis Completion](#) **1 credit**

total credits 39

*[HUM 500](#) must be taken twice for 1½ credits to satisfy one 3 credit elective course.

Additional elective courses

Students are also permitted to enroll in graduate level courses in other departments at Chapman University that have a significant international focus with the approval of the MAIS Program Director. Examples include: BUS 686 Building Cross–Cultural Business Competencies, HIST 529 War and Society Elective Course, and POSC 500 US Presidents at War. Up to two travel courses may also be accepted for academic credit with prior approval from the MAIS Program Director. More information is available online <https://www.chapman.edu/international-studies/center-for-global-education/travel-courses/>.

MAIS Accelerated Option (Excerpted from the Chapman Graduate Catalog 2019-20)

The M.A. in International Studies in Wilkinson College of Arts, Humanities, and Social Sciences offers an accelerated undergraduate/graduate program in the Master of Arts in International Studies. This program enables Chapman students to begin taking graduate coursework in their senior year of their B.A. program and complete the M.A. the following year. Students apply to the M.A. in January of their junior year. Students will receive conditional admission to the program, pending completion of their B.A. degree as stipulated in the graduate catalog (see explanation of conditional admission in the graduate catalog). If accepted to the M.A. program, students can take up to 12 approved graduate credits during their senior year. These credits can be used to satisfy the undergraduate graduation requirements and count toward the M.A. in International Studies.

The application process, prerequisites, GPA and graduate program requirements are as specified for the M.A. in International Studies program.

Admission to the program and prerequisites

To be considered for admission, applicants must submit the following:

1. Application to the Master of Arts in International Studies program.
2. Official transcripts.
3. Cumulative GPA at graduation > 3.300.
4. Graduate Record Examination GRE will be waived for current Chapman students applying to the accelerated program.
5. As a current Chapman student, applying to the Accelerated Masters degree program, the department has agreed to waive the recommendation letter requirement for your application. In the online application, please enter the name, email, and phone number for two faculty or staff members at Chapman who support you as a candidate for this program.
6. Submit an essay expressing your reasons for wanting to join the particular academic program to which you are applying. What are your personal and career goals, and how will this particular degree from Chapman University help you reach those goals? Your essay should be double spaced, size 12 font, and 2-4 pages in length.

MAIS Thesis Guidelines

Timeline for MA Thesis	
Semester 1 (normally student enters program in Fall)	<ul style="list-style-type: none"> • Take Graduate Student Workshop(s) (a total of 3 workshops are required)
Semester 2	<ul style="list-style-type: none"> • Take IS 505 Research Design • Identify thesis advisor and explore thesis topics • Submit IRB proposal for summer fieldwork (optional) • Apply for fieldwork funding (optional) • Take Graduate Student Workshop(s) • Register for IS 694 Thesis Research and Writing 1
Semester 3	<ul style="list-style-type: none"> • Take IS 694 Thesis Research and Writing I • Submit thesis committee form (week 3 of semester) • Submit thesis proposal to committee for approval (week 10 of semester) • Take Graduate Student Workshop(s) • Register for IS 698 • Thesis Research and Writing II
Semester 4	<ul style="list-style-type: none"> • Take IS 698 Thesis Research and Writing II • Complete oral presentation of thesis • Submit final thesis to committee (week 12 of semester) • Submit final thesis for printing and binding to Allison DeVries (week 14 of semester)

Steps in the MA Thesis Process

Take Research Courses and Workshop(s) (Semester 1)

In preparation for their MA thesis, students are required to attend a total of three research and professional development workshops. Workshop topics may include:

- How to Write a Thesis
- Quantitative Research
- Qualitative Data Analysis
- Exploring Careers in... (topics include non-profit sector, government employment, national security, etc)

Preparation for Thesis (Semester 2)

During the second semester, students take IS 505 Research Design. They will review MAIS core faculty research interests and identify a potential MA thesis advisor. Students should meet with this faculty member to explore possible thesis topics and options for conducting fieldwork over the summer and/or winter break. Registration for IS 694 requires faculty approval through the

registration form (<https://www.chapman.edu/students/academic-resources/registrar/files/forms/registration.pdf>) or a permission number obtained from the faculty advisor.

MA thesis fieldwork may include surveys, interviews, or observations. Students may apply for MAIS research funds of up to \$1500 to cover fieldwork expenses. Funding is also available through Chapman's Scholarly/Creative grants program for graduate students. If students plan to conduct any research involving human subjects, they will need to apply to Chapman's Institutional Review Board (IRB) for approval. The IRB approval process can take 4 to 6 weeks and students are encouraged to submit their applications well in advance of planned travel to fieldwork sites.

Committee Formation and Thesis Proposal (Semester 3)

In semester 3, students consult with their thesis advisor to form a 3-person thesis committee consisting of an advisor (chair), a second reader, and a third reader. The thesis advisor must be a full-time MAIS core faculty member. Students may request to include one outside person, who is not a Chapman University faculty member, as their third reader. Students should submit a resume of the proposed outside committee member to document her/his expertise on the thesis subject matter. Students must submit the Thesis Committee Form to the Program Director and Program Coordinator by **Friday of week 3** of the semester in which they enroll in IS 694. Students are expected to complete their entire thesis process with the same committee chair and committee members. Any changes to the thesis committee must be approved by the MAIS Program Director.

Students also take **IS 694, Thesis Research and Writing I**, under the supervision of their thesis advisor. Working in consultation with their advisor, students develop a thesis proposal. The proposal should include the following components:

- 1) Hypothesis to be tested or research question to be addressed Background and rationale of the study
 - a. General background of the subject area
 - b. Specific background for the topic of investigation
 - c. Definitions of all key terms
 - d. The hypothesis or research questions to be addressed
- 2) Significance of the research
- 3) Methodology
 - a. Identify and justify the choice of general approach and specific research method
 - b. Subjects (if applicable; describe them and your rationale for their selection)
 - c. Methods
 - d. Limitations
- 4) Annotated bibliography with a minimum of 15 peer-reviewed sources

Students submit their thesis proposal to their thesis committee for approval by **Friday of week 10** of the IS 694, Thesis Research and Writing I semester.

Completion of MA Thesis (Semester 4)

In semester 4, students take **IS 698, Thesis Research and Writing II**. During this semester, students are required to meet with their thesis advisor at least once every two weeks and to submit thesis draft sections for review on a regular basis. Students complete an oral presentation of their thesis on a date to be scheduled between **week 12 and week 14** of the semester. As part of these presentations, students answer questions about their theses posed by faculty. Students submit their thesis for review by their entire thesis committee by **Friday of week 12** of the semester. Thesis committee members will indicate in writing their approval of thesis or if further revisions are needed.

Completed Thesis Submission

Students are responsible for collecting their advisor and readers' approval signatures for final submission. The thesis must be submitted to the 1) MAIS Program Coordinator as well as 2) the Leatherby Libraries, for the Chapman University Digital Commons and ProQuest Dissertations & Thesis Global database.

- Students submit a digital copy of their approved thesis to the Graduate Programs Coordinator, Allison DeVries, by **Monday of week 14** of the semester. MAIS will print and bind 2 copies of each thesis through Chapman's printing services. One copy of the thesis will be kept in the MAIS library and the second copy will be given to the student.
- Students are required for degree conferral to submit an electronic copy of the thesis for inclusion in the Digital Commons and in ProQuest. There is no cost associated with these submissions. You may find the instructions for submission, the required checklists, and the Deadlines for Completion of Library Requirements on the Library's website: <http://chapman.libguides.com/dissertations>.
 - Kristin Laughtin-Dunker, Coordinator of Scholarly Communications & Electronic Resources, supports all graduate students in the submission of their theses to Leatherby Libraries. You may contact Kristin via email at laughtin@chapman.edu or in person at Leatherby with questions or for help.
 - Students wishing to embargo or restrict access to their thesis on ProQuest or Digital Commons should consult: <https://digitalcommons.chapman.edu/faq.html>.

MAIS Thesis Requirements

- MAIS thesis topics will have a substantial international focus and incorporate theoretical perspectives and insights. A thesis should be analytical, rather than purely descriptive.
- The thesis may analyze secondary data or original empirical data collected by students. Any fieldwork involving human subjects must be approved in advance by Chapman's Institutional Review Board (IRB).
- The thesis should be a minimum of 50 pages long.
- The thesis must include a minimum of 20 academic sources (peer-reviewed journal articles/books). Students may include data from NGO, government and other reputable sources, but these will not substitute for academic sources.
- The thesis will be double-spaced with one-inch margins and will incorporate the MAIS template for the title and signature pages.
- Students may choose MLA, APA, or ASA as their thesis style, as long as the style is used correctly and consistently.

Additional University Thesis Guidelines

If a student does not complete their thesis during the semester in which they enrolled in IS 698, that student must register for 1 credit of continuing enrollment (IS 694 MAIS Continuing Enrollment) to work with the thesis advisor, use other university resources, and complete the thesis in a subsequent term. Students must register for 1 credit in Interterm or Summer if the thesis is to be defended in that term.

Questions about the thesis guidelines should be addresses to the MAIS Program Director (Dr. Crystal Murphy). Questions about an individual thesis should be addressed to the thesis advisor.

MA Thesis Assessment Rubric

	Excellent	Acceptable	Unacceptable
Introduction & Literature Review	<ul style="list-style-type: none"> • Clear and engaging introduction to research topic; context and significance of the research question posed are well-developed • Very effective discussion of theoretical framework • Extensive literature review (e.g., # peer-reviewed references ≥ 25) that represents well the state of knowledge in the field • Very clear connections between literature review and inquiry topic/question(s) • Varied and appropriate sources (peer-reviewed research studies, research reports, NGO and institutional report, policy documents, landmark/seminal works, related topics and disciplines, dissertations) 	<ul style="list-style-type: none"> • Research topic and significance of the research introduced, but not well-developed • Theoretical framework present but not well developed • Substantial literature review (e.g., $20 \leq \#$ references ≤ 25) • Connections between literature review and research topic/question(s) present but not well developed 	<ul style="list-style-type: none"> • Research topic and significance of research described in minimal manner; context is insufficient • Theoretical framework implied or non-existent • Insufficient and/or superficial literature review (e.g., # references < 20) • Over-reliance on inappropriate sources (e.g., non-refereed materials, including Web sites)
Research Design and Methods	<ul style="list-style-type: none"> • Research question/hypothesis, approach, sampling, methods of data collection and analysis, ethical issues, and the addressing of subjectivity appropriately described and justified with references to research texts and related studies • Search criteria for literature review and data collection and analysis processes and procedures explained clearly and with sufficient detail such that a reader could fully understand the processes and procedures and the justification for using them 	<ul style="list-style-type: none"> • Explanation of research questions, approach, data collection and analysis processes and procedures, and issues of ethics and subjectivity present but not well developed* 	<ul style="list-style-type: none"> • Research design and methods may not be appropriate for question posed • Data collection and/or analysis processes not addressed • Data collection processes and/or instruments not provided • Issues of ethics and subjectivity not considered
Analysis, Findings and Implications	<ul style="list-style-type: none"> • Key findings presented thoroughly and coherently • Findings clearly linked to key theoretical and empirical issues of international studies • Findings clearly connected to data, research question(s), and related literature; limitations discussed • Implications for theory/policy/practice well-developed addressed thoroughly and appropriately) 	<ul style="list-style-type: none"> • Key findings described and linked to data • Connection of findings to data, research question(s), and related literature present but not well developed • Findings have some connection to key issues in international studies • Some implications considered 	<ul style="list-style-type: none"> • Some findings mentioned, but there are no connections to data, research question(s), or existing research • Limitations, links to international studies issues, and implications considered minimally or not at all

Structure and Conventions	<p>Note: Excellent and acceptable criteria have been combined below.</p> <ul style="list-style-type: none"> • Very coherent and well organized • Introductions and summaries included for all major sections • Section headings used appropriately • Transitions and other linking devices used effectively throughout • No problems with surface-level features (e.g., spelling and punctuation) • Citations and references follow an accepted style (e.g., MLA, APA, ASA) • All in-text citations included in reference list and vice versa 	<ul style="list-style-type: none"> • Lacks organization and/or coherence • Notable problems with surface-level features (e.g., grammar and spelling) • Citations and references incomplete and/or significant mismatch between citations and reference list • Reference style unclear or inconsistent
----------------------------------	--	---

Student Research and Conference Funding

MAIS Funding Opportunities

Students are strongly encouraged to apply to present their research at national and international conferences such as those held by the International Studies Association, Latin American Studies Association, and the African Studies Association. If a student has their paper accepted at a conference, they can apply for Graduate Student Grant funding to cover conference costs. Students may also apply for up to \$1500 in MAIS program funds to help cover costs of fieldwork conducted for the MA thesis.

Chapman University Student Scholarly/Creative Grants and Conference Travel Grants

In line with Chapman University's commitment to the scholarly and creative activities of its graduate students, Scholarly/Creative Activity Grants and Conference Travel Grants are offered to all current graduate students. Graduate Student Scholarly/Creative Activity Grants are intended to provide support for a variety of clearly defined scholarly or creative projects while Graduate Student Conference Travel Grants are intended to provide support for graduate students' travel to academic conferences.

The Graduate Student Grants process is managed by the Colleges for the students in their graduate programs. The funds are distributed competitively, and the maximum amount of each award is \$500. There is no limit on the number of scholarly/creative projects Wilkinson College of Arts, Humanities, and Social Sciences will fund as long as they do not exceed the \$500 yearly cap. However, priority will be given to applicants who have received the least funding within the current fiscal year. Students wishing to be considered should complete the Conference Travel Grant Application Cover Sheet or Scholarly/Creative Grant Application Cover Sheet and submit with a proposal, letter of support from the faculty sponsor, and other applicable materials. Deadlines for submitting conference travel grant applications are rolling and they can be submitted at any time prior to the conference. Deadlines for submitting scholarly/creative grant applications are rolling and can be submitted at any time. Funds are limited so students are encouraged to apply as early as possible.

To apply for a Scholarly/Creative Activity Grant or Conference Travel Grant, or for more information about the Graduate Student Grant program, the expenditure of grant funds, and the submission of reimbursement requests please visit the Graduate Student Grants section of the Wilkinson College BURN Page (<http://www.chapman.edu/wilkinson/crassh-burn/burn.aspx>) or contact the Wilkinson Graduate Programs Coordinator, Allison DeVries.

Graduate Research Assistants

Each semester, a limited number of graduate students are selected to work as Graduate Research Assistants, assigned to a specific faculty member. The GRA's principal function is to assist the faculty member with their scholarly, creative, teaching, or administrative activities. GRAs typically work between 8-10 hours per week and are paid at an hourly rate. (Inquire with the Graduate Programs Coordinator for the current rate.).

Graduate Research Assistantship opportunities are posted online through the student employment office website (<http://www.chapman.edu/faculty-staff/human-resources/student-employment-services.aspx>). Positions are typically posted a couple weeks before the start of each semester and GRAs are typically assigned at the start of each semester.

MAIS Internship Requirement

The MAIS program requires students to expand their global know-how and enhance professional skills through a 240 hour internship experience. MAIS students choose from a variety of international options the summer after their first year. Students may work with non-governmental organizations in Africa to help alleviate poverty, explore trade issues in eastern Asia, promote gender equality in Latin America, investigate human rights issues in Europe, or assist in developing policy briefs for the U.S. State Department. These internships and the interdisciplinary focus of the MAIS program, which links global theory and practice, prepare graduates for a wide range of international careers in non-profit humanitarian and development work, diplomacy, education, and business.

MAIS Internship Criteria

The MAIS internship should incorporate a substantial international focus and serve to enhance student global knowledge, professional skills, and experience in working multicultural environments. Students may undertake an internship outside of the United States, or complete an internship with the U.S. if the work has a primary international focus.

All students are expected to perform an international internship between their first and second year of study. Students need to complete a total of 240 hours in their internship. These hours are generally completed over a single six-week period of full-time work between the student's first and second year in the program. In some cases, students may choose to complete their 240 internship hours over a longer period of time so they are able to conduct research and experience the global location they are working in. The internship can either be volunteer or paid. Students do not register the internship for course credit as it is already part of their degree requirements.

Suggested Timeline for the Internship

Semester 1: Students identifies and contact potential internship programs. See next section for more about identifying and internship.

Semester 2: When students have been accepted into an internship they will need to complete the requisite documents and questionnaires in Chapman University's Global Gateway per the steps in the following section.

Semester 3: To receive academic credit for the internship, students should request documentation from their internship supervisor confirming the internship dates and hours worked and should provide an evaluation of the student's performance. To receive reimbursement for internship expenses, students should submit receipts to the Graduate Programs Coordinator, Allison DeVries.

Identifying an Internship

Students should consider their personal academic and professional goals in identifying potential internship sites. Students may also wish to combine work on an internship with data collection for their MA thesis. It is important to start this process early as internships with well-known international and U.S. government institutions are highly competitive and have very early deadlines. Students may also contact organizations without established internship programs to see if an internship is possible.

A few websites that list opportunities for internships include devex (<https://www.devex.com/en/>), idealist (<http://www.idealist.org/>) and reliefweb (<http://reliefweb.int/>). Additionally, students are encouraged to check with both the Center for Global Education and Career Development Center here on campus. Examples of recent MAIS student internship sites include ActionAid, Red Cross, United Nations, U.S. Department of State, and World Trade Center. A listing of recent internships is available online at <https://www.chapman.edu/wilkinson/graduate-studies/ma-international-studies/internships.aspx>.

Internship Approval and Reimbursement

Before departure for their summer internship, students must complete several documents available through the Center for Global Education's Global Gateway. To access the documents, go to http://studyabroad.chapman.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10391&Type=R. From there, click "apply now" which will direct the student to log in with their Chapman username and password. Students will need to complete five questionnaires (FERPA, Flight Itinerary, Health Form, Internship Proposal, and Passport Information). In addition, students will need to sign five documents (ACE Travel Insurance Registration, Code of Conduct, Health Form Agreement, STEP Enrollment, and Waiver of Liability). The ACE Travel Insurance is required and the cost is covered by the university. The student application status in the Global Gateway MUST be marked as accepted prior to commencing the internship in order to fulfill program internship requirement.

The MAIS program will reimburse each student for expenses incurred during their internship, up to \$2,000 with submission of a Graduate Student Creative/ Scholarly Grant Application. After completion of their internship, students should request a letter from their internship supervisor confirming the dates and total number of hours worked. They should submit that letter to the Graduate Programs Coordinator, along with their flight, lodging, transportation, etc. receipts for reimbursement.

If students have questions about the administrative details of internships, they should contact the Graduate Programs Coordinator, Allison DeVries.

MAIS Language Requirement

All MAIS students must demonstrate proficiency in a foreign language equivalent to having completed two courses in the language at the 300 level. If a student has not yet achieved proficiency in a foreign language, they should make arrangements to improve their language skills as soon as possible upon entering the program. To gain language proficiency students may enroll in intensive language classes as part of their internships, enroll in or audit university language classes, and/or use online tutoring programs.

Students may document their proficiency in a foreign language in the followings ways:

- Provide official transcripts to document that the student successfully completed two university foreign language courses at the 300-level or above
- Provide official transcripts to document that a student completed a high school and/or university degree in a foreign language.
- Complete the BYU Foreign Language Achievement Testing Service (BYUFLATS) exam
 - BYUFLATS can be taken through one of these local testing centers who will proctor exam:
 - [UC Irvine Academic Testing Center](#)
 - [Azusa Pacific University Learning Enrichment Center](#)
 - [Irvine Valley College Testing Center](#)
 - Students can register for the exam online at <http://flats.byu.edu/flatsinfo.php>
 - The MAIS program will reimburse the cost of the exam the first time a student takes it. Once the student has paid for the exam, please forward the receipt to Allison DeVries for reimbursement. In the email, the students should indicate if they would like financial services to mail the check or if they would like them to call you when it is available to pick up. Students should also include their address and phone number so they are able to send the check/ contact you.
 - If a student needs to take the BYUFLATS more than once, they will be responsible for the fee of the retest.
 - It may take up to 8 weeks to receive test result, so students are encouraged to take the test in semester 3 at the latest.

Sigma Iota Rho: International Studies Honor Society

The Honor Society for International Studies, Sigma Iota Rho was first established in 1984 and now claims over 100 chapters on campuses across the nation. The Chapman University chapter, Delta Mu, was established primarily as a means to honor those students who have excelled academically and have shown extracurricular achievement. The purpose of the society is to promote and reward scholarship and service among students of International Studies, and to foster integrity and creative performance in the understanding of world affairs.

Membership Requirements

A student must:

- Be a Master's candidate for International Studies who has completed at least one semester of graduate level work; or
- An undergraduate with junior or senior standing who has completed at least twenty-one (21) units of coursework in anthropology, economics, foreign languages, history, peace studies, political science, or related disciplines, including two courses at the 300 or 400 level.
- Achieve and maintain GPA of 3.3
- Pay national dues of \$45.00

Benefits of Sigma Iota Rho Membership:

- Opportunity to attend conferences at the United Nations, World Bank and more
- Opportunity to receive research and travel grant funding
- Access to professional networks
- Certificate attesting membership status Sigma Iota Rho lapel pin
- Copy of the latest issue of the nationally distributed Journal of International Relations, with an opportunity for contribution to the journal as an author or an editor
- Free chapter subscription to the Internationalist magazine
- Graduation regalia: honor cord (included) or stole (discounted purchase)
- Along with the tangible list of benefits surely come such things as life-long relationships, personal growth, development and realization of the leadership potential, opportunities to deepen one's understanding of international affairs, and have fun!

More information about the honor society can be found at:

<https://www.chapman.edu/wilkinson/graduate-studies/ma-international-studies/sigma-iota-rho.aspx>

MAIS Program FAQs

What should I do to make sure I'm on course to graduate? Use the Program Evaluation on My Chapman Self Service Portal to plan your courses. Review your Program Evaluation on a regular basis. Prior to the semester in which you will complete your degree requirements, use My Chapman Self Service Portal to fill out and submit an Application for Degree Conferral.

Who is my advisor? The MAIS Program Director is the official academic advisor for all graduate students. This includes advising on course requirements, internship selection and the like. All other members of the program faculty can provide additional mentoring on intellectual and professional pursuits.

Before the end of the first year, students should request a Thesis Advisor whose interests and expertise are in the area of the student's interest. The thesis advisor is the instructor of record for the two semesters of thesis coursework and is the first reader of their students' theses.

The course requirements have changed since I arrived. Which requirements do I need to fulfill? The set of requirements you need to fulfill is determined by the graduate catalog of the year you enrolled. Your My Chapman Self Service Portal Program Evaluation will indicate which catalog year you are when you view it as a PDF. The graduate catalogs can be accessed online (by year) at www.chapman.edu/academics/catalogs.asp

May I switch to the requirements of a newer catalog? You may switch to a newer catalog by filling out the Change of Major form, available on the Office of the University Registrar website and submitting it to the MAIS Program Director for signature.

Why won't My Chapman Self Service Portal allow me to enroll in a course? My Chapman Self Service Portal blocks registration when a class has reached its enrollment limit, when prerequisites have not been met, when a business hold is in place, or when enrollment requires faculty approval (e.g. thesis writing courses). Enrollment limits and prerequisites may be waived in specific situations, if the professor feels it is warranted. In these cases, you need to fill out an Add/Drop form (available in the department office), secure the professor's signature, and submit it to the Registrar. Business holds need to be resolved with the Student Business Services Office.

I'm an accelerated student. How do I register for graduate courses during my senior year of undergraduate studies? Please use the Undergraduate Request to Register for Graduate Course Form (<http://www.chapman.edu/students/academic-resources/registrar/files/forms/UG%20Request%20to%20Reg%20for%20GR%20Course%2010-2014.pdf>)

How do I add a course that has been closed in My Chapman Self Service Portal? Once the semester begins, My Chapman Self Service Portal blocks enrollment in all courses that have reached their enrollment caps, even if seats are subsequently freed up. To add a course that has been closed, you need to fill out an Add/Drop form, secure the professor's signature, and submit it to the Registrar.

How do I develop and register for an Independent Study or Reading and Conference course? If you wish to do an Independent Study or Reading and Conference course with a member of the graduate faculty, you should contact that faculty member directly to discuss the possibility. Once you and a faculty member have agreed on an Independent Study or Independent Research course, you will need to fill out a form available in the forms section of the Office of the University Registrar's website.

Is it possible to substitute another course for a required course? Substitutions are allowed when there is a compelling reason why the required course cannot be taken or why the substituted course would be of greater benefit to the student. Substituted courses should be comparable in rigor and content to the required course. To substitute one course for another, please contact the MAIS Program Director.

What is the policy for receiving an incomplete? According to university policy, incompletes can be given only if extenuating circumstances prevent a student from completing a small portion of the assigned coursework. Incompletes may not be given unless a student has completed the majority of the assigned coursework. If you take an incomplete, you must work out with the professor when the missing coursework will be submitted. The maximum amount of time to complete an incomplete is one year from the time the course began (not the time it ended).

What if I need to take a leave of absence? If, for acceptable reasons, you need to interrupt progress toward your degree for more than one semester, a leave of absence may be granted. If a student leaves the university in good academic standing or on academic probation and is absent no more than four consecutive regular semesters (excluding interterm and summer sessions) the student will not need to re-apply and may enroll for classes at Chapman, and retain the right to elect either: the general education and major or degree requirements in effect for that student at the time of leaving Chapman, or adopt requirements in effect at the time of re-entrance. If a student leaves the university in good standing and is gone more than four consecutive semesters, the student will not need to re-apply but may re-enroll for classes at Chapman, and will be assigned the catalog requirements in effect at the time the student returns to Chapman. Students may request to return to their original catalog and the request will be reviewed and decided upon by the academic department or school. The decisions made by the academic departments or schools on catalog requirements are final. Leaves of absence are granted for one year, with a possible renewal of one additional year. Graduate students who have broken enrollment for a period of more than one semester without receiving an approved Leave of Absence are required to request re-enrollment through the department (interterm and summer sessions do not constitute a semester). All students are held to the degree requirements in effect at the time of their return unless approved for their original catalog year requirements by the program director or appropriate dean. Please note that graduate students must complete their degree requirements within seven years of their first matriculating. Leaves of absence do not suspend or extend this seven-year clock. For more information, see <https://www.chapman.edu/students/academic-resources/registrar/student-services/interrupted-enrollment.aspx>

How do I apply for a leave of absence? The student must fill out and submit a Graduate Petition form, spelling out the reasons for the leave and bearing the signatures of the graduate program as well as the dean of Wilkinson College. (If you are interrupting enrollment before the end of the term, you must also follow the steps to withdraw from your courses.) Please note that leaves of absence cannot be approved retroactively.

Can I receive transfer credit for coursework taken during a leave of absence? In some cases, transfer credit may be awarded. To receive transfer credit, you must provide transcripts to the Registrar's Office prior to reenrollment. (Note: unsatisfactory performance may nullify reenrollment.)

What if I need extra time to complete my thesis after finishing my coursework? Students who need extra time to finish their theses may continue working on their thesis by enrolling in IS 694 MAIS Continuing Enrollment for 0.5 credits for each additional semester. The continuous enrollment course allows students to remain in active status and retain access to university resources. Students electing not to enroll in the continuous enrollment course will lose active status and library privileges unless they make special arrangements. Whether active or inactive, however, no student may take longer than seven years from the time of first enrollment to complete all the requirements for their degree.

What if I file an Application for Degree Conferral but become unable to finish in time? If you have applied for your degree and will not be able to complete some aspect of your program (e.g., coursework, thesis), you need to send an email to conferral@chapman.edu and request that your graduation date be moved to a later time.

When are graduation exercises? The schedule of commencement ceremonies and events schedule is available online: <https://www.chapman.edu/students/academic-resources/graduation/>

How do I buy academic regalia for graduation? Once you submit your Application for Degree Conferral (via My Chapman Self Service Portal), you will be added to an email notification list that will advise you of the deadlines for walking in the graduation ceremony and the process for buying robes and hoods. If you have any questions, please contact the commencement team at (714) 997-6740 or commencement@chapman.edu.

Is there anything else I should know? If in doubt about anything, consult the Chapman University Graduate Catalog related to the year you started your coursework.