For more information please see the Brown University Graduate School website or the Department of Political Science website.

http://www.brown.edu/academics/gradschool
http://www.brown.edu/academics/political-science
Welcome to the Political Science Department at Brown University. We expect that you will find your time here both intellectually and personally rewarding.

The Department of Political Science has prepared the following guide to offer useful information about its program. The guide features requirements, procedures, and resources. It also attempts to answer frequently asked questions. Our hope is that the material contained in this guide will help students successfully navigate their way through the PhD process.

For further information, please refer to the Political Science website

http://www.brown.edu/academics/political-science

and the Graduate School website

http://www.brown.edu/academics/gradschool
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DEPARTMENT CONTACT INFORMATION

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  RC@Brown.edu
  401-863-3523, Prospect House, Room 211

- Graduate Program Coordinator: Suzanne Brough
  Suzanne_Brough@Brown.edu
  401-863-2825, Prospect House, Room 101

- Chair, Political Science: Professor Sharon Krause
  Sharon_Krause@Brown.edu
  401-863-6095, Blistein House, Room 221

- Department Manager: Patti Gardner
  Patricia_Gardner@Brown.edu
  401-863-2827, Prospect House, Room 109

- Graduate Affairs Committee: Professor Ross Cheit, Chair
  Professor Jordan Branch
  Professor Corey Bretschneider
  Professor Wendy Schiller
  Professor Prerna Singh

- Graduate Student Liaisons: Aytug Sasmaz
  Aytug_Sasmaz@Brown.edu
  Ferris Lupino
  Ferris_Lupino@Brown.edu

- Graduate Student Political Science Listserv: polisci_grad@listserv.brown.edu

For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool http://www.brown.edu/academics/political-science
GRADUATE SCHOOL DEANS

- The Graduate School main line 401-863-2600.
- If you are within Brown, you only need to dial the last 5 digits of the phone number.

- Peter Weber
  x3-1007
  Dean of the Graduate School
  Professor of Chemistry
  Peter_Weber@Brown.edu

- John Tyler
  x3-1036
  Associate Dean of Academic Affairs
  Professor of Education
  John_Tyler@Brown.edu
  - Academic issues
  - Exchange Programs
  - Leaves of Absence

- Brian Walton
  X3-1802
  Associate Dean of Administration and Program Dev
  Brian_Walton@Brown.edu
  - Administration including Admissions
  - Liaison to Directors of Graduate Study
  - Student health insurance

- Maria Suarez
  X3-3145
  Associate Dean and Director of Student Support Services
  Maria_Suarez@Brown.edu
  - Graduate student services
  - Student support services
  - Medical leave and medical re-admission

- Jabbar R. Bennett
  X3-2713
  Associate Dean for Recruiting and Professional Development, Graduate School and Division of Biology and Medicine
  Jabbar_Bennett@Brown.edu
  - Recruitment
  - Mentor and advise students and post-docs on career path and progression

For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool  http://www.brown.edu/academics/political-science
COURSE REQUIREMENTS FOR THE PhD

- Thirteen courses are required:
  - A minimum grade of B is required for credit though grades of A are expected for the majority of coursework. Exceptions to take a course S/NC must be approved in advance by the DGS.
  - All courses must be 2000-level graduate seminars
  - Eleven* courses must be taken in the Department of Political Science
  - Up to two courses may be taken in a related discipline *though up to two additional courses (for a total of 4 outside POLS courses) may be taken with DGS approval
  - POLS2000 Research Design (required in the first year)
  - POLS2580 Qualitative Research Methods (required in the first year)
  - Two of the four pro-seminars: POLS2100 American, POLS2110 Theory, POLS2120 Comparative, POLS2130 IR (take them as soon as they are offered)
  - One POLS graduate level theory course of your choosing
  - POLS2050 and POLS2051 (required in the third year)

- First Year Students:
  - Six 2000-level graduate seminars including POLS2000 Research Design, POLS2580 Qualitative Research Methods, and, if offered, any proseminars in the fields of your choice.

- Second Year Students:
  - Six 2000-level graduate seminars including, if offered, any proseminars in the fields of your choice.

- Third Year Students:
  - One course: a year-long prospectus writing seminar worth one course credit: POLS2050 (Fall) and POLS2051 (Spring) (required)

- Fourth year students and above:
  - Thesis Preparation: POLS2990 (Fall and Spring) (No credit)

For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool  http://www.brown.edu/academics/political-science
METHODS

All students are required to take POLS 2000 in the first year AND POLS 2580 (the first in the graduate quantitative methods sequence) AND one graduate course in political theory. Students should follow the advice of their faculty advisors to gain any additional methods skills they may need, which may call for them to do more than the required courses.

To support these requirements the department will regularly offer the following methods courses:

- **POLS 2000** – a survey of key models of research in political science, including sessions on the philosophy of social science; causality/relationships between variables; process tracing; quantitative and qualitative methods of data analysis; experimental logic; and methods of political theory. The course will normally be co-taught by two faculty members from different subfields.
- **POLS 2580 and 2590** – quantitative methods sequence
- Additional qualitative methods and other methods (e.g., experimental methods, methods in political theory, game theory)

INDEPENDENT STUDY COURSE

- Students may arrange on an individual basis to take a POLS2980 Independent Reading and Research course as an elective. Plan to register for the section coordinating with the faculty you want to work with. Students should propose a course plan to the faculty member for approval prior to registration. Another alternative is to arrange to attend lectures for courses offered by Political Science faculty members at the undergraduate level. In such cases the student will enroll in an independent study course with the faculty member to run concurrently with the lecture course but with additional special meetings and written assignments appropriate for graduate-level independent study.

For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool http://www.brown.edu/academics/political-science
SUBFIELD WORKSHOPS

Each subfield will determine whether to hold a subfield workshop and how to organize it. Subfield workshops may be counted as courses, if they are given course numbers, but they can also be held in a more informal way depending on the specific needs of each subfield.

Students are expected to attend all workshops in their primary subfield of interest. Workshops taken for course credit are two sequence courses (Fall and Spring) with course numbers that count for 1 credit. Workshops may only count once.

Currently there are five formal workshops:

- For these workshops, consult the Watson Institute’s event website for details.
  - Comparative Politics Graduate Research Workshop, POLS2111 and POLS2112, led by Professors Rick Locke and Prerna Singh, which meets on certain Wednesdays from 5:00-6:30pm.
  - The Development and Governance seminar which meets on certain Wednesdays from 5:00-6:30pm.
  - The India Initiative which meets on certain Fridays at 2:30pm.
  - The newly added Watson Political Economy Forum (PEF) on certain Tuesday in Fall and on certain Thursdays in Spring from 4:30-6:00pm.

- The Political Philosophy Workshop (PPW) which meets on certain Thursday from 4:00-6:00pm. For further details, consult the PPW website.
MASTERS DEGREE

The department does not have a separate master's program; students can earn the A.M. in Political Science on the way to the Ph.D. The A.M. requires passing eight 2000-level Political Science courses, including two research seminars requiring substantial written work, with a grade of B or better.

In order to receive the A.M., contact by email Lisa_Cote@Brown.edu in the Registrar’s office to request that she add the A.M. to your record so that you can complete an Application to Graduate form through the online Banner system. The deadline is May 1 of the year you wish to receive your Master’s degree.
EVALUATION

The Department will conduct one formal evaluation each year. Students’ academic standing can be classified in four ways: good, satisfactory, warning or termination. Evaluation information will be sought from:

- Current Course Professor(s)
- Current TA Supervisor(s)
- Thesis Advisor(s)

In conjunction with faculty feedback, the following guidelines will be used as a gauge on the rate of progress in coursework, teaching and research:

- Year One: Successful completion of six courses.
- Year Two: Successful completion of six courses for a total of twelve completed courses. Satisfactory teaching evaluations, if applicable.
- Year Two Summer: Successful completion of preliminary exams in August.
- Year Three: Successful completion of the prospectus seminar including defense of the Prospectus. Satisfactory teaching evaluations, if applicable.
- Year Four: Significant progress in researching and writing of the dissertation. Satisfactory teaching evaluations, if applicable.
- Year Five and above: Significant progress in researching and writing of the dissertation or successful defense of dissertation. Satisfactory teaching evaluations, if applicable.

You will receive a written summary of your evaluation from the Director of Graduate Studies during the summer.

For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool       http://www.brown.edu/academics/political-science
TEACHING ASSISTANTSHIPS

To qualify for the Ph.D., a graduate student must acquire teaching experience under the supervision of a faculty member in both his/her main field of expertise and in a second field. A minimum of two semesters is required. Most graduate students who receive a five-year (10 semester) financial aid package will be awarded funding during years two through five in the form of a Teaching Assistantship (TAship).

ASSIGNMENT OF TEACHING ASSISTANTSHIPS

- Prior to the start of each semester, the Director of Graduate Studies or Graduate Program Coordinator will send you a notice regarding available TA assignments and asking for your top three preferences of classes you would like to TA. Every attempt will be made to match students with their preferences.
- Holding more than one TAship at a time or more than one appointment (in the same semester) is specifically and directly prohibited by the Graduate School.

**FINAL TA ASSIGNMENTS WILL NOT BE MADE UNTIL ENROLLMENT COUNTS ARE CONFIRMED FOLLOWING ADD/DROP PERIOD.**

TEACHING RESPONSIBILITIES*

- Attend lectures given by the Professor
- Lead up to two 50-minute discussion sections for a total of up to 50 students
- Hold regular office hours
- Grade papers and exams for not more than 50 students
  - The plastic bins in the basement are to be used for drop off and/or pick up of undergraduate papers and exams. Please tell your undergraduates that the bins are in the basement. To “claim” a bin, simply fill out an index card with the course number and your name and slip it into the slot provided on the front of the bin. Bins for current courses are located on the bookshelf across from the staircase. Bins for the previous semester’s courses are located on the shelf on the wall behind the stairs.
- Post assignments, course content, etc. on Canvas, as requested.
- Remind students at the end of the semester to complete teaching evaluations online.

*May vary depending on the professor

The Department strongly urges all of its graduate students to contact the Harriet W. Sheridan Center for Teaching and Learning and to make full use of its programs, literature, and seminars.

(http://www.brown.edu/Administration/Sheridan_Center)

For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool  http://www.brown.edu/academics/political-science
TEACHING AWARD

The P. Terrence Hopmann Award for Excellence in Teaching was created to honor the outstanding work of a Teaching Assistant.

Terry Hopmann, Professor Emeritus and former Chair of Political Science, retired in 2008 after more than 25 years of dedicated service to Brown University. He was known for his tireless commitment to the students of Brown, both graduates and undergraduates. This award is a tribute to his innumerable contributions to students of all ages during his tenure with Political Science.

The Graduate Affairs Committee will select winners based on section leader evaluation scores and comments, and nominations by the students’ faculty instructor. This award will be given to a minimum of one student per semester. Award winners will be announced annually in the second semester for the previous spring and fall semesters. Students cannot win in consecutive semesters. This award carries a cash prize of $250.
UNIVERSITY DISSERTATION FELLOWSHIPS

- University Fellowships are available competitively to Graduate School funded dissertation-level students. The Department has decided that priority in allocating fellowships should be given to those engaged in the research and writing of their dissertations (i.e. post-prospectus fourth and fifth year students). Students should apply in either their third year in order to have the fellowship in their fourth year or apply in their fourth year in order to have the fellowship in their fifth year in the program.

- A minimum of two dissertation fellowships will be awarded every year.

- Dissertation fellowships may be awarded for either one semester or a full year.

- Students who have not yet defended their prospectus may apply, however, awardees must have defended their prospectus by the time the award goes into effect or forfeit the award.

- The deadline is April 1 for support in the following year. Students should submit to the Graduate Program Coordinator an application which should include the following:
  ✓ A copy of your (draft) prospectus
  ✓ A one-page (maximum) abstract
  ✓ A letter of evaluation (not recommendation) from your advisor indicating the strengths and weaknesses of the proposed project and your ability to carry it out/preparedness to start the research and likelihood it will be completed within the proposed time frame
  ✓ A personal statement describing how exactly the dissertation fellowship will be used, why it is crucial to your research, and why you need one semester or two to accomplish it
  ✓ An up-to-date vitae
  ✓ A current unofficial transcript (a printout from Banner is sufficient)

- The DGS and the Graduate Affairs Committee will review applications and notify students.
PRELIMINARY EXAMINATIONS

Graduate students are required to pass preliminary exams (a comprehensive written exam plus a comprehensive oral exam) in two subfields, one designated as primary field and the other as secondary field, at the beginning of their fifth full-time semester in the program. Each subfield sets its own expectations for the content of the written exam but all subfields distinguish primary from secondary field students and grading will reflect this distinction.

Students must complete twelve courses before taking preliminary examinations. You must take a minimum of two courses in each subfield that you are taking an exam in. One of these courses must be the proseminar. No student with an incomplete shall be allowed to take a preliminary examination.

Exam committees will be set by the Director of Graduate Studies and students will be notified of their examiners several months before the exam. There is one committee per subfield and each exam committee consists of two faculty members in the subfield. Students should expect to meet with the faculty examiners in advance of the exam to discuss what the expectations are for the exam and to receive clarification on exactly what range of material students are expected to master.

Written exams will be in mid to late August, prior to the start of the Fall semester, with orals expected the following week. The Graduate Program Coordinator will coordinate exact exam dates (written and oral) and notify students as soon as possible. Exceptions to this timing may be made with permission of the DGS for individual students who have a strong research-based rationale (e.g., they must spend the summer after their second year doing fieldwork and are therefore unable to prepare for exams during that period.) Normally the DGS will consult with the student’s advisor(s) to confirm the rationale for a research-based exception.

It is possible to fail one or both of the field examinations. Students who are judged to have failed all or part of an examination will move to warning status immediately and be required to retake the exam(s) in question in December/January (if the first exam was taken in August/September) or August/September (if the student received an exception and took the first exam the previous May i.e. the end of the spring semester of the student’s second year). If a committee determines that the written exam by itself is unpassable, they can cancel the oral exam and fail the student. Both preliminary exams must be passed successfully by the end of the third year in the program at the very latest. Failing the prelims a second time is cause for immediate withdrawal from the program.
PRELIMINARY EXAMINATIONS

PRIOR TO THE EXAM

- Choose a primary and secondary subfield and notify the Director of Graduate Studies by April of your second year.
- Obtain reading lists and copies of prior exams from the Graduate Program Coordinator. Each subfield has a reading list for students to use as a guide to exam preparation. The reading list covers core material for the exam but the exam may also cover material from relevant proseminars and other courses the student has taken.

DAY OF THE EXAM

- Written exam process:
  - Exams will be given on separate days. Each exam is 8 hours long. Student will receive the exam at 9:00 am and have until 5:00 pm to complete it.
  - Each written exam is open books and open notes but all writing for the exam must be original and new – i.e. no cutting and pasting of previously written notes or material is permitted.
  - Completed exams should be emailed to the subfield committees and the Graduate Program Coordinator.

- Oral exam process:
  - After completion of the written exam, each student shall be required to sit for an oral exam with 60 minutes given for each subfield.
  - Exams will be administered by all four faculty examiners (two from each subfield) for a combined two-hour exam.
  - The committee shall meet in executive session to determine an overall grade for the combined written and oral exam process.
  - Grading options are: pass with distinction; pass; fail.
For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool  http://www.brown.edu/academics/political-science
PROSPECTUS

Before commencing work on the dissertation, the Department requires you to write and defend a dissertation proposal, known as the prospectus. The prospectus is written and defended during the third year. Further information pertaining to the prospectus will be disseminated in the prospectus writing seminar (POLS2050 and POLS2051).

- Select a dissertation committee of no less than three faculty members including a committee chair. A minimum of two committee members including the committee chair must be faculty members in the Political Science Department. The committee chair must be a senior faculty member. Close and frequent consultations between you and your committee are expected.

- Drafting and contents of the prospectus – please see department website for further details. The four basic components are:
  - The Question
  - Statement of theoretical context
  - Research design
  - Working bibliography

- Preparing for the prospectus defense
  - Schedule a date with all of your dissertation committee members
  - Confirm availability of the location you want to defend in
  - Ten days prior to defense, provide the Graduate Program Coordinator with the following information:
    - Names of committee members
    - Title of prospectus
    - Date and Time
    - Location of your defense

For more information please see the Brown University Graduate School website or the Department of Political Science website.

http://www.brown.edu/academics/gradschool  http://www.brown.edu/academics/political-science
**DISSERTATION**

The dissertation is a substantial work of original scholarship usually ranging in length from 200 to 450 double-spaced pages.

In special cases and with the permission of the dissertation committee, students may submit a dissertation consisting of three or more individual papers instead of a single book-length project.

- **Written format of Dissertation:** Refer to the graduate school website for details.
- **Schedule Defense Date**
  - Obtain *written* approval from committee for moving forward to the defense
  - Establish date ONE month in advance
  - Confirm availability of Director of Graduate Studies
  - Confirm availability of your dissertation committee
  - Confirm availability of the Department of Political Science seminar room or other location
  - Complete a Dissertation Defense form available on the Graduate School’s website, have the DGS sign it, and submit it to Barbara Bennett in the Graduate School
  - Provide the following information to the Graduate Program Coordinator for advertising:
    - Date, time and place of dissertation defense
    - Dissertation Title

- After successful completion of dissertation defense, candidates must schedule an appointment with Barbara Bennett at the Graduate School (3-2843).

- After successful completion of dissertation defense, e-mail a copy of the final version of the dissertation to the Graduate Program Coordinator to be bound and added to the department library. You may request copies of your dissertation be bound online through the Bindery at The Rock library. The cost is $20.

For more information please see the Brown University Graduate School website or the Department of Political Science website.

[http://www.brown.edu/academics/gradschool](http://www.brown.edu/academics/gradschool)  [http://www.brown.edu/academics/political-science](http://www.brown.edu/academics/political-science)
ACADEMIC POSITION PLACEMENT

As of July 1, 2013 the Department of Political Science recommends students use Interfolio, an online file management service, to send academic applications. Brown University's CareerLab partnered with Interfolio in 2009. CareerLab also offers helpful information on the job market process.

- Create an Interfolio account using the Brown-specific link on the CareerLab’s website.
  - http://brown.edu/campus-life/support/careerlab/resources/interfolio/interfolio-credential-service

- In July or early August for the academic job market, request confidential letters of recommendation from three or four faculty members. Send them the links through Interfolio.

- The Graduate Program Coordinator will provide you electronic letterhead for cover letters. Do not misrepresent yourself. Cover letters should be no more than two pages.

- BE MINDFUL OF DEADLINES – DO NOT WAIT UNTIL THE LAST MINUTE

- If you would like your profile added to the PhD Job Candidates webpage, please send updated information (bio, CV, photo) to the Graduate Program Coordinator.

For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool  http://www.brown.edu/academics/political-science
RESOURCES

- Prospect House Basement

- The basement is graduate-only space. Undergraduates are only allowed in the basement to pick-up and drop-off assignments in the designated space at the bottom of the stairs. **Do not use the basement for office hours or meeting with students.**
- Room 001 is a meeting space with comfortable chairs and storage lockers. It features a mini-fridge and microwave.
  - Lockers will be distributed to incoming students based on availability. Instructions will be provided at the start of the semester, or contact Ferris Lupino or Aytug Sasmaz.
- Room 002 is the computer room. It features six computers, as well as additional carrel and desk space for day-use *only*. These carrels and computers are not assigned, and cannot be claimed. Visitors are not allowed access to the computers.
  - Copy machine: the code is 4321 ID. This is for your *professional* use only.
  - Printer. This is for your *professional* use only.
  - Scanner. This is for your *professional* use only.
  - Paper is available in the second floor copy room. This is for your *professional* use only.
  - If you see that toner is running low, please let Suzanne know.
  - If something is not working with one of the computers, please email our department CIS liaison Sherie Josephson, at Sherie_Josephson@Brown.edu.
- Room 004 is a *quiet study room*. Please be mindful of this, and keep the door to the computer room closed. For group study/hanging out, please use the newly furnished library instead.
- Room 005 is the library. It is newly furnished with desk space for group study, couches for hanging out/relaxation, as well as a TV and whiteboard.
  - You may borrow any of the books but please do not mark them up. Books must be returned within 48 hours.
  - Should you receive extra copies of books from TAing/elsewhere, please consider donating them to the grad reps for addition to the library.
  - Instructions for operating the TV are on the wall beside it.
- Air quality: there are dehumidifiers in every room in the basement. **Under no circumstances are you to turn any of the dehumidifiers off.**
  - The dehumidifiers empty automatically, but if you notice a full bucket or leakage, please let the office staff know immediately and dump the bucket.
- **Finally, this is a shared space so please keep it tidy!**
RESOURCES CONTINUED

➢ Elsewhere in Prospect House

✓ On the first floor, there is a kitchen with a kettle and microwave. Please remember to unplug the kettle when you are done. There is also a soda vending machine. The fridge is for faculty use only (use the one in the basement instead). There is a Keurig machine and kettle. The coffee is $0.50 per K-cup, though you are welcome to bring in your own K-cups. Tea and hot chocolate are free.
✓ There is a shared faculty and graduate student lounge on the main floor, room 105. That’s also where your mailbox is located. Please empty your mailbox regularly.
✓ Please keep these areas clean and don’t forget to throw away any old food. Food containers should be disposed of in the kitchen trash ONLY. Bathroom and kitchen trash are emptied nightly. All other office trash bins are emptied Tuesdays and Fridays.
  ✓ This goes for the basement as well. If you have stinky food, put it in the kitchen trash.
✓ Undergraduates are not allowed in Blistein or Prospect House after 5:00 p.m. Please do not let them in, as the doors will be locked. Do not ever prop the doors open after 5:00pm!

➢ Blistein House: TA Offices and Carrels for Advanced Graduate Students

✓ Advanced graduate students (generally, those writing dissertations) without office space elsewhere on campus will have the option of getting their own carrel in a locked room in Blistein with shelf space and drawer with lock. These will be allocated at the beginning of each year by the Grad Reps. You will be given a key to the building and to the room.
  ✓ This room is for carrel-holders only. Do not use it for office hours, meetings, etc. It is also a quiet space. If you would like to do group work, the seminar room in Blistein is generally available (check with the Grad Program Coordinator).
✓ Office hours for TA’s can be held in a TA office in Blistein (rooms 224 and 334 for 2014-15), or in a local café. Signup for office times is via a shared Google Spreadsheet (circulated at the beginning of the year by the Grad Rep). If you hold office hours in Blistein House, you must end by 5:00pm.
TRAVEL REIMBURSEMENT

➢ Conference Travel

✓ Students who have been invited to present papers at academic conferences can apply to the Graduate School for up to $500 to cover related travel expenses. You must complete the Conference Travel Application Form in advance and submit it at least one month before traveling. Pre-approval is required. Students can be reimbursed for only one conference per academic year; reimbursement will not be granted for merely attending a conference. Please see the Graduate School’s Handbook for exact details.

✓ Once you have applied for funds from the Graduate School, you may apply for up to an additional $250 in conference travel funds from the Political Science Dept to either present at a second conference or supplement the first conference if the total cost of attending that one conference is more than $500. These funds are limited and available on a first-come first-serve basis.

✓ After travel is completed and approval received from the Graduate School, students must submit via email the approved Conference Travel Application Form and the Graduate Student Reimbursement Form (available from the Department Manager or Graduate Program Coordinator) with scanned receipts to the Department Manager.

✓ All reimbursements, no matter what department is providing the funds, must be submitted to the Political Science Department Manager.

➢ Research Travel

✓ The Graduate School uses the Travel Research Grant program to supplement outside awards that are related to research travel and that are given during the academic year. Students who are conducting research, traveling, or performing other academic activities off-campus during the academic year may apply for this grant. A Doctoral Research Travel Grant Application must be submitted in advance by the deadlines provided depending on when travel is expected. There are 3 deadlines to apply per year.

✓ An award from this program can only be used to supplement dollar-for-dollar non-Graduate School awards related to research travel and up to a maximum of $1,800 per academic year. Travel funds are limited, and awards are given out each year until the fund has been exhausted.

✓ To apply for a research travel grant, see the Grad School’s website and/or Handbook. The application is available online.
CHANGE IN STATUS

A graduate student wishing to obtain any of the following changes in status must request permission in writing from the Director of Graduate Studies.

- **Leaves of Absence**
  - Forms available online on the grad school’s website
  - Applications for leaves of absence should be sent to the Graduate School a month before the start of the semester in which the leave is to be taken.
  - To extend a leave of absence for a second year, students must file extensions with their DGSs prior to the expiration of their leaves. Students who do not file extensions will be automatically withdrawn from their graduate programs at Brown.
  - To return to active status, students must notify the DGS and the Graduate School in writing by May 1 for a fall-semester return or November 1 for a spring-semester return.

- **Readmission Fee**
  - Students on leave seeking to return to active status must pay a readmission fee of 6.25% of half the annual tuition in addition to the tuition charge appropriate for their status in the program. Based on 2013-2014 tuition rates, the fee is $1,394.
  - Students who return for the sole purpose of filing a dissertation will not be charged the readmission fee but will be charged a filing fee ($150)
  - Students who reenroll after a childbirth accommodation, family, medical / psychological or professional development leave approved by the Dean of the Graduate School will not be charged a readmission fee.
  - For the most updated information, please see the Graduate School’s Handbook.
MISCELLANEOUS

- **Curriculum Vitae and Bio**
  - All Political Science PhD students’ names and photos are displayed on the department’s website. If you would like your CV and/or personal website published as a link from your name, please send the document to the Graduate Program Coordinator for publishing.

- **APSA Membership**
  - The Political Science Department pays for the first year of your APSA membership. After that, it is up to the student to continue the membership. The cost is about $45 per year.

- **Graduate Student Liaison**
  - The person holding this position acts as a liaison between the Graduate Affairs Committee (GAC), faculty and students. S/he is expected to meet regularly with students to solicit their input, plan events for the Political Science grad student community, and to attend GAC and faculty meetings upon request. They are also responsible for sign-up sheets for TA office hours, assigning carrel space in Blistein House, and ensuring students attend Dept job candidates meetings with grad.

- **Political Science job talks and workshops**
  - As part of the Political Science community, students are expected to attend all job talks, no matter what subfield the candidate specializes in, and meet with the candidates in small groups. After all the candidates have presented, one student or a group of students should submit a written evaluation to the Department Chair that summarizes the graduate students opinions on the candidates. Tell us what you think.
  - Students are also expected to attend appropriate seminars and workshops in their subfields.
  - The faculty considers job talks and workshops tremendously important to your intellectual development and professional training.

- **Payroll Direct Deposit**
  - You are encouraged to sign up for direct deposit in Workday. It takes a month to go into effect.
  - Go paperless for paycheck stubs! Sign in to Workday and select to go paperless.
  - Any reimbursements will be directly deposited.

- **Save I-9 pink slips. Do not lose them!**
SMOKING POLICY

Policy: 20.064
No Smoking in University Buildings

For reasons of public health, and in compliance with RI law, people may NOT smoke indoors in any building at Brown University. This prohibition extends to all public areas, including but not limited to lounges, hallways, lecture halls, classrooms, conference rooms, rest rooms, rental space, private offices, and sports arenas. In addition, smoking is prohibited in all residence halls and dining facilities.

Guidelines for Determining Outdoor Smoking Areas

People are permitted to smoke outside, provided that there will be no migration of smoke into the workplace. Smoking at a distance of at least 35 feet from the entrance to any University building should be appropriate to prevent smoke migration.

Do not smoke in the buildings, in the entranceways to buildings, or in the back parking lot of Prospect House!
INFORMATION FOR INTERNATIONAL STUDENTS

Office of International Student and Scholar Services (OISSS)
Phone: 401-863-2427 Fax: 401-863-7543 J. Walter Wilson Bldg, Suite 510, 69 Brown St.
Please utilize this office as a resource for information. Their website is updated regularly to offer a wide range of topics useful to international students and scholars. Their office and website will also provide you information about all the topics mentioned here.
http://brown.edu/Administration/OISSS/general_info/

Payroll Office
The Payroll Office also has some important information regarding visa status and payment. Please see their Non Resident Visa/Payment Table for more information.
http://www.brown.edu/Administration/Controllers_Office/payroll/index.html

Foreign National Information System (FNIS)
All nonresident alien students that receive payments through payroll must complete the web-based nonresident information database. The Office of International Students and Scholars Office will provide you with a Username and Password as well as instructions for where to access the database.

Applying for a Social Security Number
Social Security card applications are available from OISSS and must be filed in person at the office listed below.

Social Security Administration
The Federal Building
380 Westminster Street
Providence, RI 02903
Once you receive your social security card, you must bring it to the Payroll window (2nd floor of the Brown Office Building, 164 Angell Street).

Miscellaneous
Form 8233 is to claim tax treaty exemption for one calendar year. If you fill out this form in September, you must fill it out again in January.

For more information please see the Brown University Graduate School website or the Department of Political Science website.
http://www.brown.edu/academics/gradschool http://www.brown.edu/academics/political-science