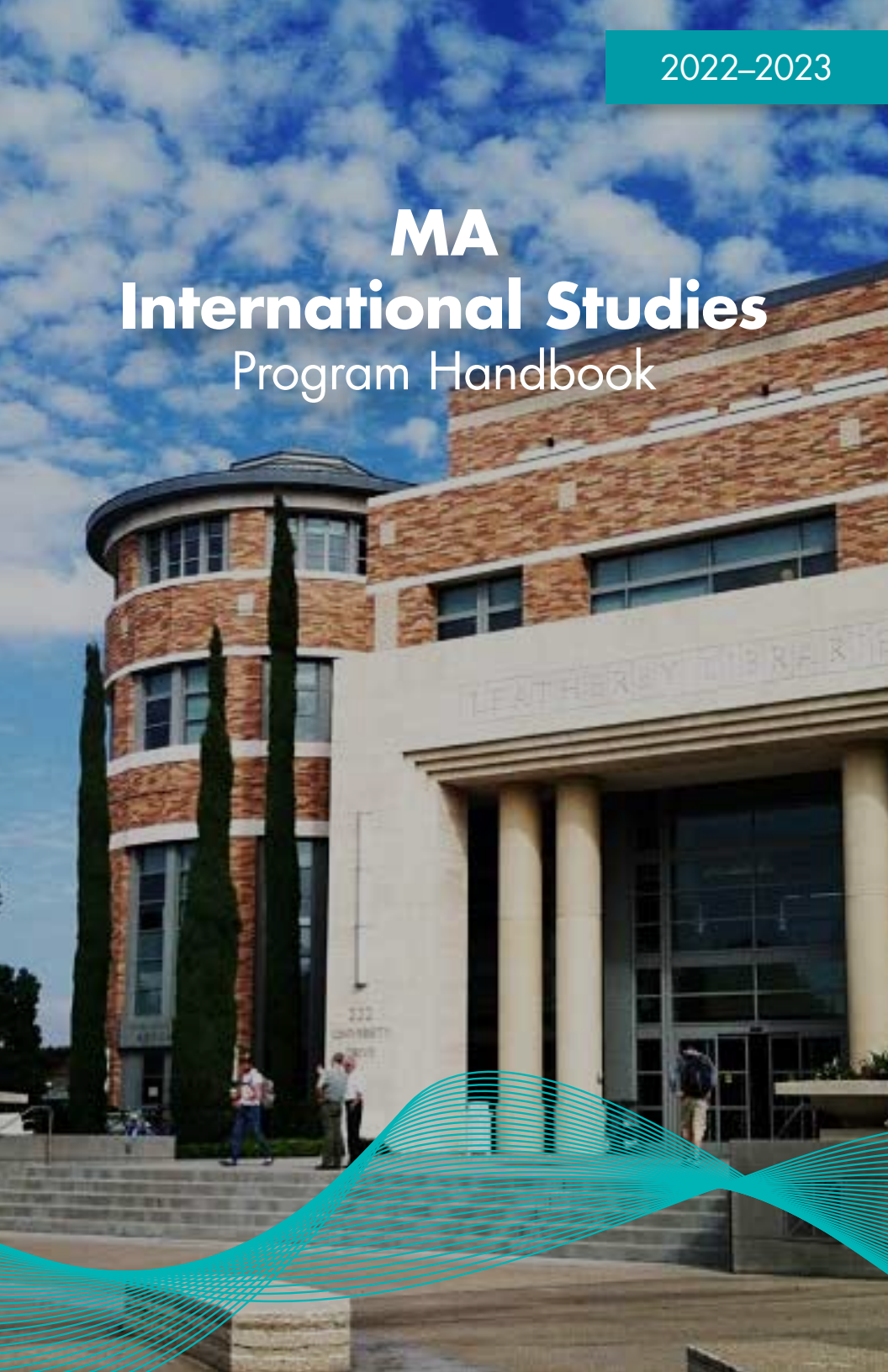
2022–2023

MA International Studies

Program Handbook



2022-2023
MA International Studies
Program Handbook

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Your Chapman Community: A History

In 2021, Chapman University celebrated the 160th anniversary of our opening. In 1861, just 11 years after California became the 31st state, Hesperian College opened in the Northern California town of Woodland. Leaders of the group intentionally timed the college's opening so that its first classes would be held on the morning of Abraham Lincoln's inauguration. The school was ahead of its time: open to women as well as men and students of all races. While that school eventually closed, the assets were soon put to good use by a new venture gaining traction in Los Angeles.

Wilkinson College, in which your graduate program is housed, was founded in 1991 as part of the Chapman College transformation into Chapman University (as well as physically moving several buildings from Los Angeles here to Orange, buildings that still stand today). During the last decade alone, new schools, colleges, and programs have been added. The University has achieved prestigious Phi Beta Kappa status, R2 designation as a Doctoral University with high research activity, and moved into the U.S. News National Universities category, joining the nation's most well-known institutions.

Today, Chapman University is made up of 10 schools and colleges. Harmon Wilkinson, Wilkinson College's namesake, and his wife Nadine Wilkinson helped to shape the Chapman value-centered liberal arts experience, providing funding for the chapel, student scholarships, and special events. Harmon said in his 1982 address at the Fall Faculty Conference of then Chapman College that to him Chapman "has a soul—has character and purpose." Hence Wilkinson College's tagline as "The Heart and Soul of Chapman University."

Wilkinson's distinguished faculty is composed of active scholars and writers who are renowned nationally and internationally for their academic excellence and contribution to knowledge. But just as important, they are also enthusiastic teachers who take seriously their responsibility of ensuring that our students, whether majors, minors, or graduate students, are prepared for the intellectual, ethical, and professional challenges that a rapidly changing world is going to present.

Dr. Jennifer Keene, Dean of Wilkinson College, writes, "the phrase "heart and soul of Chapman University" has several meanings for me. First, Wilkinson College is the historic liberal arts core of the university from which all subsequent growth originated. Second, Wilkinson College plays a unique role in the educational journey of every Chapman student due to the centrality of the college in the General Education curriculum. Finally, and perhaps most importantly, the phrase evokes the vital importance and ongoing relevance of the arts, humanities, and social sciences to understanding our world – how we got here, who we are, and where we are going as a society."

Welcome, a Message from Program Director Dr. Murphy

Welcome to the International Studies Program at Chapman University. We are very excited that you are joining us, and please know that we are here to help you succeed in all your endeavors.

The International Studies Program is part of the Wilkinson College of Arts, Humanities, and Social Sciences. It remains an interdisciplinary program where we encourage students to take classes and work with faculty from across the campus including history, political science, and sociology. The goal is to prepare you to understand the multidimensional nature of International Studies.

When you graduate from the International Studies Program, you will walk away with a greater understanding of the topic from many different viewpoints. The depth and range of the experience will better prepare you to play a role in our society, whether from a standpoint in your chosen profession to a global citizen.

We welcome you very enthusiastically into our program. We are here to make sure it is a transformative educational experience and believe very strongly in the program's ability to accomplish that goal.

Dr. Crystal Murphy
Director, MA in International Studies

Graduate Student Handbooks and the Graduate Catalog

This program handbook is intended as a resource guide for graduate students in the International Studies program, where you will find helpful information and answers to frequently asked questions.

However, the Graduate Catalog is considered the official representation of program requirements for all graduate programs at Chapman University. If a conflict between the information in this handbook and the Graduate Catalog arises, the information in the Graduate Catalog prevails.

The Chapman University Graduate Student Handbook is the location for graduate student academic policies, expectations, and helpful information as well as non-academic information, resources, and support. Important information will not be repeated here, and graduate students are encouraged to utilize both handbooks.

In addition to their program handbook, the Graduate Catalog, and the Graduate Student Handbook, all Wilkinson College graduate students are expected to adhere to The Student Code of Conduct.

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
David Krausman
(714) 516-7116
krausman@chapman.edu

Conditions of Accuracy

The information within this handbook is accurate as of the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this handbook should be aware that the information changes from time to time at the sole discretion of Chapman University and that these changes may alter information contained in this handbook. More current and complete information may be obtained in the appropriate department, school, or administrative offices. The University reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures, and any other information that pertains to students or to the institution including but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation. This handbook does not constitute a contract or terms or conditions of a contract between the student and Chapman University.

IN CASES OF CONFLICT BETWEEN THE HANDBOOK AND GRADUATE CATALOG

The Graduate Catalog is considered the official representation of program requirements for all graduate programs at Chapman University. If a conflict between the information in this handbook and the Graduate Catalog arises, the information in the Graduate Catalog prevails.

Current Policies: Institutional, Academic, and Enrollment

CURRENT INSTITUTIONAL POLICIES may be found on the Institutional Policies at Chapman webpage, https://www.chapman.edu/campus-services/legal-affairs/policy/index.aspx. They include:

Graduate Catalogs »
Discrimination and Title IX »
Religious Accommodations Policy »
Sexual Misconduct, Sex Based/Gender Discrimination and Title IX »
Student Code of Conduct »
Integrity in Research Policy »
Inventions and Patents Policy »
Accessibility Policy (Web and Electronic Resources) »
Administering Online Surveys Involving Students, Faculty and Staff »
Computer and Acceptable Use Policy »
Copyrighted Works Policy »
Records Retention and Destruction Policy »
Reporting Misconduct »
Smoking Policy »
Student Privacy Policies (FERPA) »
Electronic Records Accessibility Policy »
Privacy Policy »

Academic and Enrollment Policies can be found in the Graduate Catalog and contains the following university policies:

Academic Integrity
Add/Drop/Withdrawal
Degree Conferral and Commencement
Grades/GPA/Incompletes
Grade Reviews
Leave of Absence
Petitions and Appeals
Probation and Dismissal
Repeating Courses/Course Audits
Thesis/Dissertation Committee and Comprehensive Exams
Transfer Credits/Residency Requirements

Helpful Information & Quick Links

General Information

Canvas.chapman.edu

- All of the information in this handbook and more is available virtually in our Program Den via the university's web-based learning management system, Canvas. You can log into Canvas using your Chapman University credentials. By downloading Canvas to your smart devices, you can have access to this handbook and your Program Den at the touch of a finger.
- If you do not already have access to the program den, please email the Graduate Programs Coordinator from your CU email address requesting access.

Graduate Student Orientation Videos and Tutorials

- The Vice Provost for Graduate Education hosts a wealth of quick, informative videos designed especially for graduate students. Topics range from Parking at Chapman, Off- Campus Housing Support, Disability Services, Graduate Student Health Services (including Health Insurance information), Graduate Student Psychological and Counseling Services, Getting Involved as a Graduate Student, as well as How to Use Your Program Evaluation and Student Center (StudentCenter.chapman.edu) Tutorials.

Course Information

The Graduate Catalog

- The Graduate Catalog is considered the official representation of program requirements for all graduate programs at Chapman University. One should enroll for courses by comparing the required courses listed on the Graduate Catalog page of their program with the offerings for the semester.
- Make sure you select the correct catalog from the drop-down menu: 2022-2023 Graduate Catalog

How to Register for Classes

Student Resources

Campus Map

Chapman Food Pantry

- Chapman University has two food pantries to support students who identify as food insecure. Food insecurity is commonly defined as the inability to have two meals a day and have access to healthy food. Request access to the Orange Campus food pantry by filling out the access form online.

Frances Smith Center for Individual and Family Counseling

- The Frances Smith Center for Individual and Family Therapy is offering free counseling to all Chapman graduate students. These services include those suffering from anxiety, depression, relationship issues, family problems, and other mental health issues. To access care, call the Center's mainline (714–997–6746), press "1" for intake line, and follow the instructions.

Leatherby Libraries

- The Leatherby Libraries at Chapman University is a unifying presence on the Chapman campus that provides personalized services and relevant collections in support of the curricular, creative, and scholarly needs of students, faculty, staff, and community. Whether you are seeking sources for a final paper, want to take advantage of article databases, or need to format your thesis, librarians and library staff are available to guide you.
- Graduate students can book study rooms in the library for up to six hours.

Software

- Chapman students have free access to an array of software through IS&T. Software that may be particularly useful for graduate students include Adobe Creative Cloud, Endnote, Grammarly Premium, and Microsoft Office 365.

Wilkinson College Graduate Career Resources

- Chapman University and the Wilkinson College of Arts, Humanities, and Social Sciences Career Resources offer comprehensive personalized career services for graduate students and alumni. Wilkinson's Graduate Programs Coordinator and Career Advisor are available for one-on-one advising appointments and can provide you with program-specific career support.

Core Faculty

Andrew Mason, Wilkinson College, Department of Political Science
Research Interests: Political science, international relations

Deepa Badrinarayana, Fowler School of Law
Research Interests: Environmental law, public health law, international trade, corporate social responsibility, South Asia

Victoria Carty, Wilkinson College, Department of Sociology
Research Interests: Transnational social movements, immigration, public sociology

Lynn Horton, Wilkinson College, Department of Sociology
Research Interests: Latin America, gender, development, qualitative methods, social movements

Minju Kwon, Wilkinson College, Political Science
Research Interests: State and non-state actors' compliance with international law, International human rights, humanitarian law

Nancy Martin, Wilkinson College, Department of Religious Studies
Research Interests: South Asia, world religions, global ethics, gender, and religion

Andrea Molle, Wilkinson College, Department of Political Science
Research Interests: East Asia, Europe, religious extremism, warfare, and strategic studies

Crystal Murphy, Wilkinson College, Department of Political Science
Research Interests: Economy, post-conflict development, NGOs, sustainability, Middle East, and East Africa

Prexy Nesbitt, Wilkinson College, Presidential Fellow in Peace Studies
Research Interests: Race relations in South Africa, race, multiculturalism and anti-racism and/or diversity in the US, African renaissance

Raymond Sfeir, Argyros School of Business
Research Interests: International economics, applied econometrics, statistics, and forecasting

Program Overview & Sample Timeline

Students generally take three courses (9 units) in each the Fall and Spring semesters. Students typically finish in two years, spreading 36 units of coursework over four semesters.

All graduate students must prepare and defend, under the direction of a core faculty member, a thesis project of distinction in order to complete their degree. Additionally, students must complete 240 hours of internship experience, and demonstrate proficiency in a foreign language.

Sample Timeline

This sample timeline is based on a typical student who matriculates in the Fall semester and maintains full-time status.

First Semester Year 1 (Fall)

- Enroll in IS 505: Research Design, which includes an overview of research techniques and methodologies in the field of International Studies. Other courses can be any combination of required and elective coursework.
- Plan on how you will be demonstrating your foreign language competency.
- Connect with Wilkinson College's Graduate Career Resources on Internship possibilities.

Second Semester Year 1 (Spring)

- Compare the course offerings with your program requirements, enrolling in any combination of required courses.
- By the middle of the second semester, contact the Program Director in regard to finding a Thesis Director and enrolling in thesis coursework starting the second year.
- Starting in the Spring term and going into summer, complete your internship.

Third Semester Year 2 (Fall)

- Continue taking required coursework and enroll in the first 3 units of IS 698: Thesis with the Thesis Director.
- In consultation with the thesis director, complete the Thesis Proposal. The Thesis Director may provide a reading list to guide the student during the drafting of the thesis.
- By the end of the third semester, the student should have completed (or have a plan to complete) the foreign language requirement and internship requirement.

Fourth Semester Year 2 (Spring)

- Enroll in remaining coursework and the final 3 required units of IS 698: Thesis with your Thesis Director.
- Apply to Graduate.
- Complete the MA Thesis Committee Form.
- Complete the Thesis, including the Thesis Defense. Submit the Thesis to Leatherby Libraries.

Year 3 & Beyond

- Sometimes, student take fewer than the average course load and spread remaining classes and/or thesis over multiple years. Students should talk with the Graduate Programs Coordinator or Program Director about these plans. Students have seven years from their admitted term to complete their program.

Program Requirements

Current requirements for the MA program, as well as all courses offered, are included in the Graduate Catalog; this information is not duplicated here in this handbook. The student's individual Program Evaluation in the Learning Management System is designed to help the student understand degree requirements and track progress toward the degree.

Log into the Leaning Management System at StudentCenter.chapman.edu.

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 Program Director.

Examples include:

- BUS 686 - Building Cross–Cultural Business Competencies
- HIST 529 - War and Society Elective Course
- POSC 500 - US Presidents at War

Additionally, up to six credits of travel courses may also be accepted for academic credit with prior approval from the Program Director. More information on travel courses is available online at the Center for Global Education's page for faculty-led travel courses.

Foreign Language Requirement

All students must demonstrate proficiency in a foreign language equivalent to having completed two courses in the language at the 300 level, or, by satisfactory results from a program-approved language proficiency exam. 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 following 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 an American Council on the Teaching of Foreign Languages (ACTFL) reading and writing assessment
    - The program will reimburse the cost of the exams the first time a student takes it. Once the student has paid for the exam, please complete the MAIS Reimbursement Request form to initiate reimbursement.
    - If a student needs to take the ACTFL assessment more than once, they will be responsible for the fee of the retest.
    - It may take up to 8 weeks to receive assessment results, so students are encouraged to take the test in semester 3 at the latest.
    - Students looking to take an assessment would need to go to ACTFL's Individual Site, enter Chapman University as the institution name, and go through the online ordering and payment process.

Students should submit their language proficiency documentation to the Graduate Programs Coordinator, who will work with the Program Director and the Office of the Registrar to complete the requirement on the student's program evaluation.

Internship Requirement

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

The intention of the internship requirement is for students to expand their global know-how and enhance professional skills through a 240-hour internship experience. 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 International Studies 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.

Internship Criteria

The 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.

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.

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 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. Examples of recent MAIS student internship sites include ActionAid, Red Cross, United Nations, and the U.S. Department of State.

A few websites that list opportunities for internships include devex, idealist, and reliefweb. Additionally, students are encouraged to check on-campus resources such as the Center for Global Education and Wilkinson College's own Career and Internship Advisor.

Internship Approval and Funding

Before departure for an international internship, students must complete several documents available through the Center for Global Education's Global Gateway. 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 the program internship requirement.

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, who will work with the Program Director and the Office of the Registrar to complete the requirement on the student's program evaluation.

The MAIS program will reimburse each student for travel-related expenses incurred during their internship up to $2,000 with submission of a MAIS Reimbursement Request Form.

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

The Master's Thesis

All candidates for an MA degree in International Studies at Chapman University must successfully write and orally defend a master's thesis to complete the program. The thesis is an original piece of scholarship, based on primary source research, that examines aspects within the larger intersections of international studies.

The student will select and work closely with a core faculty member who will act as their thesis director and committee chair. A thesis committee (a minimum of three qualified members) must be selected by the student and approved by the program.

Once the student enters the final year in the program, they are ready to begin the formal process of writing the MA thesis. Coursework related to this research and writing sequence (IS 698) must be taken over the span of two semesters. The student will select and research a topic of their choosing prior to admission into IS 698. During the research and writing sequence, the student will construct and defend an argument that is supported by primary sources and reflects the relevant literature on their topic.

By the end of the final semester, the student will be expected to orally defend their thesis in front of a faculty committee. Students enrolled in the International Studies program part-time or students who choose to skip a semester must complete all program requirements within seven years from when they first enrolled in the program. The MA thesis project and defense must be completed successfully for degree conferral.

Identifying a Thesis Director

Once you've identified the broad subject area you are interested in exploring, you should think about who might serve as an appropriate Thesis Director.

There are several ways to go about considering a potential Thesis Director. One strategy is to consider professors in whose courses you have been or are enrolled. A second strategy is to look at our core faculty and their research interests to see whose expertise your project relates to at least loosely. That said, you need not have taken a class with the faculty member, and many faculty work in more than one area. If you'd like additional guidance, you can talk with the Program Director to brainstorm about who a suitable Thesis Director might be.

Enrolling in the Thesis Course

Each thesis student receives their own unique section of IS 698: Thesis to enroll in. These sections are created specifically for each student only after approval by the Thesis Director and Program Director. Students should contact the Graduate Programs Coordinator to request enrollment in IS 698.

The Thesis Proposal

The role of the Thesis Proposal is to provide a clear, specific idea of your project that will serve as a guide to the reader, so they know what to expect from your project. A proposal should be general, but also should provide specific elements that go beyond a simple statement of the project. The proposal serves as the foundation of your project and will support the subsequent writing throughout the thesis drafting and revision process.

Typically, students complete the Thesis Proposal over their first semester of IS 698: Thesis. All graduate students must have a thesis proposal approved by the Program Director prior to enrolling in their final thesis course.

The proposal should include the following components:

1. Hypothesis to be tested or research question to be addressed, background and rationale of the study, including:
    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

Proposal Approval

Once completed, the thesis proposal should be submitted to the MAIS Thesis Proposal Submission Form. Within three weeks of receiving the Thesis Proposal, the student will be notified via their CU email address that the Thesis Proposal is approved or indicate what revisions are needed before resubmitting.

Thesis Reading List

At the discretion of the Thesis Director, after the Thesis Proposal is submitted and approved, a required reading list may be given to the student. When readings are assigned, those texts can be used as reference during the thesis course and the defense.

Thesis Requirements & Formatting

Questions about the thesis guidelines should be addressed to the Program Director. Questions about an individual thesis should be addressed to the Thesis Director.

Thesis Requirements

- Enrollment in IS 698: Thesis. During the semester in which the student intends to complete and defend the Thesis (usually the last semester of study), the student must enroll in IS 698: Thesis with their individual Thesis Director.
    - Students who have completed all required units of IS 698 must be enrolled in thesis continuation, IS 698A/B. Students are required to be enrolled in order to defend, submit their thesis to the library, and have their degree conferred.

Additionally, the Thesis must:

- Have a substantial international focus and incorporate theoretical perspectives and insights. The thesis should be analytical, rather than purely descriptive.
- Be a minimum of 50 pages, not including endnotes and bibliography.
- Include a minimum of 20 academic sources of peer-reviewed journal articles and/or books.
    - Students may also include data from NGO, government, and other reputable sources, but these will not substitute for academic sources.
- Be double-spaced with one-inch margins and incorporate the MAIS thesis logo for the title pages
- Use MLA, APA, or ASA as the thesis style correctly and consistently.
- Be approved in advance by Chapman's Institutional Review Board (IRB) if the thesis is to invoice any fieldwork involving human subjects.

Thesis Format

Short Link: https://chapman.libguides.com/dissertations

The thesis formatting guidelines are available at Leatherby Libraries as the MA/MS Thesis Checklist. Adherence to the library's formatting guidelines is mandatory. However, for an MA Thesis some guidelines are optional; check with the individual Thesis Director and the library's Dissertations and Theses Librarian with any specific questions about formatting.

Please remember to use the program logo on the title page of your thesis, available in the program Canvas Den.

Expectations & Responsibilities: Thesis Student, Director, & Reader

Student

Good mentoring practice entails responsibilities not only of the Thesis Director but also of the student. When a student enters a master's program, that student commits time and energy necessary for research leading to a thesis or thesis project that makes a substantial and original contribution to knowledge. It is the responsibility of the student to conform to University and program requirements and procedures. Although it is the duty of the director to be reasonably available for consultation, the primary responsibility for keeping in touch rests with the student. The student's responsibilities include the following:

- Become familiar with and adhere to the rules, policies, and procedures in place in the graduate program and the University as outlined in available resources such as graduate student handbooks, web resources (Canvas), catalog, and other University's policies.
- Know and follow the rules and policies of the University including all deadlines and policies regarding registration, leaves of absence, limitations on time, thesis submission, and graduation.
- Select and plan an original research topic that can successfully be completed within the expected time frame for the degree program; in some cases, this will be done in consultation with the Thesis Director.
- Prepare a research plan (if appropriate) and timetable in consultation with the director as a basis for the student's remaining time in the program, including any proposed fieldwork.
- Learn and adhere to responsible conduct of research standards for your field and University standards.
- Meet with the director when requested and reporting regularly on progress and results.
- Establish a thesis committee, with the assistance of the director, early in the advisement stage, as required by the graduate program.
- Keep the director informed on any significant changes that may affect the progress of the research.
- Keep the thesis committee Readers informed of the progress of the thesis, and with the approval of the director, circulate a final or near-to-final draft no fewer than two weeks prior to the thesis defense. Keep the thesis committee readers informed of the progress of the thesis, and after the approval of the director, circulate a final or near-to-final draft no fewer than two weeks prior to the thesis defense.

Director

Within the context of the role as Thesis Director, a faculty member's primary task is to guide and inspire students to reach their scholarly and/or creative potential. At the same time, each director must try to ensure that each student is following the rules and policies of the University. Students registering for graduate thesis credits pursue graduate research or a project under the direction of a thesis or project director. The director should promote conditions conducive to a student's research, intellectual, and creative growth, and provide appropriate guidance on the process and the standards expected. The director (who is instructor of record for thesis credits) should meet with the student a minimum of five times, inclusive of the thesis defense. Additionally, the Thesis Director's responsibilities include the following:

- Establish a meeting pattern or regular conversations that might include but need not be confined to discussion of the thesis process and guidelines, assigned readings, planned research or writing, challenges the student faces, feedback on drafted pages, and the student's career plans.
- Guide the student in the selection and planning of an original topic that can be successfully completed within the expected time frame for the program.

- Establish with the student a realistic timetable for completion of various phases of research, writing, revising, and defending.
- Provide advice and feedback, while also establishing for the student a realistic timeline for receiving feedback. Feedback should be professional, constructive, and provide concrete guidance for improvement.
- Ensure that students have an understanding of the relevant theories and the methodological and technical skills necessary for completing the project including responsible conduct of research standards and ethical practices for your field.
- Establish with the student a thesis committee early on in the advising stage.
- Make arrangements to ensure continuity of student supervision during leaves or an extended period of absence.
- Help maintain a learning and research environment that is safe, equitable, and free from harassment and discrimination.
- Remain attuned to academic needs and concerns that may arise for international students, students from underrepresented groups, students with disabilities, and students with family responsibilities.
- Communicate in a timely manner if the student's academic performance is not meeting expectations. Provide an outline and timeline for what actions need to be taken in order to return to academic good standing. While dealing with inadequate academic performance can be difficult, it is in no one's best interests to prolong a program of study if success is unlikely.
- Serve as an advocate for the student in navigating University policies and work with the graduate programs coordinator in supporting student success.

Students sometimes experience personal difficulties. These can include family difficulties, problems in personal relationships, cultural adjustments, financial pressures, medical issues, and problems associated with employment. The importance of these various problems should not be underemphasized. Thesis Directors should not act in a counseling capacity with their students, nor should they intrude into the personal lives of their students with unwanted advice. However, directors should try to ensure that their relationships with students are such that students will be comfortable telling their director that they are having significant personal difficulties so that timetables can be rearranged, and referrals made to appropriate campus resources.

Reader

The Thesis Director often recommends a specific colleague to serve as the Second and/or Third Reader based on the topic or prior working relationship with that colleague; however, it remains the student's ultimate responsibility to approach the Second and Third Readers. Readers should consult with the Thesis Director to ensure common understanding of project length, criteria for assessment, and other conditions and assumptions informing the project. The responsibilities of the Second and Third Readers include:

- Read and comment on a final or near-to-final draft of the thesis.
- Participate actively in the students' thesis defense.
- Advise the thesis director concerning assignment of final grade for project if input is requested by the Thesis Director.
- Participate in program assessment when requested.

The Thesis Committee

A Thesis Committee Approval Form must be submitted within the first four weeks of the semester during which the student intends to defend their thesis.

The committee will consist of the Committee Chair, the Second Reader, and the Third Reader. The student will select a committee with the Thesis Director acting as the Committee Chair. The Thesis Director must be a full-time faculty member teaching as part of the International Studies program. The Second Reader must be full-time faculty member of Wilkinson College. The third reader should be a relevant specialist and does not need to be a member of the full-time faculty. If the third reader is not a member of the full-time faculty, a C.V./resume must be included with the Thesis Committee Form as well as additional steps taken by the specialist. No full-time faculty member can serve as a member on more than five committees in a single semester and, especially if serving as the chair for multiple thesis projects, should limit participation to three. The Committee Chair and both readers are required to participate in the Thesis Defense.

In the event that a committee member anticipates a temporary absence during the time the student is working on the thesis, arrangements must be made for communication with that faculty member during the leave or the student must designate an appropriate substitute.

If a dispute or disagreement arises between a student and a member of the committee, the Committee Chair shall call a meeting with the committee and student to resolve the issue. If the dispute cannot be resolved through this process, or if the proposed solution is found unacceptable to the student or one of the committee members, the disagreeing party or program director may request that the Dean of the College review the problem and recommend a solution. If the problem cannot be resolved at the department level, the dispute should be appealed to the Vice Provost for Graduate Education, which will be the final level of appeal.

In the event a student does not register for IS 698 or fails to maintain an active status in the program within one semester or term after official acceptance by a thesis committee, the Committee Chair has the option to dissolve the committee, in which case a new committee must be secured and approved before registration can be authorized.

The Thesis Defense

After the student has confirmed three committee members and submitted the Thesis Committee Form, the student should email all members of the committee to set an agreed-upon date and time for the Thesis Defense. The student should then ask the Graduate Programs Coordinator to reserve a room for two hours for the defense.

The complete thesis must be submitted to all members of the committee at least two weeks prior the defense, unless all committee members negotiate a different time frame. Faculty on multiple committees may need additional time to prepare for closely scheduled defenses.

The Thesis Defense provides an opportunity for an in-depth discussion of the thesis, the research and craft decision-making that went into the thesis, and how the thesis relates to the contemporary literatures in which it is situated.

The student must be prepared to speak for most of the duration of the defense, demonstrating their expertise on their topic.

The Thesis Director and committee members are expected to prepare no fewer than three questions related to the work (the questions will not be given to the student in advance of the defense), plus a written commentary or marginal notes about the work that the candidate can retain. One of the primary purposes of the defense is to provide students with detailed feedback on the thesis.

If the defense is successful, each committee member must sign and date the Thesis Approval Page. The Thesis Director must also work with the student to complete the Thesis Submission Checklist for library submission. Upon the successful conclusion of the defense, the student will have the opportunity to make any changes to the thesis based on the committee's suggestions before submitting for archival purposes. If the student fails to successfully defend their thesis, the Committee Chair will coordinate with the Program Director and Graduate Programs Coordinator to establish a timeline for resubmitting.

As time allows, the student may make changes to the defended thesis based on the committee's suggestions. Some committees might require changes after the defense before approving the final thesis.

If the Thesis Director, committee members and/or student determine that the thesis is not yet ready for the defense, the student can enroll in a one-unit continuous enrollment class and defend the thesis during another semester. For more information, see the What If I Need More Time in the FAQ.

Thesis Defense Deadlines

While enrolled in your thesis course and writing, drafting, revising your thesis, and scheduling the Thesis Defense, it is imperative to keep in mind two important university deadlines.

These deadlines can be found each term on the Vice Provost for Graduate Education's website: https://www.chapman.edu/academics/graduate-education/current-students/index.aspx

Deadline 1: Thesis Defense

As per Graduate Catalog policy, students must successfully defend their thesis prior to commencement to participate in May commencement ceremonies.

Deadline 2: Library Submission

It is recommended that you submit well ahead of this deadline to allow for library processing times (approximately 2-5 business days) and in case any corrections need to be made to your manuscript. Please note that this deadline is for completing all requirements in the correct format and not just for the initial submission to the library.

As per Graduate Catalog policy, students must successfully submit their thesis projects to the library in order to complete the degree requirements.

When university deadlines are not met, degree conferral can be delayed.

Submitting the Thesis

After a successful thesis defense, students are responsible for collecting their Committee Chair's and readers' approval signatures for final submission. The thesis must be submitted to Leatherby Libraries, for the Chapman University Digital Commons. Students are required for degree conferral to submit an electronic copy of the thesis for inclusion in the Digital Commons.

You may find the instructions for submission, the required checklists, and the Deadlines for Completion of Library Requirements on the Library's web page for thesis submission guidelines.

https://chapman.libguides.com/dissertations

The Dissertations and Theses Librarian supports all graduate students in the submission of their theses to Leatherby Libraries. You may contact the librarian in-person at Leatherby Libraries or via email with questions or for help.

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 to honor those students who have excelled academically and 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 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 lifelong relationships, personal growth, development and realization of the leadership potential, and opportunities to deepen one's understanding of international affairs.

For more information about the honor society, students can contact the MAIS Program Director or visit the national website.

Student Research and Conference Funding

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 on a competitive basis 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. Graduate Student Conference Travel Grants are intended to provide support for graduate students to travel to academic conferences.

The Graduate Student Grants process is managed by each College for the students in all that college's graduate programs. The funds are distributed competitively, and the maximum amount of each award is $1,000.00.

Scholarly/Creative Activity Grants require a proposal, budget, and a letter of support from the faculty mentoring the project. There is no limit on the number of scholarly/creative projects Wilkinson College of Arts, Humanities, and Social Sciences will fund as long as the awards do not exceed the $1,000 yearly cap per student. However, given multiple strong proposals, priority will be given to applicants who have received the least funding within the current fiscal year.

Students planning to present at a conference should complete the Conference Travel Grant Application. The deadline for submitting conference travel grant applications is rolling; applications can be submitted at any time prior to the conference. However, funds are limited so students are encouraged to apply as early as possible and can apply before booking travel.

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 contact the Wilkinson College Graduate Programs Coordinator.

Program 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 up to $1500 in MAIS program funds to help cover costs of conference attendance and/or fieldwork conducted for the MA thesis.

Graduate Student Employment Opportunities

Graduate Course Assistantships

All currently enrolled graduate students in the International Studies program at Chapman University are eligible for consideration to work as paid Graduate Course Assistants (GCAs) in order to gain teaching experience. A GCA assists a faculty member in teaching a specific class. GCA responsibilities typically include helping the faculty member prepare materials for the course, assisting with classroom activities, assisting with grading, and conferencing with students. The GCA may also be asked to lead some class discussions. Graduate students who are interested in working as a GCA should contact a faculty member they are interested in working with to find out if the faculty member plans to hire a GCA. GCA positions are dependent on budget, and a limited number are available each semester.

Graduate Program & Project Assistantship

Each semester, a limited number of Graduate Program or Project Assistantships are available. These positions are assigned to the program or to specific faculty members to support research projects, program administration, event series, or other work. Graduate Program and Project Assistants typically work 8-10 hours per week and are paid an hourly rate.

To be considered for these positions, students must complete an application. These positions are usually available at the start of the semester, but positions sometimes become available at other times. If interested, check for available positions by contacting the Program Director.

Additional Employment Opportunities

Additional hourly Graduate Assistant and student work opportunities are posted online through the student employment office website. Positions are typically posted a couple weeks before the start of each semester but may become available at other times.

Frequently Asked Questions

What should I do to make sure I'm on track to graduate?

Use the Program Evaluation in the student center 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 the student center portal to fill out and submit an Application for Degree Conferral.

Who is my advisor?

The Program Director is the official advisors for graduate students. All other members of the graduate core faculty can provide additional mentoring on intellectual and professional pursuits. The Thesis Director also provides individualized guidance.

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 Program Evaluation will indicate the appropriate catalog year. Current and past graduate catalogs can be accessed online.

May I switch to the requirements of a newer catalog?

Students may opt to select a later catalog for a year in which they were enrolled. Changing to a later catalog must be officially requested through the Office of the University Registrar via Program Change form sent from the student's Chapman email account, available on the Office of the University Registrar website.

Why won't the Student Center allow me to enroll in a course?

The Student Center 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 secure the professor's consent to enroll, and contact the Graduate Programs Coordinator. Business holds need to be resolved with the Student Business Services Office.

I'm an integrated 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.

How do I add a course that has been closed?

Once the semester begins, the Student Center 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 will need to secure the professor's consent to enroll and contact the Graduate Programs Coordinator.

How do I develop and register for an Individual Study course?

If you wish to do an Individual Study 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 course, you will need to fill out the Individual Study and Research Form, develop a course description, course learning outcomes, and submit all documents to the Office of the Registrar. The Department Course Subject is IS, the course number 599.

Is it possible to substitute another course for a required course?

Substitutions are allowed only 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 request consideration of a substitution of one course for another, please contact the 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. Please see the Academic Policy for Grades/GPA/Incompletes in the Graduate Catalog for more information.

What if I need to take a leave of absence?

A student can take a one-semester leave without making a formal request. The student should inform the Program Director and the Graduate Programs Coordinator.

If you need to interrupt progress toward your degree for more than one semester, a leave of absence may be granted. Leaves of absence can be granted for one year, with a possible renewal of one additional year. To apply for a leave of absence, the student must fill out and submit a Graduate Petition form, as well as a written statement spelling out the reasons for the leave and bearing the signatures of the Program Director and an Associate Dean of Wilkinson College (which the Graduate Programs Coordinator can assist with). If interrupting enrollment before the end of the academic

term, the student must also follow the steps to withdraw from your courses. A leave of absence cannot be approved retroactively.

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 reapply and may enroll for classes at Chapman, and retain the right to elect either degree requirements in effect for that student at the time of leaving Chapman or the degree 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 reapply, 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 that request will be reviewed and decided upon by the Department or School; decision by the departments or School is final.

Any graduate student who has broken enrollment for a period of more than one semester (interterm and summer sessions do not constitute a semester) without receiving an approved Leave of Absence is required to request re-enrollment through the Department. The student is held to the degree requirements in effect at the time of return unless approved for the original catalog year requirements by the Program Director or Associate Dean.

Note that graduate students must complete their degree requirements within seven years of first matriculating. Leaves of absence do not suspend or extend this seven-year clock.

For more information about interrupting enrollment, see the Interrupted Enrollment guidelines.

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 re-enrollment. Please note unsatisfactory performance may nullify re- enrollment.

What if I need more 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 698A or IS 698B for 1 credit for each additional semester of thesis work. 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, library privileges, and access to other university resources unless they make special arrangements with the Program Director. 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 academic term.

When are graduation exercises?

The schedule of commencement ceremonies and events schedule is available online on the graduation home page.

How do I buy academic regalia for graduation?

Once you submit your Application for Degree Conferral (via Student Center), 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.

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