

Government

and

International

Affairs

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GRADUATE HANDBOOK

2007-08



Virginia Polytechnic Institute and State University

# Government and International Affairs

## School of Public and International Affairs

### College of Architecture and Urban Studies

The analysis of government and international affairs during the 21st century clearly constitutes a complex and interdisciplinary set of challenges. To be effective, such study requires knowledge from all of the social sciences and humanities. This program in the School of Public and International Affairs (SPIA) draws insights from these areas of learning into the multidimensional study of governance processes in all levels of society and international affairs. The faculty and students in the Government and International Affairs (GIA) program work jointly to cultivate their experience, knowledge, and skill with regard to the governance practices, political institutions, social dynamics, cultural values, workplace conditions, spatial formations, historical trends, and ethical conflicts that intersect in the workings of government, business, and not-for-profit organizations. Therefore, methodological pluralism is the foundation of GIA's scholarly pursuits. This program approaches the challenges of governance and international affairs comparatively, empirically, and historically at each level of activity and analysis to see how the processes of globalization are being shaped and what their implications may be. We also consider carefully the requirements for more democratic governance of the economy and society. The faculty's key educational objectives are to conduct research, perform service, and train graduate students—at both the masters and doctoral levels of study—in a manner that can engage the GIA program as well as the larger School of Public and International Affairs at Virginia Tech in the public life of our nation and the world. Through this work, the GIA program contributes to the development of new knowledge, enhances global well-being, and prepares all SPIA graduates with the latest skills for conducting their research, service, and teaching.

The Government and International Affairs Program offers two graduate degrees: a masters degree, or the Masters in Public and International Affairs (MPIA), and the doctoral degree, or the Public and International Affairs (PIA) Stream in the Environmental Design and Planning Ph.D. program, which is a college-wide program in which most of the departments, programs, and schools in the College of Architecture and Urban Studies now participate. The MPIA and EDP PIA PhD degrees also have individual faculty collaborating with the GIA faculty from four other colleges: Agriculture and Life Sciences, Science, Natural Resources, and Liberal Arts and Human Sciences. The goal of these two GIA graduate programs is to prepare SPIA graduates for a life-long, rich, and full engagement in public activity, continuing professional development, and effective service as academics, government officials, journalists or technical experts in the vitally important fields of government and international affairs. The overall unifying focus of the School

of Public and International Affairs is politics, policy, planning, and practice. GIA students will work closely with faculty and students in the school's two sister programs—Public Administration and Public Policy as well as Urban Affairs and Planning—and those departments in the other collegiate units at Virginia Tech that can assist them with their education.

As part of their graduate education, each student will accumulate a stock of substantive knowledge, acquire the appropriate research skills, and achieve a sophisticated level of ethical awareness about the world's most important political processes, spatial dynamics, social institutions, and cultural practices at the local, national, and global levels of operation. The GIA program, then, sees itself meeting the following objectives for its students in the School of Public and International Affairs:

- I. Give effective in-depth training in the many disciplines needed to understand government and international affairs—ranging from cultural studies, economics, geography, and history to political science, sociology, technoscience, urbanism, and world systems—through course work and research projects that integrate the most up-to-date theoretical frameworks, methods of analysis, and discursive practices from both quantitative and qualitative schools of analysis.
- II. Cultivate a deep knowledge of the key concepts and basic facts about the political system of the world's major nation-states, including their constitutional and legal foundations, major political ideals and values, government institutions, forms of economy, structures of social influence and cultural power, and distinctive policy-making processes in order to understand their critical role in the world today during the post-Cold War era.
- III. Develop this comparative knowledge of the world's many diverse political systems as well as the dynamics of globalization in order to provide grounded empirical area-specific knowledge and theoretical understanding of the complexities behind international affairs, which are understood to be culturally, economically, politically, socially, and technologically challenging problematics in the private and public spheres of action.
- IV. Provide students with extensive critical awareness of classical, social, modern, ethical, and cultural thought to reveal the fundamental values and perennial issues contested in governance, and of the struggles by women, racial minorities, workers, religious groups, consumers, nationalist movements, and others to articulate alternative moral/ethical frameworks, which examine disparities caused by work, race, income, gender, and culture, for interpreting and evaluating political discourse in governance and international affairs.

- V. Provide students with useful knowledge of the major problems and the leading policy and legal issues confronting all contemporary political systems, but particularly for the U.S.A. in the new struggles of the 21st century over globalization.
- VI. Cultivate the ability to understand and appreciate many facets of human diversity, which will help students analyze and debate the full-range of competing perspectives on contemporary policy issues, to communicate their ideas clearly and effectively in their professional research, public debate, and personal development as they engage themselves as active citizens in community life—locally, regionally, nationally, and globally.
- VII. Provide masters students with many diverse opportunities to develop their research and writing skills through course work and research projects that link the theory and practice of government and international affairs to actual problem-solving as they specialize their studies of global security, NGOs, the non-profit sector, health policy, environmental policy, labor policy, and information policy.
- VIII. Prepare doctoral students with a systematic sense of government and international affairs through specialized knowledge and analytic skills in at least three major subfields, and provide advanced training in governance research, scholarly writing, and professional skills that will prepare them either for further advanced research work or for their chosen professional careers in academe, government, not-for-profit organizations, consulting groups, corporate life, or the media.

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This handbook is intended for the use of graduate students in Government and International Affairs. It provides information on curriculum, course descriptions and schedules, costs and financial assistance, Graduate School forms and regulations, and other matters important to the successful completion of graduate work in GIA. Read the Handbook carefully. If questions arise that are not addressed here, please check with the appropriate person in GIA. For questions concerning Graduate School or University policies, refer to the Graduate Policies and Procedures and Course Catalog or home page of graduate studies at <http://www.vt.edu/academics/gradstudiesindex.html>

## FACULTY

### Government and International Affairs (0362)

**Giselle Datz**, at VT since 2007. Ph.D. Rutgers University (2007). Assistant professor. International policy making and finance in developing countries particularly Latin America.

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**Wilma Dunaway**, 1999. Ph.D. University of Tennessee (1994), sociology. Associate Professor. Global problems, comparative social change, political economy theories, globalization, comparative majority-minority relations, comparative inequality, Appalachian studies, Native American studies, global economic restructuring, slavery in the mountain south, nineteenth-century women and gender.

Phone: 231-5177 e-mail: [wdunaway@vt.edu](mailto:wdunaway@vt.edu) office: 105 Architecture Annex

**Alnoor S. Ebrahim**, 1999. Ph.D. Stanford (1999), engineering. Associate Professor, GIA and Urban Affairs and Planning. Environmental planning, collaborative processes, non-governmental organizations, South Asia.

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**Ilja Luciak**, 1987. Ph.D. The University of Iowa (1987), political science. Professor, GIA and Political Science and Chair, Political Science. Democratic theory and gender politics, revolutionary movements, reproductive rights, and globalization.

Phone: 231-6571 e-mail: [iluciak@vt.edu](mailto:iluciak@vt.edu) office: 531 Major Williams Hall

**Timothy W. Luke**, 1981. Ph.D. Washington University—Saint Louis (1981), political science. University Distinguished Professor in GIA and Political Science and Chair, GIA. Environmental politics, cultural studies, comparative politics, international political economy, history of political thought, contemporary political theory, comparative and international politics.

Phone: 231-6633 e-mail: [twluke@vt.edu](mailto:twluke@vt.edu) office: 539 Major Williams Hall

**Joel Peters**, 2006. Ph.D. , political science. Associate Professor, SPIA. Arab-Israeli peace process, regional cooperation (Middle East/Mediterranean) and post conflict peacebuilding.

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**Joyce Rothschild**, 1991. Ph.D. UC-Santa Barbara (1977), sociology. Professor. Workplace relations in modern society; gender and work organizations; worker participation in international perspective; economy, society and social change; workplace democracy; sociology of work and organizations, especially alternatives to bureaucracy; whistle blowing and organizational politics.

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**Rupa Thadhani**, 2007. Ph.D. Virginia Commonwealth University (2007), Visiting Assistant Professor. Globalization, postcolonial theory, iden-

tity, migration, spatiality, public administration theory.

Phone: 231-3549 e-mail: rupa@vt.edu office: 106 Architecture Annex (0113)

**Gerard Toal** (Gearóid Ó Tuathail) 1989. Ph.D. Syracuse (1989), political geography. Professor. Critical geopolitics, nationalism, post-conflict reconstruction, global security, American foreign policy, Bosnia, Russia. Phone: 703-706-8113 e-mail: toalg@vt.edu office: 1021 Prince Street, Alexandria, VA 22314

**Edward Weisband**, 1990. Ph.D. Johns Hopkins University (1969), political science. Diggs Endowed Professor of GIA and Political Science. World political economy with an emphasis upon international normative standards, in particular, the role and effectiveness of international institutions in promoting and monitoring such standards during the present era of globalization.

Phone: 231-5298 e-mail: weisband@vt.edu office: 501 Major Williams Hall

## STAFF

The office staff are essential to the success of GIA's educational efforts. As members of the staff, each is to be treated with the same respect and courtesy extended to members of the faculty.

### **GIA Administrative Assistant**

Phone: 540-231-6572 Fax: 540-231-6078

E-mail: gia@vt.edu

Office: Virginia Tech

Dept. of Political Science

531 Major Williams Hall

Blacksburg, VA 24061-0130

### **GIA Responsibilities:**

- Force Add/Drop of courses
- File graduate programs-of-study
- Program information and scheduling
- Graduate student files
- Distribution of graduate forms (internship, etc.)
- Manage graduate assistantship payroll

### **Annex Bookkeeper**

#### **Responsibilities:**

Bookkeeping for all programs in the Annex

# PROGRAM OF STUDY

## MAXIMUM AND MINIMUM REQUIREMENTS FOR MASTERS' DEGREE

In developing your program of study, you must adhere to the following requirements:

Guidelines for Graduate Courses.....	Hours
4000-level courses (max. grad credit) .....	6
5000-level courses (min.)* .....	21
4984, 5974, & 5984 (max.).....	9
5904—Project & Report (max.) .....	3
5994—Research & Thesis (max.).....	6
Total Hours.....	36

\*does not include 5904, 5994

To be eligible for graduation, all students must file a Program of Study no later than the end of the semester prior to the proposed graduation date. However, students and their advisors should begin drafting their Program of Study in their first semester, and have a draft program on file at preregistration during the second semester. An example of a Program of Study is included in the back of this Handbook. There is no official form. Rather, students should complete a Program of Study following the format of the example. Programs of Study must be signed by all of the appropriate faculty members before being submitted to the GIA secretary.

National Capital Region students have a Major Paper or Practicum as options not a Thesis.

## SUMMER COURSE WORK

Generally, the department offers few regular courses during summer school. Most students utilize the summer for their internship or for independent studies. Up to 3 hours of credit can be earned for an internship. Details on the internship procedure are outlined on page 16.

**PEACE CORPS-MASTERS INTERNATIONAL PROGRAM**  
**MPIA OPTION**  
 (currently in place but under review)

MPIA students have the opportunity to participate in the Peace Corps' Masters International Program (PCMIP). Students apply to both the Peace Corps and masters program. Upon acceptance to both programs, students spend one year in the graduate program, then service their Peace Corps assignment in which they integrate their experience and their graduate study, followed by a return to campus for one semester to finish the degree.

Students enroll in the Master of Public and International Affairs (MPIA) degree with a focus on Global Change: Structures and Processes. Students can take other courses in environmental planning and policy, economic and community development, or social planning and policy (housing, health).

<b>Year 1: at Virginia Tech</b> <b>(all courses 3 cr. hrs. unless noted)</b>	
Fall:	13 credit hours
UAP 4764	International Development Planning & Policy
UAP 5164	Collaborative Processes & Civil Society
UAP 5224	Research Methods in Planning & Policy (4 hrs.)
UAP 5634	Global Change & Local Processes
Spring:	15 credit hours
UAP 4184	Community Involvement
UAP 4244	Nonprofit Organization & Management
UAP 5364	NGOs & Development or Elective
UAP 5764	International Development Studio
PSCI 5444	International Politics
<b>Year 2-3: on Peace Corps assignment:</b> <b>(2-5 credit hours)</b>	
UAP 5964	Field Study
and/or UAP 5974	Independent Study (2-3 hrs.)
and/or UAP 5804	Practicum (2 hrs.)
or UAP 5904	Major Paper (3 hrs.)
or UAP 5994	Thesis (3 hrs.)
<b>Year 4: at Virginia Tech</b>	
Fall or Spring Semester: 5-9 credit hours	
UAP 5474	Program Evaluation Elective
and/or UAP 5804	Practicum (2 hrs.)
or UAP 5904	Major Paper (3 hrs.)
or UAP 5994	Thesis (3-6 hrs.)

# MPIA CURRICULUM REQUIREMENTS

TOTAL CREDIT HOURS REQUIRED 36 credit hours

CORE: 12 credit hours

Challenges of Collaborative Governance in Varying Contexts

UAP/GEOG/GIA 5264	Global Change & Local Impacts
UAP/GIA 5164	Collaborative Governance & Civil Society
GIA/UAP/PSCI 5274 or GIA/PSCI 5444	Comparative Social Movements International Politics
GIA/UAP/PAPA 5034 or GIA/PSCI 5414	Democratic Governance in the Economy Industrial Democracies

MODES OF ENQUIRY: 12 credit hours

Methodological and Theoretical Approaches

Foundation: (3 hours) selected from:	
UAP 5484	Advanced Urban Research Methods
GIA/PSCI 5115	Research Methods
Electives: (6 hours*) selected from:	
UAP 5224	Quantitative Techniques
PAPA 6514	Public Admin & Policy Inquiry
GIA/PSCI 5214	Contemporary Political Theory
GIA/PSCI 5224	Alternative Political Theory
GIA/UAP/PAPA 5464	Qualitative Methods in Global Studies
GIA/UAP/PSCI 5504	Discourse Analysis
GIA/PSCI 5474	Global Governance
<b>Or</b> other committee approved methods/theory course	
Major Paper, Thesis or Practicum: (3 hours*) selected from:	
GIA 5904	Major Paper (3 cr.),
GIA 5994	Thesis (6 cr.)
*If choosing the Thesis option: choose 3 hours of Electives and 6 hours of Thesis <b>Please Note:</b> As per University policy, students selecting the Masters Paper option may not take over 9 credit hours at the 4000 level in fulfillment of this degree.	

AREAS OF SPECIALIZATION

12 credit hours

Students may pursue three possible areas of specialization in the Master of Public and International Affairs program.

- Governance and Capacity Building
- Governance & Global Security
- Governance & Policy (available at the Blacksburg campus only)

**Governance & Capacity Building**

Foundation: (3 hours) selected from:	
UAP 4244	Nonprofit Organization and Management
UAP 5364	NGOs in International Development
Electives: (9 hours) selected from the following offerings:	
UAP 4184	Community Involvement
UAP 4244	Nonprofit Organization and Management
UAP 4304	Nonprofit Leadership and Governance
UAP 4764	International Development Policy & Planning
UAP 5104	Urban/Regional Development
GIA/UAP 5154	Global Accountabilities
HIST 5264	Latin American History
GIA/UAP/PSCI 5274	Comparative Social Movements
GIA/PSCI 5354	Public Policy Analysis
UAP 5364	NGOs in International Development
GIA/PSCI 5414	Industrial Democracies
UAP 5474	Program Evaluation
UAP 5514	Public Budgeting
GIA/UAP 5524	International Development
UAP 5544	Public and Nonprofit Financial Management
GIA 6114	Critical Geopolitics
PAPA 6314	Public Budgeting Processes
PAPA 6224	Design & Eval. Of Public Policy
STS 6614	Science, Tech, Environment

**Note:** Course delivery includes face-to-face, VTEL or online modes and will vary from semester to semester. Some classes may include limited student travel and/or intensive time-clustered sessions. This applies to both Blacksburg and the National Capital Region Center.

## Governance & Global Security

Foundation: (3 hours) selected from:	
GIA/UAP/PSCI 5254	Global Conflicts
Electives: (9 hours) selected from the following offerings:	
GIA/PSCI/UAP 5284	Transnational Migration
GIA/PSCI 5354	Public Policy Analysis
GIA 5404/GEOG 5424	Topics in Political Geography
GIA/PSCI 5424	Communist & Post Communist Systems
GIA/PSCI 5434	Politics of Developing Areas
GIA/PSCI 5484	American Foreign Policy
GIA/PSCI 5514	Global Security
GIA/PSCI 5534	Regionalism and Political Development
HIST 5534	Imperialism
GIA 6114	Critical Geopolitics
PAPA 6224	Design & Eval. of Public Policy
STS 6234	Advanced Topics

## Governance and Policy

(This specialization available **only** at the Blacksburg campus.)

Foundation: for <b>all</b> tracks (3 hours) selected from:	
GIA/UAP/PAPA 5004	Power and Policy in the US
PAPA 6224	Public Policy Processes & Analytic App.
PSCI 5354	Public Policy Process

## **Governance & Policy**, *continued*

Electives:  
(9 hours) selected from the following track offerings:

### **Track A: Environmental Policy**

UAP 4214/5984	Women, Environment and Development
UAP 4344	Law of Critical Environmental Areas
UAP 4374	Land Use and Environment
UAP 4384	Pollution Control
UAP 4394	Renewable Energy Systems
NR 5324	BioImpact
PSCI 5364; GIA/UAP 5614	Public Ecology
UAP 5394	Nature, Society, Global Economy
UAP 5414	Natural Resources Planning
GIA/PSCI 5584	Environmental Politics & Policy
GIA/UAP 5654	Environmental Risk Analysis
HIST 5694	American Environmental History

### **Track B: Information Technology and Policy**

STS 5206	History of Science/Technology
PSCI 5374; GIA/UAP 5704	E-Governance
GIA/PSCI 5454	Advanced Topics in Info Tech & Policy
GIA/PSCI 5555	Culture, Politics & Society in Network Environments
UAP 5564	Info Tech, Society & Policy
STS 6664	Advanced Topics in Science/Tech Policy

## Governance & Policy, *continued*

Electives:  
(9 hours) selected from the following track offerings:

### Track C: Workplace Policy

UAP 4984	Labor and Society/Special Topics
ISE 5015	Part 1 Management of Change/Innovation and
ISE 5016	Part 2 Performance in Organizational Systems
GIA/PSCI 5224	Alternative Political Theory
GIA/UAP/PSCI 5274	Comparative Social Movements
MGMT 5384	Ethical Dimensions of Leadership
SOCIO 5654	Global Division of Labor
UAP 5784	Local Economic Development & Planning
PAPA 6124	Behavior and Change in Organizations

### Track D: Arts and Culture Policy

AAH 4564	Exhibition Design
GIA/UAP/PSCI 5574	Arts, Culture and Civil Society
TA 5615/5616	Arts Management I
TA 5625/5626	Arts Management II
TA 5635/5636	Arts Management III

## SCHEDULE OF COURSES

2007 - 08

Please check the requirements listed in this handbook on pages 10-14 and then refer to the online timetable at [https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P\\_DisRequest](https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DisRequest) to determine courses available for this academic year.

Because of faculty reassignments or other unforeseen events, changes in the schedules may occur. Always check with your advisor or GIA secretary to see whether changes in the schedule have been announced prior to registration. Justifiable courses substitution courses can be made when required courses are unavailable due to faculty reassignments or resource shortages.

## GRADUATE COURSES

### GIA COURSE LIST FOR MPIA 2007 (by hours, course#, and title)

3	GIA 5004	Power & Policy in the U.S. (UAP*)	3	GIA 5454	Adv. Topics in IT Policy (PSCI/SPIA 5454**)
3	GIA 5014	Democratic Governance in the Economy (UAP*)	3	GIA 5464	Qualitative Methods (UAP/PAPA*)
3	GIA 5115	Research Methods (PSCI)	3	GIA 5474	Global Governance (PSCI*)
3	GIA 5154	Global Accountabilities (UAP *)	3	GIA 5484	American Foreign Policy (PSCI*)
3	GIA 5164	Collaborative Governance & Civil Society (UAP)	3	GIA 5504	Discourse Analysis (PSCI/UAP*)
3	GIA 5214	Contemporary Political Theory (PSCI)	3	GIA 5514	Global Security (PSCI*)
3	GIA 5224	Alternative Political Theory (PSCI)	3	GIA 5524	Critical Perspectives Dev. & Globalization (UAP)
3	GIA 5254	Global Conflicts (UAP/PSCI*)	3	GIA 5534	Regionalism and Political Development (PSCI)
3	GIA 5264	Global Change & Local Impacts (UAP/GEOG)	3	GIA 5555	Cult., Politics & Society in Net. Env. (PSCI/SPIA 5555**)
3	GIA 5274	Comparative Social Movements (UAP/PSCI*)	3	GIA 5574	Arts, Culture & Civil Society (UAP/PSCI*)
3	GIA 5284	Transnational Migration (PSCI/UAP*)	3	GIA 5584	Environmental Politics & Policy (PSCI*)
3	GIA 5354	Public Policy Analysis (PSCI)	3	GIA 5654	Environmental Risk Analysis (UAP *)
3	GIA 5364	Public Ecology (PSCI*)	3	GIA 5904	Project and Report
3	GIA 5374	E-Governance (PSCI*)	3	GIA 5984	Special Studies
3	GIA 5404	Topics in Political Geography (GEOG 5424)	3	GIA 5994	Research and Thesis
3	GIA 5414	Industrial Democracies (PSCI)	3	EDP 6114	Critical Geopolitics (GIA/PIA*)
3	GIA 5424	Post-Communist Systems (PSCI)			
3	GIA 5434	Politics of Developing Areas (PSCI)			
3	GIA 5444	International Politics (PSCI)			

* New courses
** Former course
(Superscript) Cross-listed in other departments

### UAP 5000-LEVEL COURSE LIST FOR MPIA 2007

3	UAP 5104	Urban & Regional Development Theory	3	UAP 5414	Natural Resources Planning
3	UAP 5114	Computer Apps in Urban Planning & Management	3	UAP 5434	Urban Development Project Review Studio
3	UAP 5124	Urban & Regional Planning Studio	3	UAP 5444	Strategic Planning & Management
3	UAP 5134	Theory & Practice of Policy Development	3	UAP 5474	Program Evaluation
3	UAP 5144	Urban Policy Analysis & Implementation	3	UAP 5484	Advanced Urban Research Methodology
3	UAP 5154	Urban Management	3	UAP 5494	Adv. Quant. Techniques for Urban Research
3	UAP 5164	Collaborative Processes & Civic Society	3	UAP 5514	Public Budgeting & Management
3	UAP 5174	Theory & Practice of Urban & Regional Planning	3	UAP 5544	Public & Non-profit Financial Management
3	UAP 5184	Local Planning Administration	3	UAP 5554	Land Use Law
3	UAP 5194	Urban Growth Management	3	UAP 5604	Housing Policy
4	UAP 5224	Quantitative Techniques in Planning	3	UAP 5624	Transportation Systems Planning (CE)
3	UAP 5234	Urban Economy & Public Policy	3	UAP 5634	Urban Design Studio (ARCH)
3	UAP 5244	The Multicultural City	3	UAP 5644	Transportation & Land Use (CE)
3	UAP 5264	Global Change/Local Impacts	3	UAP 5664	Intercity Transportation (CE)
3	UAP 5304	Land Use Planning	3	UAP 5684	Health Planning
3	UAP 5314	Social Analysis of Land Use Planning	1	UAP 5754	Professional Development Colloquium
3	UAP 5364	NGOs and Development	3	UAP 5764	International Development Studio
3	UAP 5374	Plan Implementation in Developing Countries	3	UAP 5774	Economic Development Studio
3	UAP 5384	Housing & Infrastructure Planning in the 3rd World	3	UAP 5784	Local Economic Development Planning
3	UAP 5394	Nature, Society, & the Global Economy	4	UAP 5794	Environmental Planning Studio
3	UAP 5404	Strategies for Urban Development in the 3rd World	1	UAP 5984	Community Building Seminar

### UAP 4000-LEVEL COURSE LIST FOR MPIA 2007

3	UAP 4184	Community Involvement	3	UAP 4394	Community Renewable Energy Systems
3	UAP 4214	Woman, Environment & Dev. in Global Perspective	1	UAP 4404	Approaches to International Development
3	UAP 4224	Policy-making in the Federal System	3	UAP 4604	Social Policy & Planning
3	UAP 4244	Non-profit Organization & Management	3	UAP 4614	Health Policy
3	UAP 4264	Environmental Ethics & Policy	3	UAP 4714	Economics & Financing of State & Local Gov't.
3	UAP 4284	Environment, Politics & Planning	4	UAP 4744	Principles of Real Estate
3	UAP 4344	Law of Critical Environmental Areas	3	UAP 4754	Legal Foundations of Planning
3	UAP 4374	Land Use & Environment: Planning & Policy	3	UAP 4764	International Development
3	UAP 4384	Pollution Control Planning & Policy	3	UAP 4854	Planning of the Urban Infrastructure

## INTERNSHIP

Students in the MPIA degree program may receive up to **three** hours of credit for successfully completing an internship. Those students doing internships must sign up for GIA 5964—Field Study. The internships may be taken during the summer between the first and second years of study or during the regular fall or spring terms. Obtain an **internship packet** from the department secretary. Consult your advisor or internship coordinator about registration options. Internship credit is **not** given for work undertaken prior to enrollment in the program.

**ACQUIRING AN INTERNSHIP.** Acquisition of internships is primarily the responsibility of the student. GIA assists in locating internship opportunities and distributes all formal announcements of local, state, and national internships that it receives. However, the program does not “place” students in designated internship positions. That responsibility rests with the individual student. Before beginning the internship, students must obtain an “appointment” letter from their internship supervisor outlining job responsibilities.

**CREDIT HOURS AND EVALUATION.** All interns must work under the supervision of a professional in their designated fields. The purpose of the internship is to give participating students a direct and professional experience with projects that are managed by a private or public professional agency. The ideal internship provides students with the opportunity for some independent decision-making on tasks. Internships that are simply clerical in nature will **not** be accepted for credit. To receive credit for an internship, a student must submit the two departmental evaluation forms to the Internship Coordinator prior to enrollment.

The number of hours credited for internships depends upon the number of hours completed in the work experience. Credit is earned in increments of one credit for 60 work hours. Before credit is granted, each student is responsible for:

1. Completing the evaluation form provided by the department and seeing that their internship supervisor completes and returns their forms to the department.
2. Submitting an approximately 2500-3000 word (8-10 pages) critical evaluation of a project or other aspect of the work of the agency, firm, etc. that they worked with which contains a description of the agency and its mandated functions, a description of the nature of the problem addressed by the project or the responsibilities of the arm of the agency you are evaluating and a critique of the project or agency department informed by your knowledge of the field as well as your knowledge/observation of the politics of the situation under evaluation. The internship coordinator will, when the occasion merits, have the right to ask other faculty members to evaluate this aspect of a student’s internship activities. **It is highly recommended that you discuss your possible paper topic and approach with the internship coordinator before you write and submit it.**
3. At the end of each semester (beginning of fall semester for summer internship), each student will do a short formal presentation of their evaluation for the faculty and students of the department, as part of an internship colloquia.

## STUDENT ADVISING

The faculty in GIA take their teaching and advising responsibilities seriously. Any faculty member will be available for either academic or career advising upon request. Simply be certain to make appointments.

### *ADVISING REQUIREMENTS*

All graduate students in GIA must:

1. Have an advisor assigned in the first semester.
2. Have an advisory committee appointed by the first semester of their second year.
3. File a program of study by the end of the fall semester of the second year.
4. Complete prelims by the end of the third year.
5. File an application for degree (available online) in the last semester of the third year by March 1.

### ASSIGNMENT OF ADVISORS AND ADVISORY COMMITTEE

Upon entrance into the program, all first year students are assigned an interim advisor by the Director. Assignments are made on the basis of students' academic interests as stated in their application and faculty advising loads. Students should take the opportunity to introduce themselves to their advisor and meet with them sometime early in the semester to begin preliminary planning for their program of study.

If a student eventually wishes to change advisors, this may be done simply by:

Obtaining approval from the new advisor,  
Notifying the old advisor, and  
Notifying the director of the change.

During spring semester of the first year, the student should work with his/her advisor to establish a capstone project advisory committee. Committee membership varies depending upon the form of capstone project a student selects. Final membership must be approved by the Director.

The role of the advisory committee is to:

- Approve the student's program of study;
- Serve as the student's thesis, major paper, or practicum committee; and,
- Provide final approval on the student's thesis, major paper, or practicum.

Before the Program of Study is signed by the advisory committee, changes in the composition of the committee can be done following the procedure for changing advisors above. After the Program of Study is signed, committee changes are made with the Graduate School "Change of Committee" form requiring signatures of both old and new members and the Director. This form may be obtained from the GIA secretary.

## FINANCES AND FINANCIAL AID

GIA provides financial support from several different sources.

### UNIVERSITY GRADUATE ASSISTANTSHIPS (GAS)

GAs are awarded on the recommendation of the Program for 10, 15, or 20 hours. Two stipend levels are used by GIA for GAs: Step 5 is for students with less than 24 hours of course work completed and Step 6 is for students with 24 hours or more of completed course work.

Those holding a Graduate Assistantship are paid on a bi-weekly basis. Out-of state students on at least 10-hour assistantships pay tuition at the in-state rate (see page 19). University graduate assistantships are awarded annually. However, students awarded a nine-month assistantship and who maintain a good academic record and fulfill their assistantship duties effectively will automatically be renewed for the following year. If an assistantship is granted on a semester basis at the beginning of the fall or spring semesters, continuation is dependent upon the availability of funds.

Nine Month Stipend Payments for 2007—2008			
	10 hours	15 hours	20 hours
Step 5	\$6,232.50	\$9,348.75	\$12,465.00
Step 6	\$6,444.00	\$9,666.00	\$12,888.00

Students must enroll for at least twelve hours of graduate credit each semester to be eligible for financial assistance and must make acceptable progress

toward the degree to have assistance renewed. Students may apply for more than four semesters of financial assistance. However, there are a limited number of awards available, and students cannot depend on receiving support for more than two academic years.

## GRADUATE INSTRUCTIONAL FEE SCHOLARSHIPS (GIFS)

All GA students receive GIFS which cover their in-state tuition and Academic Fee\* in proportion to their GA support: 20-hour GAs receive full tuition GIFS, 15-hour GAs receive three-quarter tuition GIFS, and 10-hour GAs receive one-half tuition GIFS. Students on graduate assistantships or graduate project assistantships are required to work the number of hours per week specified in the assistantship (10, 15, or 20). Assignments are based, when possible, on matching student interests and faculty needs. This is not always possible, however, and students may not be given their first choice of assignment. Faculty evaluate students' assistantship work at the end of each semester, and continuance of the assistantship is contingent upon both academic and assistantship performance.

Decisions concerning financial aid are made solely on the basis of merit, that is, academic performance, recommendations, GRE scores and any exceptional characteristics, e.g., prior professional work experience. While GIA would like to provide funding for all students admitted to the graduate programs, available resources do not permit it. Students eligible for student loans should contact the University's financial aid office: Scholarships and Financial Aid, 200 Student Services Building, Virginia Tech, Blacksburg, VA 24061. Phone: 540-231-5179 or [www.finaid.vt.edu](http://www.finaid.vt.edu)

Students interested in exploring other sources of funding are encouraged to obtain the publication, Graduate Student Financial Support from: Council of Graduate Schools, One Dupont Circle, NW, Suite 430, Washington, D.C. 20036-1173, Phone: (202) 223-3791 or [www.cgsnet.org](http://www.cgsnet.org)

## GRADUATE RESEARCH FUNDS

When funds are available, GIA has a program to support students' thesis research when it involves field work or it has substantial data collection costs. Funds are allocated on a competitive grant basis. Students must submit a proposal for funds by March of their first year. Those interested in applying for this support should discuss it with their advisor prior to submission of the proposal. Maximum award is \$500.

\*Comprehensive & Other Fees are paid by the graduate student.

## TUITION AND FEES

Tuition and fees for graduate school are revised each year by the Board of Visitors to adjust for inflation and changes in the costs of education. Different tuition rates are levied for in-state and out-of-state residents. To qualify for in-state tuition, a student must be able to show proof of Virginia residency or be appointed to a graduate assistantship which earns more than \$4,000 for the year. Out-of-state graduate students who are on a graduate assistantship of 10 hours or more qualify for the in-state rate. Tuition scholarships for all or portions of a semester's tuition are awarded by the department on an annual basis.

<b>2007-08 Yearly Tuition and Student Fees (Fall 2007, Spring 2008)</b>		
	<b>Resident</b>	<b>Nonresident</b>
<b>Tuition</b>	<b>\$7,361.00</b>	<b>\$13,556.00</b>
<b>Academic Fee</b>	<b>350.00</b>	<b>350.00</b>
<b>Comprehensive &amp; Other Fees</b>	<b>1,275.00</b>	<b>1,445.00</b>
<b>Total</b>	<b>\$8,986.00</b>	<b>\$15,351.00</b>

## TUITION DEFERMENT PLANS

Virginia Tech offers students a budget tuition plan which allows tuition and fees to be paid over a four month period for one semester or an eight month period for the academic year. Information concerning this plan can be viewed on the Bursar's website ([www.bursar.vt.edu](http://www.bursar.vt.edu)). The application form can be downloaded from this website or you can request information and an application by calling (540) 231-6277.

## SUPPORT SERVICES

### REGISTRATION

Graduate students in GIA can register for classes online using the Hokie Spa drop/add system.

Preregistration is done online in the fall (for spring semester) and in the spring (for the summer and following fall semesters). Students should meet with their advisors prior to or during the pre-registration week to discuss course registration.

### JOB PLACEMENT

The Program assists students in job placement in several ways.

- Maintains a file of job announcements in the Architecture Annex and also posts them on the GIA web page.

- Works with alumni to identify job possibilities for students.

Students, of course, are ultimately responsible for their career choices, but individual faculty and the program assist as much as possible in securing job opportunities for our students.

### STUDENT ORGANIZATIONS AND FUNCTIONS

Students in Government and International Affairs participate in an active organization, the Graduate Urban Affairs and Planning Association (GUAPA), which maintains links with professional organizations at the local, state, and national levels and is the liaison between the students and the faculty on departmental issues. GUAPA elects student representatives for the following:

- Faculty meetings
- GIA curriculum committee
- GIA visiting speakers committee
- Alumni committee
- University and college student committees

GUAPA also sponsors a speakers series for GIA and UAP students. Professionals from the local area are invited to present their perspectives on issues germane to the planning and policy fields. GUAPA also organizes social activities for graduate students, including parties, athletic teams, and various outdoor events.

There are a number of graduate student organizations on campus to help students successfully complete their programs-of-study and integrate them into campus life. The Graduate Student Assembly is the legislative body representing the interests of graduate students on campus. Election to that body is through your college. A list of student organizations is available from the Student Affairs Office or at <http://www.admiss.vt.edu/infosheets/pdfs/stuorgs.pdf>.

## COMPUTER FACILITIES

Program and University computers are available for GIA student use in three locations in the Architecture Annex. The Room 111 studio area has 5-6 work stations that are available for student use when classes are not in session. Room 2 graduate studio/lounge has 3 work stations. These rooms are accessible 24 hours a day via combination locks. Printing is available for a charge by swiping the Hokie Passport.

In addition, more advanced computer use (e.g. plotting, scanning, digitizing, etc.) is available for special coursework use by students in Room 7. Procedures for use of these facilities will be available during fall semester.

The Architecture Annex is also home to a University PC laboratory in Room 1. The state of the art facility holds 25 work stations, all of which have Ethernet connections to the Virginia Tech network and the Internet. While the laboratory is used for classes during the day, it is available for student use Monday-Thursday from 5:00 p.m. to midnight and on Sundays, 4:00 p.m.-midnight.

The University Computer Center offers a large number of short courses on the use of particular software, e.g., Word, Excel, etc. These are generally at no cost. Students are encouraged to attend workshops if they lack experience with computers.

## SOCIAL FUNCTIONS

GIA, along with GUAPA, sponsors a number of social functions during the year. Attendance is, of course, discretionary. They do however, provide a chance to get acquainted with other students, faculty, staff, and spouses in an informal setting. Planned events are:

1. Fall Graduate Student Party (first week of fall semester)
2. End of year party (last week of spring semester)

## BUILDING SECURITY

GIA students and faculty often work in the Architecture Annex and in the nearby EDP Studio on evenings and weekends after regular business hours. In order to ensure that our common workspace is as safe, private and convenient as possible, the building is locked during the times outlined below. Please honor the aims of this effort by closing the exit doors behind you as you enter and exit the Annex after normal work hours and on weekends. Access is available to all UAP and GIA students via a combination lock on the east side of the building. Please keep that access number confidential when it is provided to you.

- Outside entrance doors locked: 10:00 p.m. Monday-Thursday
- Outside entrance doors locked: 6:00 p.m. Friday
- Outside entry doors locked from 6:00 p.m. Friday until Sunday at noon
- Outside entry doors locked at 10:00 p.m. on Sunday

The Annex may be opened for special events on weekends as arranged.

## THESIS, MAJOR PAPER, AND PRACTICUM POLICIES

All students must successfully write and defend a thesis, major paper or practicum. The document must be completed and certified as “defensible” by members of the students committee before the final exam can be scheduled. The student committee shall consist of:

- Thesis: Three faculty members with two members— including chairperson—from GIA
- Major Paper: Two faculty members with Chair from GIA: the Chair must also sign the Graduate School examination form.
- Practicum: One faculty member with that Chairperson from GIA as lone reader; Program Chair and School Director must also sign the Graduate School examination form.

*Completed papers must be submitted electronically to the Graduate School and conform to its guidelines.*

While a specific schedule and details relating to completion of degree requirements will be established by a student's committee chair, there are certain general expectations given below.

#### THE THESIS\*

Expectations regarding the character and quality of the research carried out in order to complete the thesis are outlined below. Students selecting this option should enroll in GIA 5994-Research & Thesis.

The thesis presents the results of a well defined and original research effort that involves either:

1. The analysis of primary or secondary data sources;
2. The analysis of primary or secondary document sources;
3. The analysis of primary or secondary ethnographic sources; or
4. The use of another academically legitimate analytical technique with approval and guidance of your thesis advisor and your committee.

The student rather than the faculty is responsible for defining the research problem and developing the research design for the study. A proposal for the thesis, signed by all committee members and the Program Chair, must be on file before a student may enroll for thesis credit. This proposal should include:

- a. An introduction, including a rationale or justification for the research;
- b. A discussion of the relevant literature on the topic;
- c. A specific statement of the hypotheses to be tested;
- d. A detailed outline of the data and methodology to be used; and
- e. A statement of expected findings.

The process for completing and obtaining approval of a thesis is:

1. Select a general thesis topic or problem.
2. Choose a faculty member to chair your thesis committee. In most cases this will be your advisor and/or the faculty member with whom you have been working most closely while a student.
3. In consultation with your advisor, develop a specific research outline.
4. Write a formal research proposal. The proposal must clearly define the problem, state the rationale for exploration of the problem, specify the methodology and outline the organization of the study.
5. With the advice of your chair, select a thesis examination committee.
6. Present your proposal to your committee for approval.
7. File your approved proposal with the Program Chair. A signed copy of the cover page of your proposal must be in your file before you can register for thesis credits.

8. Research and write the thesis.
9. After all members of your committee have reviewed the document and agreed that it is in “defensible” form, schedule your oral defense and final examination through the Graduate School.
10. After all committee members have certified that you have passed your defense/final examination you have two weeks to make minor editorial changes and file copies of your completed thesis, signed by all committee members, with the Graduate School and the Program Chair.

We recommend you allow one full semester to complete steps 1-6 plus at least one semester to complete steps 7-9. Completion of the thesis, from beginning to end, generally takes one year, so you should begin the process one full year before you expect to graduate. The following schedule is highly recommended:

First draft due September 15 for fall completion or February 1 for spring completion;  
Final draft due November 1 or March 15; and  
Oral defense no later than the week before Thanksgiving or the first week of April.

\*The thesis is **not** an option in the National Capital Region.

## THE MAJOR PAPER

Students selecting this option should sign up for GIA 5904—Project & Report. The major paper can be considered as a “scaled-down thesis.” It does not necessarily involve formal analysis of primary sources. Instead, the major paper may consist of a case study or a comprehensive review of the theoretical literature related to a specific policy, planning, methodological issue or technique. The exact nature of the activities reported in a major paper will be approved by a student’s committee, and should be reflected in a written proposal signed by committee members and the Program Chair. Students receive three semester credits for completing and successfully defending a major paper. The defense is part of the student’s final oral examination. The schedule to follow for completing this option is:

First draft due October 1 or February 15;  
Final draft due November 1 or March 15; and  
Oral examination no later than the week before Thanksgiving or by mid-April.

## THE PRACTICUM

The practicum provides graduating students with the opportunity to demonstrate his/her grasp of general concepts, principles, skills, and techniques in planning, policy analysis or public management by executing a task typical of professional practice in these areas. This process should be completed before November 1 or April 1 of the final semester.

The student is expected to demonstrate his/her ability to:

1. Define and assess a problem;
2. Design an appropriate work program to resolve the problem; and
3. Execute the work described in the work program.

### Procedures

1. Register for GIA 5804.
2. Student contacts the faculty member he/she wishes to act as Reader for the practicum.
3. The Reader should identify potential topics for the practicum examination and eventually select one. The Reader drafts a problem statement.
4. The Reader provides the student with a copy of the problem statement at an agreed upon date.
5. The Reader reviews and discusses the problem statement with the student to resolve any questions that might arise and to establish a tentative time schedule.
6. If the student believes the problem is inappropriate to his/her education, is on a topic for which there is insufficient information available, or is impossible to complete within the time available, he/she may request that a substitute problem be prepared and assigned. The final decision on such a request rests with the Reader.
7. When the student accepts a problem, he/she should:
  - a. Familiarize him/herself with the specific problem described in the problem statement (i.e., identify who is involved, what their interests are, what geographic areas are involved, what data is available, what the major issues appear to be, etc.);
  - b. Within two to seven days prepare a work program that specifically describes the work to be done in investigating and reporting on the problem and the time to be devoted to each task; and
  - c. Submit a copy of the work program to the Reader for review so s/he has at least 24 hours to review the material.
8. The student and the Reader meet to review and to discuss the work program to achieve a clear agreement among all present concerning the scope and timing of the work to be done. If the Reader believes revisions are necessary, s/he may request those before the student proceeds

with the substance of the work. A second meeting to review revisions may be necessary.

9. Revisions to the problem statement may be done following the meeting with the student upon approval by the Reader.
10. As soon as the Reader is satisfied with the work program, s/he should send to the Graduate School a “Request to Admit Candidate to the Final Examination” form.
11. The student undertakes the tasks outlined in his/her work program. Fourteen to twenty-one days are allotted for completion.
12. The student may ask for points of clarification from the Reader. However, the final project must be the sole work of the student. Failure to conform to the University’s Honor Code may result in dismissal.
13. The student delivers a copy of the completed work to the Reader at least two days before the scheduled final examination. The Reader should receive:
  - a. The text of the report;
  - b. A copy of the problem statement issued by the Reader, as amended (refer to #11); and
  - c. A copy of the work program prepared by the student, with notes indicating in what manner it may have been modified after discussion with the Reader.
14. On the day of the examination, the student must obtain from the Graduate School office an “Admission to Examination” card.
15. The student makes a brief but lucid, professional presentation to the Committee (20 to 30 minutes in length is usually appropriate—graphic overheads or slides are encouraged where appropriate). The student should discuss the problem setting as he/she found it, the general approach taken in the study of the problem, and findings from the study. Committee members may ask the student to expand on selected topics, discuss some of the major points in the report, and make a reflective evaluation of the work produced. About an hour is usually needed for the presentation and discussion.
16. The practicum will be assigned a grade by the Reader based on the quality of the written and oral presentations. If the student fails (F), he/she must repeat the examination in another semester. A student may retake the practicum once. Failure on the second attempt will result in the student being dropped from the program.
17. The Reader signs the student’s “Admission to Examination” card; the student then returns it to the Graduate School office.
18. The student provides the Reader with one corrected copy of this report, which is to be retained in the files of the Government and International Affairs Program. The Reader is to deliver this copy to the GIA secretary. Final copies should also be provided to the Reader.

## CHANGING YOUR DEGREE

Some students decide they would prefer to change degree programs between Urban and Regional Planning and Public and International Affairs. This can be accomplished without difficulty or loss of time if done during the first year of study. To change programs:

1. Discuss with your advisor or, if appropriate, the Program Chair;
2. Obtain a change of major form from the secretary and obtain necessary signatures;
3. Return form to secretary; and
4. Get assigned to a new advisor, if necessary.

## GRADUATION PROCEDURES

1. **Schedule Final Exam or Final Defense:** A form (<http://www.grads.vt.edu/forms/index.html>) to schedule the defense of your final project or from the GIA secretary at 531 Major Williams Hall. Once completed, it is to be returned to the Graduate School not later than two weeks prior to the date of the examination to permit a complete clerical review and to ensure that all degree requirements have been satisfied. All graduate students must schedule a final exam or final defense.
2. **Graduation Fees:** Thesis fees must be paid the day of your examination. A document authorizing the student to pay their fees must be picked up at the Graduate School office the day of the examination.
3. **Application for Degree Card:** This card can be obtained online and must be submitted by the date indicated. If you do not apply for your degree on time, your name will not appear in the commencement bulletin and there will be a delay in receiving your diploma.
4. **Instructions for Handling Diploma:** This form must be submitted, even for those who plan to attend Commencement. The diploma will be mailed 3-4 months after completion (except for Spring graduates). The diploma will be held at the Programs and Clearances office until this form is received.
5. **Submission of Final Electronic Thesis/Dissertation (ETD):** Students have two weeks after the date of the exam to submit the electronic copy of the thesis, paper, or project to the Graduate School office. If additional time is needed, the advisor will need to submit a request in writing to the Dean of the Graduate School indicating the reason and date to be submitted.
6. **Record Review:** It is strongly suggested that all students stop by the Programs and Clearances office to verify that all records are complete before leaving campus.

7. **Defending Student Status (1 hour):** Students not registered for classes during the semester of their defense must register at the Programs and Clearances office in the Graduate School under GRAD 6864. The advisory committee chair's signature is required on the form. To be eligible for registration as a defending student, the degree candidate should have completed all course and degree requirements including writing of the thesis. Further, they need to schedule and pay for the defense before the academic term begins and they need to have the exam take place during the first twenty class days of the term. Exceptions to this requirement, such as inability to get the advisory committee together, must be requested on the form used for defending student registration and certified by the advisory committee chair's signature. **Please note:** This fee is non-refundable.

For more information on graduation procedures, please contact the Graduate School at 231-5078 or 231-9558; FAX 231-3714.

## GRADUATE ASSISTANTSHIP RESPONSIBILITIES

Graduate students on assistantships are required to work the number of hours defined in their assistantship contracts. GAs are assigned by the GIA Program in a manner that best serves program, faculty, and student needs. While every attempt is made to match students with faculty of similar interests, that is not always possible. Also, the Program has certain needs that require GA support.

The following policies have been the practice of GIA and should be the basis of faculty and student responsibilities regarding GA work.

1. It is the responsibility of the faculty to define clearly the manner in which the weekly GA hours are to be assigned and monitored. Some faculty prefer weekly progress meetings, while others set meeting dates less regularly. Both the student and the faculty member should understand the schedule they develop.
2. A purpose of the graduate assistantship is to provide students with the opportunities to enrich their academic experiences outside of the classroom setting. This includes supporting faculty research, assisting faculty's instructional duties, participating in public service activities, and providing technological support for faculty or the department.
3. GA work commitments do not apply to Thanksgiving, Christmas, or Spring break periods. However, faculty and students may negotiate use of those time periods for GA work to fulfill future or past work commitments.

4. Graduate assistants are evaluated at the end of the year to determine whether they should be continued. Failure to fulfill GA responsibilities will result in the loss of the assistantship for the following year.
5. In the event a student or faculty member is dissatisfied with their assigned arrangement, the chair and or executive committee of GIA will review the situation and make appropriate adjustments. GAs who change duties are still responsible for any hours not fulfilled by their original assignment. The normal procedure would be a two week notification to both the student and faculty of any reassignment. Exceptions are at the discretion of the GIA Executive Committee.
6. Faculty are not to make work assignments that interfere with a student's ability to progress satisfactorily toward completion of his/her program. Assignments that require students to miss class, interfere with normal study schedules, or otherwise place an undue burden on a student's academic performance are not appropriate.

## CLASSROOM PARTICIPATION POLICY

The Government and International Affairs program values the role of participation and active engagement by students in the learning process. Moreover, we believe a prerequisite for learning is that students attend class regularly, participate fully when called upon, and have command of the assigned readings at the scheduled time. To accomplish these ends, faculty in GIA are encouraged to evaluate participation by monitoring attendance, by including class participation in the evaluation of student performance, and by assessing student comprehension of assigned readings through appropriate means.

## PROCEDURES FOR RESOLVING ALLEGATIONS

In the possible event of student allegations of faculty misconduct, the University and the GIA program have developed procedures for resolving conflicts. It is the belief that most student complaints can be resolved at the program level. GIA's procedures are intended to help students and faculty achieve resolution. The procedures are available from the GIA secretary.