



# SCHOOL OF GLOBAL STUDIES

School of Global Studies and Partnerships



## Graduate Student Handbook

Fall 2021 / Spring 2022

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## Academic Calendar

Every semester, the OSU Registrar Office publishes academic calendars for each semester. Students should check this calendar every semester for important deadlines pertaining to adding and dropping courses, university holiday closures, and deadlines associated with submission of graduation forms. To access the academic calendar, view: <http://registrar.okstate.edu/Academic-Calendar>. For Graduate College specific deadlines, view [https://canvas.okstate.edu/courses/31330/modules#module\\_89610](https://canvas.okstate.edu/courses/31330/modules#module_89610)

More information on graduation is also included in this handbook in the section marked “Graduation.”

# Welcome

Dear Students:

Welcome to the School of Global Studies. As we experience this time of unprecedented change, multi-disciplinary international studies have never been so relevant. Global issues must be considered as decisions are made in every arena of commerce, development, security and the stewardship of human and natural resources. Instant communication and access require not only a greater knowledge base, but increased sensitivity to historical, cultural and religious diversity. The Master's in International Studies program in the School of Global Studies strives to provide you with a broad understanding of global issues as well as a specialized, professional focus.

More than 150 faculty members affiliated with the School of Global Studies come from every academic college. You will be able to select courses from a rich variety of subjects taught by nationally and internationally-recognized scholars. Besides interdisciplinary core courses, you can concentrate on one of the five focus areas encompassing business, international development, human development/education, cultural heritage and ecological preservation. This handbook should give you a clear outline of the expectations and procedures of the graduate programs.

In our graduate programs, you will be joining dozens of students from several states and a number of different countries. As you work together you will find graduate education to be a challenging and exciting time in your life. I hope that you will relish the diversity of the class, take advantage of this marvelous opportunity to learn about one another's cultures, and work creatively on solutions to the problems that confront the 21<sup>st</sup> century.

Please contact me at any time if you have questions or comments. I look forward to working with you on your journey of discovery toward an enhanced global vision through international studies. Welcome!

Sincerely,



Dr. Jami Fullerton  
School of Global Studies  
Oklahoma State University

## Structure of the School of Global Studies

The School of Global Studies falls under the umbrella of programs in the School of Global Studies and Partnerships at OSU. There are three positions that manage academic programs in SGSP and assist students:

### **Dean, School of Global Studies**

Dr. Randy Kluver

### **Academic Director, Graduate Programs**

Dr. Jami Fullerton

### **Graduate Coordinator**

Cara Menasco Eubanks, M.A.

### **Professors**

Dr. Marten Brien

Dr. Eugene Bempong

Dr. John Schoeneman

Our office is located in 204 Wes Watkins Center on campus and is usually open Monday through Friday from 8am-12pm and 1pm-5pm. You can also reach us via phone at (405) 744-6609 or email at [i-study@okstate.edu](mailto:i-study@okstate.edu).

To meet with someone in the office, we ask that you make an appointment to ensure that the person will be available to meet with you. To make an appointment, you may call the office or email us with a suggested time and date. If you walk into the office WITHOUT an appointment, we may not be available.

For more information on the School of Global Studies and Partnerships: <http://global.okstate.edu>.

## Program Milestones & Timeline of Acceptance to Completion

### Pre-Application

Apply to the master's degree in Global Studies online: <http://gradcollege.okstate.edu/apply>. Follow the directions on the site to create your account. Once you begin the application process, specify the MS program in Global Studies. Upon completion, your application will be processed by the Graduate College and forwarded to the International Studies program for consideration. You can check the status of your materials by logging into your online application. Once logged in, you can see what materials have been received and processed. You can re-send notifications to your recommenders to remind them of the procedure for submitting letters. The School of Global Studies has floating deadlines for Fall, Spring, and Summer semesters. The priority deadline is November 1st for Spring and May 1st for Fall. Applying by the priority deadline will allow you to receive priority consideration for Graduate Assistantships available for your term.

### You're Accepted. Now What?

You will receive an email from [i-study@okstate.edu](mailto:i-study@okstate.edu) welcoming you to the School of Global Studies and outlining the next steps. Students will meet with the graduate coordinator to enroll before the semester starts. You can make an appointment by calling (405) 744-7693 or emailing [i-study@okstate.edu](mailto:i-study@okstate.edu). Note that international students may have additional steps to complete before enrollment. We will send out information about the **mandatory** School of Global Studies orientation as well.

When you plan moving to Stillwater, OK, there are options for housing both on and off campus. The Off-Campus Student Association has information for living off campus:

<http://www.osuoffcampus.org/ocsa/>. If you want to live on campus, learn about housing and residential life at OSU here: <http://www.reslife.okstate.edu/>. The Family Resource Center offers assistance to families and campus residents as well: <http://reslife.okstate.edu/frc/>.

### First Semester

As a new student, you should enroll before the semester starts. During the first week of classes, you can change your schedule without restriction. Check the academic calendar for information on important deadlines: <http://registrar.okstate.edu/Academic-Calendar>. If you have major concerns about a course during the first week, come into the office and meet with us.

You will need to complete the Responsible Conduct of Research form in your first semester: <http://compliance.okstate.edu/rcr/rcr-index>. More information on this subject is available in this handbook. New Student Orientation will be the first week of class. This is orientation for the School of Global Studies and is mandatory for all of our new students.

It is important to get to know the faculty that teach your courses. It is recommended to take a research methods course early in your program. If you are interested in the thesis option, make an appointment with the program director to discuss it early in the semester. Start planning ahead for what courses you will take in the future, research possible internships, learn about scholarships and deadlines, explore study abroad options, etc. Review the information in this handbook on student organizations and investigate other options at OSU: <https://campuslink.okstate.edu/>

Check your email regularly for opportunities to get involved and to stay in touch with School of Global Studies. When it is time to enroll for the next semester, you will receive an email with information. You make an appointment with the graduate coordinator to discuss your courses and answer your other questions.

Begin brainstorming options for the faculty member that you will ask to chair your graduate advisory committee. More information about the graduate advisory committee is included in this handbook.

### **Second Semester**

Attend a workshop from the Graduate College on the plan of study. Continue to network and develop professional relationships with faculty. Create your plan of study online:

<http://gradcollege.okstate.edu/planofstudy>. You must submit a plan of study online (including your graduate advisory committee members) **prior to completion of the second semester** (excluding summer sessions). Since you will need to include your graduate advisory committee members before you submit your plan of study, you must plan ahead early in the semester to meet with possible committee members to ask them to serve on your committee. Review the information in this handbook on the graduate advisory committee for more information.

Make goals for your short time at OSU. Get involved in on-campus organizations. Continue to research internships, study abroad opportunities, scholarships, job opportunities, etc. Make an appointment with the graduate coordinator if you would like to discuss any of your options. Review this handbook for information on departmental scholarships.

### **Third/Fourth/Etc. Semester**

Make an appointment with Career Services to update your resume and prepare your job application materials for the application process. Career Services offers resume paper and thank you notes for free from their office: <http://hireosugrads.com/>. If you are interested in obtaining additional degrees, research programs and requirements online.

Most students in our program complete the degree in three to four semesters. If you need to take a leave of absence, some circumstances are allowed with proper paperwork: <http://gradcollege.okstate.edu/leave-of-absence-policy>.

### **Final Semester**

There is a section in this handbook on graduation; refer to it for more information. You can also find a checklist online: <http://gradcollege.okstate.edu/masters-checklist>.

It is important to communicate with our office in your final semester. You must complete steps in the graduation process by the deadline in order to graduate. Every fall and spring semester, we host a hooding ceremony for our graduates before the OSU ceremony for all graduate students. You will be able to participate in our hooding ceremony and invite a few guests. We coordinate these efforts via email, and it is your responsibility to answer those emails if you want to participate. Information on graduation is available here: <http://commencement.okstate.edu/>.

Note: If you complete a thesis, you will have additional items throughout your time to degree. Check thesis guidelines here: <http://gradcollege.okstate.edu/tdg>.

## Master of Science Degree

The Master of Science degree in Global Studies is designed to prepare candidates to cope with the international responsibilities that confront individuals working in the public and private sectors around the world. The program is multi-disciplinary and allows students to choose one of four areas in which to focus. The core courses provide students with a broader understanding of theory, history, world politics and culture. The program allows for international experiences through internships, work on global research projects, and interaction with a diverse mix of students and faculty.

### Course Requirements

Candidates for the master's degree are required to complete 33 credit hours of graduate-level course work, demonstrate foreign language proficiency, and complete an international experience. The program allows full-time students to complete the requirements in three semesters. There are two routes (thesis or creative component) students in the program must choose between, which determines the hours and requirements of coursework. (Some students may need to take undergraduate prerequisite courses in addition to graduate course requirements.)

Core Course Requirements: 18 hours		
Course #	Course Name	Hrs
<b>15 Required Hours:</b>		
GS 5013	Contemporary Issues/Intro to Graduate Studies	3
GS 5233	Global Competitive Environment	3
GS 5313	Introduction to Public Diplomacy	3
GS 5413	Overview of Global Development	3
GS 5513	Global Crisis Management	3
<b>3 Research Course Hours:</b>		
GS 5133	Research Design and Methods for Global Studies or other Research Course*	3

Focus Area Requirements: 15 hours	
<b>Thesis Option</b>	
Focus Area Hours	9
Thesis Hours	6
<b>Creative Component Option</b>	
Focus Area Hours	12
Creative Component Hours	3
<b>Internship Opportunities</b>	
Internship (GS 5110) - Can be counted as creative component or focus area course.	

## Program Requirements

### Foreign Language Requirement

9 hours of second language or 3 hours of an advanced language OR obtain an intermediate level rating on the ACTLF Oral Proficiency Interview ([actfl.org](http://actfl.org)).

### International Experience Requirement

Minimum of 3 weeks overseas in a structured course or internship as a graduate or undergraduate.

### Research Design & Methods Requirement

\*Recommended Research Courses:

REMS 5013	Research Design & Methodology	SOC 5273	Qualitative Research Methods
MC 5113	Methods of Research in Mass Communication	ENGL 4893	Research Writing for Int'l Graduate Students

\* Student may make up to 2 course substitutions for focus area class. Must be approved by Graduate Coordinator.



The MSGS program requires students to take 9-12 hours from a focus area. Choose 3-4 courses from one of the focus areas listed below.

<u>Global Business and Trade</u>	<u>Public Diplomacy and Global Communication</u>	<u>Global Leadership and Development</u>	<u>Global Disaster and Crisis Management</u>
<p><b>GS 5333</b> Certified Global Business Professional  <b>GS 5213</b> Global Trade Economics  <b>GS 5243</b> Trade and Investment Promotion Strategies  <b>MKTG 5553</b> International Marketing Strategy  <b>AGEC 5343</b> International Agricultural Markets and Trade  <b>MGMT 5743</b> International Negotiations  <b>ECON 5603</b> Global Economics  <b>DHM 5663</b> International Merchandising Management  <b>FIN 5213</b> International Finance  <b>BAN 5733</b> Business Analytics  <b>MSIS 5313</b> Production Management  <b>EEE 5403</b> Social Entrepreneurship  <b>GS 5020</b> Independent Study in Global Studies  <b>GS 5070</b> Special Topics in Global Studies  <i>Other courses as approved by Director of MSGS program</i></p>	<p><b>MC 5253</b> International Mass Communication  <b>GS 5323</b> Nation Branding  <b>GS 5343</b> The Geopolitics of New Media  <b>GS 5043</b> Politics in a Global Economy (cross list with POLS 5043)  <b>GS 5223</b> Culture, History and World Systems (Same as SOC 5223)  <b>SOC 5333</b> Global Population and Social Problems  <b>HIST 6130</b> Graduate Studies in History (Public Diplomacy)  <b>POLS 5673</b> Understanding and Responding to Terrorism  <b>POLS 5203</b> ProSeminar in International Relations  <b>POLS 5403</b> ProSeminar in Comparative Politics  <b>AGCM 5503</b> Risk and Crisis Communication in Agricultural Sciences and Natural Resources  <b>GS 5020</b> Independent Study in Global Studies  <b>GS 5070</b> Special Topics in Global Studies  <i>Other courses as approved by Director of MSGS program</i></p>	<p><b>GS 5223</b> Culture, History and World Systems (Same as SOC 5223)  <b>AGED 5703</b> Cultural Competency for Working in Agricultural and Extension Education  <b>ANTH 5243</b> Globalization and Culture  <b>GEOG 5233</b> Human Dimensions of Global Environmental Change  <b>HRAE 5833</b> Global Consulting  <b>HCA 5153</b> International Health Systems  <b>MGMT 5093</b> Management of Non-Profit Organizations  <b>NSCI 5553</b> Global Nutrition and Food Security  <b>WAED 5133</b> Internationalism, Globalization and Occupational Education  <b>POLS 6303</b> Populations at Risk  <b>SCFD 6023</b> Comparative Education  <b>EEE 5403</b> Social Entrepreneurship  <b>AGIN 5312</b> Applied Issues in International Agriculture  <b>GS 5020</b> Independent Study in Global Studies  <b>GS 5070</b> Special Topics in Global Studies  <i>Other courses as approved by Director of MSGS program</i></p>	<p><b>GS 5523</b> Transnational Criminal Organizations  <b>GS 5553</b> Global Poverty and Inequality  <b>GS 5533</b> Complex Emergencies  <b>GS 5543</b> Dimensions of Fire and Emergency Management  <b>POLS 5673</b> Understanding and Responding to Terrorism  <b>FEMP 6313</b> Comparative and International Dimensions of Fire and Emergency Management  <b>FEMP 6303</b> Populations at Risk  <b>POLS 5933</b> Disaster Response  <b>FEMP 5223</b> Preparedness and Planning  <b>FEMP 5623</b> Emergency Management in the International Setting  <b>AGCM 5503</b> Disaster Management &amp; Communication in Agriculture &amp; Natural Resources  <b>SOC 6493</b> Sociology of Disaster  <b>NSCI 5553</b> Global Nutrition and Food Security  <b>GEOG 5233</b> Human Dimensions of Global Environmental Change  <b>GS 5020</b> Independent Study in Global Studies  <b>GS 5070</b> Special Topics in Global Studies  <i>Other courses as approved by Director of MSGS program</i></p>

\*Students may take courses from other focus areas, if relevant to plan of study. Must be approved by Graduate Coordinator.

\*Students are restricted to not more than **12 credit hours** of Business courses including INTL 5010 and the courses under the following course designations: ACCT, BADM, BCOM, BHON, BUSAD, FIN, LSB, MGMT, MSIS, AND TCOM. Economics courses are excluded from the restrictions.

## Foreign Language Requirement

In order to fulfill the foreign language requirement, native speakers of English must have accomplished one of the following:

1. Complete 6 semester hours of a second language or 3 semester hours of intermediate or advanced modern foreign language courses with a minimum grade of C; or
2. Obtain an Intermediate level rating on the ACTFL Oral Proficiency Interview (OPI). For more information about the OPI, see the website at [www.actfl.org](http://www.actfl.org).
3. Complete a department approved language immersion program abroad.

*Note: No waivers for the foreign language requirement will be permitted, and the 12 hours of language courses cannot be counted towards the 33 hours necessary to complete the master's degree.*

## International Experience Requirement

Students from the U.S. must have an international experience to qualify for the M.S. in Global Studies degree. The time outside the U.S. must be at least 3 weeks, involve a structured program of course work or internship and have occurred during the student's undergraduate or graduate programs. Due to the variety of opportunities, the experience must be approved by the Director.

## Research Design & Methods Requirement

All students are required to complete a course in research design and method. This requirement may be adjusted or waived at the discretion of the program director depending upon the background of an individual student. Appropriate courses include (but are not necessarily limited to) the following:

Research Design/Methods (one of the following; appropriate substitutions are subject to approval by program director):

GS 5133	Research and Design Methods for Global Studies (Preferred)
ENGL 4893	Research Writing for International Graduate Students
MC 5013	Research Methods in Mass Communication
REMS 5013	Research Design & Methodology
SOC 5273	Qualitative Research Methods
STAT 5013	Statistics for Experimenters I
POLS 5103	Research Design
SCFD 5913	Introduction to Qualitative Inquiry

Students with appropriate backgrounds may usually substitute more advanced methods courses to fulfill this requirement, subject to the approval of the program director.

In addition, the Graduate College **requires all graduate students complete the Responsible Conduct of Research training their first semester at OSU**. Training materials encourage students to think critically and to engage in discussions about what it means to be an ethical researcher. Conducting research ethically requires an understanding and appreciation of the ethical imperatives behind the rules. To complete the required CITI training course or for more information, visit <http://compliance.okstate.edu/rcr/training>.

## Global Issues Graduate Certificate

The Global Issues Graduate Certificate allows students to complement their primary area of graduate study with an international dimension. The interdisciplinary curriculum for this program provides students with a better understanding of theory and history as well as world politics and culture. The certificate program better prepares graduates to apply their current graduate studies and related real-world experiences to careers in an ever-changing global environment.

### Course Requirements

Course Requirements	Credits
<b>Core courses (3):</b> <ul style="list-style-type: none"> <li>• GS 5013 Contemporary Issues</li> <li>• GS 5213 Global Trade Economics (same as ECON 5603)</li> <li>• GS 5223 Culture History and World Systems (same as SOC 5223)</li> <li>• GS 5233 Global Competitive Environment (same as MKTG 5233)</li> <li>• GS 5243 Trade and Investment Promotion</li> <li>• GS 5313 Introduction to Public Diplomacy and Global Communication</li> <li>• GS 5323 Nation Branding</li> <li>• GS 5333 Certified Global Business Professional</li> <li>• GS 5343 The Geopolitics of New Media</li> <li>• GS 5513 Global Crisis Management</li> <li>• GS 5523 Transnational Criminal Organizations</li> <li>• GS 5533 Complex Emergencies</li> <li>• GS 5543 Dimensions of Fire and Emergency Management</li> <li>• GS 5553 Global Poverty and Inequality</li> </ul>	9
<b>Elective courses (2) :</b> Choose any 2 courses from Electives or Core Course list above	6
<b>Total credits for certificate</b>	<b>15</b>

If you are looking to include an international internship credit to your graduate certificate or a study abroad course, please check with the academic advisor before enrolling and to confirm that it meets the requirements.

### To Apply for a Graduate Certificate in Global Issues

Application to the School of International Studies graduate programs is made through a central online application process administered by the Oklahoma State University Graduate College. Note: You will have to pay an application fee for each graduate certificate you apply for. To apply, go to <http://www.applyweb.com/apply/oksugrad>.

Once on the site, follow the directions to create your account. Then, once you begin the application process, specify **the Certificate- Global Issues**. Upon completion, your application will be processed by the Graduate College and forwarded to the International Studies program for consideration.

## Graduation Paperwork

There are three forms that are required to be on file in your graduating semester. The first is an approved plan of study. If you find yourself beginning your graduating semester without an approved plan of study, please submit one as soon as possible at [planofstudy.okstate.edu](http://planofstudy.okstate.edu). (This is a separate and different plan of study from your master's program.) If you have an approved plan, review it carefully to see if a revised plan of study is necessary. The second form you must submit is a signed graduation clearance form. Third, you must submit the Application for Certificate Program Completion in the Self-Service OSU online portal.

<u>Global Trade and Business</u>	<u>Public Diplomacy and Global Communication</u>	<u>Global Leadership and Development</u>	<u>Global Disaster and Crisis Management</u>
<p><b>MKTG 5553</b> International Marketing Strategy  <b>AGEC 5343</b> International Agricultural Markets and Trade  <b>MGMT 5743</b> International Negotiations  <b>ECON 5603</b> Global Economics  <b>FIN 5213</b> International Finance  <b>EEE 5403</b> Social Entrepreneurship  <b>GS 5020</b> Independent Study in Global Studies  <b>GS 5070</b> Special Topics in Global Studies  <i>Other courses as approved by Director of MSGS program</i></p>	<p><b>MC 5253</b> International Mass Communication  <b>GS 5043</b> Politics in a Global Economy (cross list with POLS 5043)  <b>GS 5223</b> Culture, History and World Systems (Same as SOC 5223)  <b>SOC 5333</b> Global Population and Social Problems  <b>POLS 5673</b> Understanding and Responding to Terrorism  <b>POLS 5203</b> ProSeminar in International Relations  <b>AGCM 5503</b> Risk and Crisis Communication in Agricultural Sciences and Natural Resources  <b>GS 5020</b> Independent Study in Global Studies  <b>GS 5070</b> Special Topics in Global Studies  <i>Other courses as approved by Director of MSGS program</i></p>	<p><b>AGED 5703</b> Cultural Competency for Working in Agricultural and Extension Education  <b>ANTH 5243</b> Globalization and Culture  <b>GEOG 5233</b> Human Dimensions of Global Environmental Change  <b>MGMT 5093</b> Management of Non-Profit Organizations  <b>NSCI 5553</b> Global Nutrition and Food Security  <b>POLS 6303</b> Populations at Risk  <b>SCFD 6023</b> Comparative Education  <b>EEE 5403</b> Social Entrepreneurship  <b>GS 5020</b> Independent Study in Global Studies  <b>GS 5070</b> Special Topics in Global Studies  <i>Other courses as approved by Director of MSGS program</i></p>	<p><b>POLS 5673</b> Understanding and Responding to Terrorism  <b>FEMP 6313</b> Comparative and International Dimensions of Fire and Emergency Management  <b>FEMP 6303</b> Populations at Risk  <b>FEMP 5223</b> Preparedness and Planning  <b>AGCM 5503</b> Disaster Management &amp; Communication in Agriculture &amp; Natural Resources  <b>SOC 6493</b> Sociology of Disaster  <b>NSCI 5553</b> Global Nutrition and Food Security  <b>GEOG 5233</b> Human Dimensions of Global Environmental Change  <b>GS 5020</b> Independent Study in Global Studies  <b>GS 5070</b> Special Topics in Global Studies  <i>Other courses as approved by Director of MSGS program</i></p>

# International Disaster and Emergency Management (IDEM) Graduate Certificate

The International Studies core includes an international experience in either governmental or non-governmental organizations active in international disaster and emergency management. A study abroad component will be strongly encouraged for those students who do not have significant international experience. In addition, students will be required to complete an individual study with an expert in the field.

The Fire and Emergency Management Administration core consists of two courses that together can be taken as the fundamentals of International Disaster and Emergency Management, consisting of POLS 5693, which serves as the introduction to International Emergency Management and will introduce students to the basic concepts of emergency management administration, and POLS 6203, which is focused more directly on the practical aspects of emergency management in an international setting.

The electives have been structured to allow students to meet their individual needs and professional interests, thus allowing for some specialization within the structure of the certificate program.

Relevant courses at the graduate level offered by other departments, programs, and schools within the Oklahoma State System of Higher Education may be approved as electives by the director(s) of the certificate program on a case by case for credit towards the proposed certificate.

## Course Requirements

Candidates' requirements for the certificate program are as follows:

Courses	Credits
<b>GS core:</b> GS5513 Global Crisis Management GS5013 Contemporary Issues or GS5110 Internship or GS5200 Study Abroad	6
<b>FEMP core:</b> FEMP5623 Emergency Management in the International Setting FEMP6313 Comparative & International Dimensions of Fire & Emergency Management	6
<b>Electives (minimum of 6 credit hours, 2 different courses):</b> GS5020 Independent Study GS5200 Study Abroad GS5070 Global Poverty and Inequality GS5523 Transnational Criminal Organizations GS5413 Overview of Global Development GS5533 Complex Emergencies MGMT5163 Fundraising for Non-Profits FEMP6303 Populations at Risk FEMP5213 Disaster Response FEMP5223 Preparedness and Planning AGCM 5503 Disaster Management & Comm. in Agriculture & Natural Resources	6
<b>Total credits for certificate</b>	<b>18</b>

\*Students may transfer up to nine credit hours from another regionally accredited institution following Graduate level conditions.

### To Apply for a Graduate Certificate in Global Issues

Application to the School of Global Studies graduate programs is made through a central online application process administered by the Oklahoma State University Graduate College. Note: You will have to pay an application fee for each graduate certificate you apply for. To apply, go to <http://www.applyweb.com/apply/oksugrad>.

Once on the site, follow the directions to create your account. Then, once you begin the application process, specify **the Certificate- International Disaster and Emergency Management (IDEM)**. Upon completion, your application will be processed by the Graduate College and forwarded to the International Studies program for consideration.

### Graduation Paperwork

There are three forms that are required to be on file in your graduating semester. The first is an approved plan of study. If you find yourself beginning your graduating semester without an approved plan of study, please submit one as soon as possible at [planofstudy.okstate.edu](http://planofstudy.okstate.edu). (This is a separate and different plan of study from your master's program.) If you have an approved plan, review it carefully to see if a revised plan of study is necessary. The second form you must submit is a signed graduation clearance form. Third, you must submit the Application for Certificate Program Completion in the Self Service OSU online portal.

# General Guidelines for Courses

## 1. Foundation or Prerequisite Courses

Candidates for the M.S. degree who do not have an adequate background in selected fields may be asked to complete foundation (prerequisite) courses in their area of interest before enrolling in some graduate courses. Discuss this matter with the academic adviser to avoid enrollment in advanced level courses. Some of these courses are considered prerequisites and **cannot** be counted in the credit hours required for the master's degree. (No undergraduate level course can count toward the graduate degree at all.)

## 2. Research Methods Courses

Some students may be advised to take additional methods or "tools" courses to improve the research skills needed for their chosen field. Most academic departments have these courses. For example, students writing a thesis may need work in statistical analysis of research data. See the listing of suggested research methods courses for your focus area for suggestions.

## 3. Independent Study

Independent study is an opportunity for a student to pursue a topic of special interest that is not available through a regularly scheduled formal course. Students conduct research or complete projects, and meet periodically with a faculty member on a topic of mutual interest. Independent study may not be used for working on a thesis but may be used for examining a potential topic as preliminary to formalizing the thesis. Other than thesis credits, independent study courses are usually available to master's candidates in the various departments as a zero ending, 5000 level course. The independent study course may be approved as the Creative Component requirement if it meets the criteria for this requirement.

## 4. 4000 Level Courses for Graduate Credit

While the university offers many 4000-level courses for graduate credit, SGSP master's degree students must comply with the following restrictions:

- Only 4000 level courses which are marked with an asterisk in the OSU Course Catalog will be awarded graduate credit.
- Graduate students are required to enroll in the designated section for graduate students of the course. The graduate section should show as graduate credit.
- 4000 level courses may only be enrolled in with program advisor's approval.
- No more than **four** 4000 level courses (maximum 12 credits) can be counted toward a master's degree. The limit is 3 courses for those individuals preparing for a thesis.

# **New Student Preparation**

## **Orientation/Professional Development/Professionalism**

### **Orientation**

In order to help students adjust more easily to the interdisciplinary program that they are taking classes, a **mandatory** orientation program is conducted each semester. All students are to attend the orientation conducted the first week of classes for incoming students. Some of the topics to be covered include:

1. Academe and scholarship: what makes graduate school different from the undergraduate experience?
2. Structure of the Global Studies program
3. Enrollment and advising process
4. Academic integrity and potential violations of academic/university rules
5. Expected academic performance while in the program
6. General introduction to writing styles and library research
7. Meeting of the staff
8. How and when to apply for internships, study abroad, and independent study

### **Professional Development**

During your time in Global Studies, there will be opportunities for professional development. Many of these opportunities will be available through our department and our department's student organizations. There are also opportunities through OSU and the Stillwater community.

- Participation in professional development seminars provided on campus as available.
- Participation in campus organizations. There are many opportunities to assume leadership or demonstrate commitment to service through involvement in the Student Association of Global Affairs, Sigma Iota Rho, the Graduate and Professional Student Government Association, International Student organizations, etc.
- Attendance of on-campus and off-campus speakers and conferences. The SGSP hosts a number of nationally and internationally-noted speakers each year. Additionally, the university and various departments host visiting speakers on international topics.

These opportunities will be publicized through the Global Studies office via email. Take advantage of them as enhancements of your program of study.

### **Professionalism**

As an interdisciplinary program with four different focus areas, our students will be entering careers in different disciplines. Our student body consists of students from different countries and cultures. The School of Global Studies expects all of our students to be responsible for their own education and to treat colleagues and peers with respect. A specific discipline may require a certain dress code or formal procedure of etiquette. As it relates to careers, students may make an appointment with Career Services (<http://hireosugrads.com/StudentsAlumni/Appointment.aspx>) to review discipline-specific professionalism requirements.



# Financial Aid

There are limited programs for financial aid to graduate students, and applicants should not normally rely on university-related financial support to complete their education. The availability of financial aid for most programs is contingent on the state's economic situation, which varies from year to year. Most graduate students work part- or full-time to help meet their financial needs.

## Sources of Information

- Complete information on financial aid programs is available in the Office of Financial Aid located in 119 SU, or 213 SU (scholarships), 405-744-6604.
- The OSU Financial Aid website is at <http://www.okstate.edu/finaid/>.
- A manual of financial programs is available at the Graduate College. Information about financial aid and scholarships is available on the Graduate College's website <http://gradcollege.okstate.edu> under "Financing a Graduate Degree."
- The Graduate College also has access to the Academic Research Information System Student Report, which produces periodic compilations of sources of financial aid for graduate students.
- Notices of special grants and awards are placed on the School of Global Studies web site and in the SGSP office in 204 Wes Watkins Center. Most campus and community organizations contact the School of Global Studies when they want to hire students with certain skills or international expertise, and these positions are announced via email.
- For full-time employment options at OSU, view the OSU Personnel website <http://jobs.okstate.edu> for employment opportunities or visit their office, 106 Whitehurst. The Edmond Low Library and Career Services, 360 Student Union, are sources of other employment information.
- For part-time employment or potential Graduate Assistant positions on campus, view the OSU Career Services website <http://www.hireosugrads.com/>. You can view jobs by creating an account and logging into the Hire System.

Availability of funds and programs, eligibility requirements and deadlines vary from year to year, and students should always check the latest information before assuming they are eligible for any particular form of aid and before taking any specific action.

To be considered for a tuition waiver, applicants must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA forms may be completed online at <http://fafsa.ed.gov>.

Funds may be awarded to students even though they do not demonstrate financial need, but they must go through the process. The FAFSA forms must be filed annually for continuation of tuition waivers. Incoming students will be considered for this aid. Students will receive a letter from the School of Global Studies advising them they have received any support under this program.

## Graduate Assistantships

A limited numbers of graduate assistantships are available to students in the School of Global Studies. These assistantships are *not* scholarships and are *not* given strictly based on either financial need or academic performance. Instead, the school selects graduate assistants based on a combination of academic performance, professional experience and skills as they match SGSP needs.

The School of Global Studies graduate program selects recipients of the assistantships and coordinates the assistantship program. Individuals may be assigned to help faculty with research projects. Other duties may include assisting SGSP staff on special projects. Graduate assistants must maintain scheduled contact with their supervisor for assignments. One's performance is evaluated at the end of each semester.

To apply, incoming students should fill out the corresponding area of their application to our program. Current students may submit a paper application every year on our scholarship deadline, April 1. Supporting materials that amplify a student's qualifications and experience may be attached to the application. Confirmation of assistantships may not be possible prior to the start of each semester.

Assistantships are for one semester only. If academic and job performance are satisfactory, the assistantship will be strongly considered for renewal. Individuals may receive assistantships for up to the four semesters typically required to complete the degree and extensions of the time will be considered only under special circumstances. Summer assistantships are **not** available.

Graduate assistants generally receive a monthly salary for 20 hours of work per week and have their tuition waived. Only a portion of the health insurance is waived. Those on assignments must enroll in a minimum of **six** semester hours during the fall and spring semesters.

### **Financial Help from Professional Organizations and Associations**

Numerous professional organizations and associations offer financial aid to graduate students in the form of scholarships, grants, awards, fellowships or internships. Some awards are for scholarly papers and theses, others are true scholarships, and others involve working for the sponsoring organization for a semester or less.

The Office of University Research posts announcement of these opportunities. Awards of interest to International Studies majors are the following:

- National Security Education Program – <http://www.iie.org/nsep/>
- Fulbright Fellowships – <http://exchanges.state.gov/education/fulbright/>
- The Bailey Fellowship for Study Abroad – College of Arts and Sciences, 204 Life Science East
- Study Abroad Scholarships – <https://global.okstate.edu/academics/financialaid.html>

The School of Global Studies has a number of Graduate Fellowships. There is a single application for these, and it is due April 1 of each year. The application and information on fellowships and awards can be found on the SGSP Graduate Program website under the Scholarships tab:  
<https://global.okstate.edu/academics/financialaid.html>

## Student Organizations

As noted in the Professional Development section, one's career can be enhanced through involvement in various student organizations. These provide the opportunity to improve one's leadership skills. Selected organizations are discussed below. Some are honorary and provide evidence of accomplishment on one's resume.

### **Student Association of Global Affairs (SAGA)**

SAGA is an organization for the School of Global Studies master's degree students. It is a university-recognized group intended to devise and implement activities that complement a student's classroom life at OSU. The Association elects its own student officers and brings students together for scholarly as well as social purposes. Announcements of association meetings and activities are distributed to Global Studies students through email and social media.

SAGA can also serve as a vehicle for representing graduate students to the faculty and administration and a forum for discussing common concerns. Questions, problems and recommended changes to the graduate program can be presented to the faculty through SAGA representatives.

### **Sigma Iota Rho (SIR)**

Sigma Iota Rho is an honor society for undergraduate and graduate students in a program focusing in international studies. The purpose of the society is to *promote* and *reward scholarship* and *service* among students and practitioners of international studies, international affairs, and global studies and to foster integrity and creative performance in the conduct of world affairs.

In order for graduate students to qualify, students must meet the following criteria:

- Be attending a graduate program which focuses on international studies, including courses in relevant subject areas of anthropology, economics, foreign languages, geography, history, political science, and other related disciplines;
- completed one semester of graduate-level work in the aforementioned areas;
- attained a cumulative grade point average of 3.3 or higher in all courses, and a grade point average of at least 3.4 in international relations courses;
- must maintain full-time student status to be a voting member or hold an office.

There are opportunities through SIR to receive scholarships and travel grants for items like books, software, research funds, or travel to an academic conference. At OSU the society is housed in the School of Global Studies (204 Wes Watkins Center) with SGS Graduate Coordinator as the advisor. Applications for membership are available at the beginning of each semester. For more information, visit <https://global.okstate.edu/academics/studentorgs.html>.

### **International Students Organization (ISO)**

ISO is an organization for all international students at OSU. Their goal is to bring all the international students together as a single family and to share the diverse cultures from all over the world. They sponsor several events throughout the year. These include: International Olympics, an International Food and Dance Expo, a display in the Homecoming Parade, and an International Cultural Night variety show. For more information see: <http://www.orgs.okstate.edu/ISO/>.

**Phi Kappa Phi**

Phi Kappa Phi, founded in 1897, is the oldest and largest interdisciplinary scholastic honor society in the United States, and a charter member of the Association of College Honor Societies. Phi Kappa Phi at OSU draws membership from all colleges within the university, and is a unifying force in education today. Phi Kappa Phi Honor Society recognizes superior collegiate scholarship by inviting the top 10 percent of senior and graduate students in each college to membership. Several Global Studies graduate students have been inducted into Phi Kappa Phi in recent years.

**Phi Beta Delta**

Phi Beta Delta is the first honor society dedicated to the recognition of scholarly achievement in international education, research and service. It was founded at California State University, Long Beach in 1986 and was established as an organization in 1987 with 38 chartered chapters. OSU's chapter, Epsilon Upsilon, was chartered in 2004. Phi Beta Delta members include faculty, students, and administrators on university campuses, as well as distinguished individuals from around the world who share the commitment to international culture.

**International Studies Association (ISA)**

ISA is a professional association whose purpose is to serve the needs and enhance the capacities of scholars, practitioners, and others without regard to nationality--having a professional interest in expanding, disseminating, and applying knowledge of interrelations among nations and peoples. For more information see: [www.isanet.org](http://www.isanet.org).

# Registration

## The Process of Selecting and Enrolling in Classes

Follow these steps in the registration process:

1. **Review the academic calendar** (<http://registrar.okstate.edu/Academic-Calendar>) **and enrollment guides** (<http://registrar.okstate.edu/Enrollment-Guides>). These resources help you understand the day you can enroll, when the next semester starts, the important dates for dropping courses, etc. **If you wait until the last minute to enroll, you may not be able to find available coursework and may be charged a late fee.**
2. **Review available courses** and **look at the course requirements for Global Studies** to see how your prospective courses will fit into your plan of study.  
(<https://global.okstate.edu/academics/mastersinglobalstudies.html>)
3. **Check holds on your account.** For more information on registration and transcript holds: <http://registrar.okstate.edu/Registration-and-Transcript-Holds-Fall-2016>.

How to Check for Holds

- Login to New Portal: <https://my.okstate.edu>
  - Select Self Service
  - Select Student
  - Select Student Records
  - Select View Holds
4. **Make an appointment** to review your options with the graduate coordinator. In this appointment, bring a list of courses you are interested in completing for the upcoming semester. Other topics for discussion, if time allows, include: your online plan of study, internship opportunities, ideas for your future career, etc.

In a student's second semester, the student will prepare a plan of study. This is an exercise in guess work since you are allowed to change your plan of study. The plan of study can be accessed online: <https://app.it.okstate.edu/pos/>. For more information and to learn about available informational workshops regarding plan of study: <http://gradcollege.okstate.edu/planofstudy>.

Students select their own courses based on Focus Area and Option requirements, electives available, requirements for core courses and special interests. Selected courses may require approval by instructors or departments offering the course. **Contact the instructor to receive permission to enroll.** If you need assistance, contact our office.

The graduate level research methodology courses should be taken **as soon as possible**. The courses also provide the students with an academic background to perform better in graduate seminars.

**NOTE:** It is a student's responsibility to ensure that all courses required for the degree are completed.

5. **Enroll online** at <http://my.okstate.edu>.

To **register for classes**, login to [Self Service](#) and select the appropriate term. Then select "Register for Classes" from the "Registration" menu. For details on how to register, visit the Registration System website.

Carefully **check your Schedule Details** (under Register for *Classes* or *View Registration* information) to ensure that you are enrolled in only the classes in which you intended to enroll. Students are responsible for ensuring that their enrollment is correct, and for paying the full amount of tuition and fees for all courses on their class schedule.

If the system was unable to enroll you in a class due to a prerequisite requirement, special permission required, closed class, or other restriction, the system will notify you that it was unable to process your registration. Check the [Common Registration Issues](#) (<http://registrar.okstate.edu/XE-Registration>) website for details on the different messages, or consult with your academic adviser.

6. Make changes as needed. Review the enrollment guide and academic calendar to see when the last to drop/add a course without restriction.

**NOTE:** It is your responsibility to enroll in the correct coursework. If you do NOT meet with your program advisor and/or director to have courses approved, then you might be enrolled in a course that will not count toward the program.

# Graduation

## Overview of the Graduation Steps

- Double check your Plan of Study at <http://gradcollege.okstate.edu/planofstudy>. (Does it match your transcript? View transcript here: <http://my.okstate.edu>.)
- Make corrections to your Plan of Study and resubmit it through the online system.
- File the Graduate Clearance Form online.
- Attend thesis format review workshop (thesis option only).
- Submit to the Graduate College the “Thesis/Dissertation Oral Defense Results” form (thesis option only).
- Complete online submission of thesis (thesis option only).
- Turn in Diploma Application to the Registrar by university deadline.
- If you are an international student, turn in a final semester verification form to the office of International Students and Scholars
- Get a cap, gown, and hood. More information about graduation is available here: <http://commencement.okstate.edu/>

**International students are all required to submit a final semester verification form.** The International Students and Scholars (ISS) office is required to report the enrollment status of all international students via the Student & Exchange Visitor Information System (SEVIS). At Oklahoma State University, full-time enrollment status for graduate students is defined as 9 semester hours for students with no assistantship or with an assistantship less than 0.50 FTE (20 hours per week), or 6 semester hours for students with an 0.50 FTE. However, in the final semester of study, students may be permitted to enroll in a course of study that is less than full-time (but is still subject to any requirements of their graduate assistantship). Hence it is essential to verify that an international student desiring to be enrolled less than full-time is indeed entering their final semester.

## Enrollment Requirements

Full-time enrollment for graduate students is defined by the university as 9 credit hours per fall/spring semester and 3 credit hours during the summer. These numbers are important for students on F-1 visa status and for those holding graduate assistantships. International students must be full-time in order to remain “in status” with U.S. immigration requirements. Likewise, SGSP graduate students must maintain full-time enrollment.

There are clear exceptions to the 9 credit hour requirement. These include:

- Special approval is required for enrollment over 12 credit hours.
- For students holding a .50 FTE assistantship, 6 credit hours are considered to be full time during the fall/spring semesters.
- The Graduate College requires a student to maintain continuous enrollment from semester to semester while working toward a degree. Students must complete six credit hours during a 12-month academic period until the degree is completed. This includes at least 2 credit hours during the semester in which they graduate.

It should be clear that credit-hour-per-semester requirements are subject to a number of conditions dependent on visa status and university employment. For this reason, all enrollment plans should be part of the discussion when enrolling for upcoming semesters.

**There are time limits on completion of the degree requirements.** These include:

- Master’s degree candidates must complete all requirements within seven years of their initial enrollment in the program.
- No course on the plan of study may be more than ten years old at the time of graduation.
- Students must follow deadlines for submission of thesis as listed in the catalog.



## Graduate Advisory Committee and the Plan of Study

**Every student must have a graduate advisory committee** to guide his or her completion to degree and thesis/creative component. Students are responsible for selecting their committee chair and other committee members from the School of Global Studies graduate faculty. Many students use faculty members who have taught courses they have taken in their focus area. For master's students, three members are required on the committee.

There are differences between the roles of members for students completing a thesis or for doing a creative component. The chairperson of the committee is the most important role on the graduate advisory committee. The chair's primary responsibility is to monitor the progress of the student toward degree committee. The chair also serves as the advisor on the graduate advisory committee. Students should make appointments with their prospective committee members to discuss their interests and goals and to find out if the faculty member is willing to assist them. While some faculty members' workloads may preclude their acting as advisor, they may still be willing to serve on the students' advisory committees.

If a student experiences issues with a member of their committee, they should come to the program director or academic advisor in the School of Global Studies to discuss the issue and seek a resolution. If a faculty member leaves OSU, then a student may change his or her committee online: <http://gradcollege.okstate.edu/planofstudy>. For more information on the graduate advisory committee, please see the information provided the Graduate College: <https://gradcollege.okstate.edu/best-practices>.

This handbook contains a list of SGSP Graduate Faculty. A faculty member must be approved by the Graduate Faculty Council to be able to serve as an advisor or a committee member. Not all OSU faculty are members of the Graduate Faculty. There is an online graduate faculty database to check if faculty are members of the graduate faculty: <http://graduatefaculty.okstate.edu/Default.aspx>.

### Plan of Study

Master's degree candidates are required to complete a plan of study (POS) by the end of their second semester (excluding summer sessions). The link to the online POS can be found at the Graduate College website: <https://gradcollege.okstate.edu/planofstudy/>.

A plan of study lists graduate courses taken, currently enrolled in, and planned for the graduate degree. You must also list the chair and members of your graduate advisory committee on the online plan of study. The Graduate College will not permit further enrollment until this requirement (submitted plan of study including graduate advisory committee) has been met. The Graduate College offers workshops every fall and spring semester on the plan of study for both thesis and creative component students.

Students are responsible for initiating and preparing their plans of study online and verifying that all necessary faculty signatures have been submitted. The plan of study is a contract between the student and the university. In completing the plan, students are recommending that the courses listed on the

plan constitute their graduate program for the degree sought. When faculty members sign the plan, they are accepting the proposed course work as sufficient for the degree.

A Plan of Study is only valid if it has been approved by the student, advisory committee, and graduate coordinator. The Online Plan of Study has streamlined the approval process, by allowing all required approvals to be done electronically. The Graduate College does not receive notification to review the submitted plan, until it has been approved by all required parties. You will receive email confirmations throughout the process and can login to the system to check your status at any point.

Changes in the plan of study are common and can be made by simply logging in and revising the approved plan. You will need to follow the procedure for submitting the POS exactly as before. This revised plan is then submitted to the Graduate College.

At the beginning of the semester of anticipated graduation, students should update their plans of study to ensure consistency with the actual course work that has been taken. Immediately before a student's graduation, the Graduate College compares the plan of study with courses actually taken, and any discrepancies must be resolved before graduation will be permitted. All revisions must be documented and must agree with the student's official transcript. A sample plan of study for master's degree candidates is included in this Handbook.

The Grad College also has an FAQ page completely dedicated to the Plan of Study:  
<http://gradcollege.okstate.edu/faq-pos>.

# Academic Standards

## Grades

In order to graduate, a **student must have a GPA of 3.0 or higher for the courses appearing on the Plan of Study**. A student whose cumulative graduate GPA falls below 3.0 will be placed on Strict Academic Probation (SAP) by the Graduate College. Any student on SAP may be suspended from the university if his or her GPA for the semester falls below 3.0.

Individuals who are admitted to the degree program on Strict Academic Probation must earn at least a 3.0 GPA in their first semester of full-time enrollment. If they fail to meet this requirement, they may be suspended from the university.

The Graduate College realizes that, on rare occasions, events may occur leading to the weak academic performance that should be considered prior to dismissal from the university. In these instances, students may be notified that there will be “no further enrollment without consent of the department (NFEWC). In these situations, the Global Studies Program Director will consider an appeal to the Graduate College for reinstatement. Such an appeal will include consideration of the basis for the weak academic performance and any remedial activities on the part of the student to bring him or her back into satisfactory academic performance.

Any graduate student who receives a grade below a “B” will be warned by the Graduate College and the Global Studies program that such grades are considered to be below acceptable standards for graduate students.

## Course Grades

Grading standards for graduate courses depend on academic department and individual instructor standards. The guidelines should be listed in the syllabus for each course. One must understand that International Studies is a complex interdisciplinary graduate program drawing courses from multiple colleges and departments at OSU. As a result, academic performance standards may differ considerably among courses.

If one is experiencing weak academic performance, it is imperative to discuss his or her questions, problems and suggestions with the instructor. The Global Studies advisor and one’s committee members are also interested in helping resolve any problems that may be encountered. Discuss problems with them as well.

Students who have complaints about grading of assignments or examinations should immediately discuss this matter with the instructor. If the matter cannot be resolved with the instructor, students should submit their complaints in writing to the Director of the Global Studies Graduate Program. The Director will make appropriate recommendations. Grading matters that cannot be resolved with the faculty member can be referred to the university level grade appeals board.

**Dismissal from the Graduate Program**

Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal. If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final. Information about the OSU Graduate Student Appeals Policy is available through the Graduate College and online at [https://gradcollege.okstate.edu/sites/default/files/appeals\\_policy.pdf](https://gradcollege.okstate.edu/sites/default/files/appeals_policy.pdf).

For more information about the graduate program appeals process, see Appendix G.

# Academic Integrity

## Definitions and Discipline Procedures

Violations of academic integrity can be of two forms as discussed below.

### Categories of Misconduct:

Students will be held accountable for, and face possible disciplinary action, should their behavior fall into one of the following categories.

1. **Academic Dishonesty:** Behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another person.
2. **Academic Misconduct:** Academic misconduct differs from academic dishonesty in that there is not intent to deliberately obtain undeserved intellectual credit by fraudulent means. Even unknowingly allowing other students to see examination answers or to see term projects or papers are possible acts of academic misconduct. Students are required to actively protect their work against misuse by others.

### Acts of Academic Dishonesty and Misconduct:

Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct include, but are not limited to, the following actions:

- A. **Plagiarism:** The representation of previously written, published or creative work as one's own. Wherever the wording, arguments, data, design, etc., belonging to someone else are used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references or sources. The reference wording must fully indicate the extent to which any part or parts of the project are attributed to others. Paraphrased materials must be acknowledged in the same manner as material that is used verbatim.  
**Unauthorized Collaboration on Projects:** The representation of work as solely one's own when in fact it is the result of an unauthorized joint effort.
- B. **Cheating on Examinations:** The covert gathering of information before or during an examination from other students or use of unauthorized notes or other unapproved aids. It is the responsibility of the instructor to indicate what testing aids, if any, are authorized for use during an examination.
- C. **Unauthorized Advance Access to Exams:** The submission of materials prepared at leisure, as a result of unauthorized advance access to an examination or examination materials, as if the materials were prepared under the rigors of the exam setting.
- D. **Fraudulent Alteration of Academic Materials:** The alteration of graded papers, research data, computer materials/records, course withdrawal slips and trial schedules, or the falsification of any academic documents in order to receive undeserved credit or advantage. This includes forging instructor's or advisor's signatures and altering transcripts.
- E. **Knowing Cooperation with Another Person in an Academically Dishonest Undertaking:** Failure by a student to prevent misuse of his/her work by others. A student must actively protect his/her own work. Reasonable care must be taken that exam answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. Even passive cooperation in such an act is unacceptable.

Examples of academic misconduct:

- A. Failure to observe the rules governing the conduct of examinations through ignorance, carelessness, preoccupation, or psychological stress. (Specific examples: bringing study notes into a closed-book examination, but without the intent or act of consulting them during the examination, failure to stop when time is called at the end of an examination.)
- B. Failure to observe strict requirements for the proper identification and citation of sources and supporting ideas in reports and essays. (Specific example: inadvertently incomplete or erroneous attribution of ideas to bibliographically identifiable sources.)
- C. Excessive reliance upon and borrowing of the ideas and work of others in a group effort. (Specific example: uncritical acceptance of calculations – perhaps erroneous - in joint laboratory reports in which it is understood that the reports will be prepared jointly.)

This information is from the Student Conduct Office, “Students’ Rights and Responsibilities Governing Students’ Behavior” (2015). For more information see <https://studentconduct.okstate.edu/code>.

### **Faculty Member Actions**

Faculty members have the authority to set reasonable standards in their classes within the definitions provided. Clearly communicated and consistently enforced standards regarding academic dishonesty and misconduct will be upheld by the Academic Appeals Board.

The faculty member has the discretion of: a) reducing the grade for an assignment where academic dishonesty occurred; b) reducing the letter grade for the course; or c) assigning a grade of “D”, “F”, or “F!”.

## **Resolving Problems**

In the School of Global Studies, we want to establish and maintain a high level of service and responsiveness to students' needs. Most issues and problems can be resolved in a reasonable and timely manner if a student will discuss them with the director and/or staff of the graduate program. Please bring any problems to their attention so that they are aware of the issues and can work with you and others to find reasonable solutions. There are probably no new problems that graduate students or their professors have not experienced at one time or another.

Your first step is to make an appointment with the graduate coordinator or program director to discuss your situation. If it is an emergency, please come into the office. Most issues can be resolved with advice from the graduate coordinator/program director. If you continue to have an issue, please come back to the graduate coordinator/program director for a follow up. If you find that you are unable to work with a student/staff/faculty from OSU, bring that issue to the graduate coordinator/program director. Our office cannot help you if we do not know that a problem exists.

Rules for the academic program in the master's degree in Global Studies are set by the program committee. The program committee is willing to look at a particular student's situation. The School of Global Studies Program Director must work with the Program Committee and is not able to arbitrarily change agreed-upon policies and procedures for the master's degree program.

Students are asked to remember that Global Studies is a complex interdisciplinary graduate program across multiple colleges and departments at OSU. Although it has some flexibility, the master's degree program must still abide by the requirements of the Graduate College and the by-laws of our program as approved by the Administrative Committee comprised of the Deans of eight colleges.

## APPENDIX A: THE THESIS (GS 5000)

The thesis is a comprehensive research project in an area of interest to the student researcher—from concept to written report—that is presented to the faculty for evaluation. It is normally the final project in a student’s graduate studies. Global Studies degree candidates may choose to complete such a project. It is generally considered advantageous to have completed a thesis if the student is planning to pursue a doctoral degree.

### Coursework (GS 5000, 6 credit hours/ 2 semesters)

Master’s degree candidates complete a minimum of six credits under **GS 5000** with a committee chair who is a School of Global Studies faculty member. (A student may be required to take more than six credits for thesis; however, only six credits count toward the 33 hours required for the degree.)

Students must enroll in two (or more) credits at a time. When students begin taking thesis credit, the Graduate College **requires** that they continue to take credits each semester, except for the summer sessions. Students must take at least **two** credits in the final semester in which the degree is awarded.

### Topics

Students select topics with approval of advisers and/or the committee. Ideas for topics come from international interests, professional experience, course work, readings in professional journals, seminar research projects, and from examining other students’ theses.

### Research

There is no “standard” research methodology for a thesis. Some are highly quantifiable, using statistical analysis; others, such as historical studies and case studies, use no statistical analysis. Each type has its advantages and disadvantages, and some students prefer one type to the other. Candidates should discuss the various thesis types with faculty members before making a decision. The driving factor, however, is the student’s research topic and research questions. Some topics and some questions can be dealt with by only one method, while others may be approached with several methods combined or alone.

**NOTE:** All students must indicate on their plans of study whether or not their research will involve human subjects. If human subjects are to be used, approval must be received from the Institutional Review Board (IRB) prior to the beginning of the research. Failure to obtain IRB approval will result in rejection of the thesis by the Graduate College. This includes use of opinion survey instruments.

### Grades

Thesis hours are assigned as grades of Satisfactory Progress (SP) or Unsatisfactory Progress (UP). The adviser gives a grade at the conclusion of each semester of enrollment. The Plan of Study must show at least 6 credit hours of SP. An individual receiving an UP grade will be required to enroll in additional credit hours with no credit being assigned to the weak performance.



## **The Process**

The thesis process is a directed study course of instruction taken by a student with the close cooperation and supervision of an instructor/adviser. Generally, the process is as follows:

1. Find an area of interest.
2. Work with thesis adviser to refine the topic. This is usually the committee chair but may be another individual
3. Submit mini-proposal to the adviser for approval of the general topic. In cooperation with the adviser, share the topic selection with other committee members for their approval.
4. Initiate the research one chapter at a time working closely with the adviser and the committee
5. Submit electronic draft to Graduate College and committee; adviser must sign. Approval of the draft.
6. Committee meets, examines the candidate in oral defense, and shares insights into necessary changes in the thesis before granting approval of it
7. Make changes to draft as suggested by committee and Graduate College.
8. Submit electronic copies of the final version to the Graduate College when changes are made and adviser approves.
9. Submit a copy of the abstract form and the full thesis to the Graduate Program office and each committee member.

## **The Thesis Committee**

Master's degree candidates have a thesis committee of three faculty members. The purpose of the committee is to assist students with their research efforts and to evaluate the efforts at prescribed intervals. Students, in conjunction with their program chair, will select a committee. Committee members should be chosen based on (a) faculty members' expertise, and (b) faculty members' workloads. The thesis adviser is normally the chairperson of the program committee. However, a separate chairperson may be assigned.

## **The Thesis Proposal**

The thesis research process is subject to the guidance of one's committee chair and may well differ considerably among academic departments and committee chairs. It is essential to have frequent discourse with one's chair regarding process and content issues. A proposal aids the thesis writer to focus on ideas and to explore ideas of interest before undertaking the study. Of course, things often change once the study is underway, but a proposal is a start. It is up to the student to develop a thesis idea. Ideas come from international interests, professional experience, readings, class work, research papers and discussions with faculty and friends. Students should begin to seek ideas as soon as they start their course work and should discuss potential thesis topics with appropriate faculty. It is customary for thesis writers to formalize their research ideas in a proposal that is reviewed at least by the candidate's adviser and often by the entire advisory committee.

## **Format and Content of Thesis Proposal**

The proposal should be structured using the following outline as a guide. The student should use the headings indicated as applicable, however, not all proposals will contain all of the elements.

**Introduction:** Begin with paragraphs that clearly explain what the study is about.

- Research Problem—What is the problem that the study will help solve? Why is the problem one that needs to be solved?
- Research Questions—What questions will the study answer? Note: These must be *answerable* questions, and the student should consider what evidence will be necessary to answer them.
- Significance—What is the value of the proposed study? Who will benefit? Why should the study be conducted? Who will be interested in the study?

**Background:** Provide support for the research through an overview of prior research.

- Related Research—A *brief* summary should be included of what other researchers and writers have to say about the problem. The summary of previous work should be derived using library resources.
- Availability of Sources—Include an indication of where information about the topic can be found. What sources are available? Some literature review is necessary before picking a topic to ensure that sources are available.

**Methodology:** The following should be discussed.

- What study methodology will be used? (Survey, content analysis, experiment, case study, historical, etc.)
- Whom or what will be studied? That is, where can the data for the study be found? (People's heads, files, archives, reports, etc.)
- What variables will be studied? How will they be defined and measured? If appropriate, what research design will be used?
- What relationships will be examined?
- How will the data be analyzed? If a statistical analysis is needed, what tests will be used?
- What does the student expect to find and does he/she have hypotheses? If so, what are they? Why are these results anticipated?
- What about costs and logistics? Are the funds available for the proposal? Can the student do the necessary traveling?

**Schedule:** Indicate the plan for completion of the research.

- What is the schedule (actual dates) for the overall process?
- Starting with the expected graduation date and the deadline for turning in the completed draft, work backward, indicating chapter-by-chapter deadlines, and the data collection effort and analysis.

### **Organizing and Writing a Thesis**

The Graduate College has a guide for writing and organizing a thesis. Any student working on a thesis or report should visit the Thesis Guidelines page administered by the OSU Graduate College on line at <http://gradcollege.okstate.edu/tdg>. Additionally, there is a template available to assist student. A thesis or report must conform to the format specifications set forth in this manual. The style of the document is to be determined by the advisory committee and should be reflective of publications in the student's discipline.

## Sample Organization for a Thesis

The organization of a thesis — number and content of chapters — is driven by the nature of the research topic and research effort. Guidance on the thesis structure will be provided by the thesis chair. Typical parts include the following:

### Chapter I: Introduction

- Introduction: What is the thesis about?
- Background: What led up to the problem?
- Statement of the Problem: State the specific area of concern
- Purpose of the Study: Outcomes of the research
- Research Objectives: Specific outcomes
- Methodology: A summary
- Rationale and Theoretical Framework (if any)
- Importance of the Study: Who benefits from the study?
- Outline of the remainder of the thesis

### Chapter II: Review of the Literature

- Overview of the chapter: its organization
- Acquaint the reader with recent studies and expert opinions; often organized general-to-specific
- Brief summary of literature reviewed

### Chapter III: Methodology

- Overview of the chapter: its organization
- Description of research methodology or approach
- Research design: variables, hypotheses and questions
- Pilot studies
- Sampling plan
- Research instruments (questionnaires, etc.)
- Data collection plan and recording
- Data processing and analysis anticipated
- Limitations and weaknesses
- Summary

### Chapter IV: Analysis of Data (or “Findings”)

- Findings are presented in tables or charts
- Findings are reported with respect to furnishing evidence for each question asked or each hypothesis posed, with appropriate statistics

### Chapter V: Summary, Conclusions and Recommendations

- Summary: What was done, why it was done, with what results
- Each research question and/or hypothesis is dealt with, indicating how each was resolved
- Conclusions: The “so what” of the findings, what all of it means

- Recommendations for implementing the findings if appropriate and for further research
- Concluding comment: A brief, appropriate conclusion to the study

## Appendices

- Institutional Review Board form.
- <http://compliance.okstate.edu/irb/irb-index>
- Survey cover letter
- Subsequent mailing reminders
- Copy of questionnaire
- Detailed data

## The Defense

When a thesis is completed, it will be submitted to the candidate's committee for the "oral defense" or "final examination." A defense is open to the public. Committee members should have **at least** one week to read the draft thesis before the defense is held. An oral defense is a relatively informal session where the candidates share with their respective committees the results of the research and discuss lessons learned, implications of the findings and similar topics. While a defense is often called an "examination," it is not an examination in the traditional sense. Preparation for a defense consists of becoming familiar with one's research study and preparing a brief oral statement about the project. Handouts and visual aids are not required but are often used.

A defense takes about an hour. At the outset the candidates make a 10-15 minute statement to the committee about what was studied, why it was studied, the results of the study and what the results mean. Committee members then ask questions and offer suggestions to improve the research report. Next, the committee votes in closed session on the acceptability of the research work and on what changes are needed. Candidates are then called back to discuss the committee recommendations.

Based on Graduate College regulations, all members of the committee, as recorded in the Graduate College, must be present to participate in the evaluation process. Results of an oral defense are reported to the Graduate College as "satisfactory" or "unsatisfactory" on a special form. Candidates who do not earn a "satisfactory" evaluation for the thesis defense may repeat the defense twice for a maximum of three times.

Almost every thesis defense results in some changes that need to be made to the content of the research report. Additionally, the draft returned from the Graduate College always contains required changes in the format of the research report. Students have three to four weeks after the defense to make all required changes. Changes must be approved by the adviser but need not be resubmitted to the entire committee. Deadlines for submitting the final version and the requisite number of copies are determined by the Graduate College.

## Submitting Copies of Report, Abstract and Thesis

Students must submit one copy of a report electronically to the Graduate College. There is a deadline for such submission to assure graduation in a timely manner. Copies of the thesis should also be submitted to each committee member and the IS office.

**Late Enrollment in Thesis**

During the last semester of degree completion, the Graduate College will waive the six credit hour minimum requirement and certify students as “full-time” if they are enrolled in two hours. This waiver for two hours is granted only once. If students fail to complete the thesis, those who receive financial aid and those with international status may be required to process a late enrollment to increase the number of credit hours to full-time status to satisfy the financial aid department or the immigration service.

## APPENDIX B: THE CREATIVE COMPONENT

The Creative Component requirement can be met in a variety of ways. For this reason, it is necessary to obtain approval for the chosen activity from the program coordinator or director.

Note that a faculty member must agree to oversee the activity and be the instructor of record for the course that serves as the Creative Component. For the independent research option, the faculty member who has agreed to oversee the research and guide it will be the instructor of record. For the internship, the instructor of record will typically be either the chairman of one's committee or the graduate program director.

The course in which one enrolls will differ based on the creative component option selected. For the internship option, the course should be GS 5100 in a section specifically assigned to the instructor of record. For the independent research option, the course enrollment can be as noted for the internship or as an independent study course within the department of the instructor of record (e.g. MKTG 5220). If the creative component course ## is different from GS 5100, it should be identified on the Plan of Study by an \*.

### Academic Requirements for the Creative Component Options

The specific requirements for satisfying the course requirements for the creative component ultimately rest with the instructor of record. However, general guidelines are noted below.

#### Internship

- On-site participation in the activities of an organization sponsoring the internship
- Responsibilities with the organization that include at least 150 hours of internship activities
- Maintenance of a daily/weekly log of activities detailing activities in which one has been involved
- Preparation of an internship report of at least 15-20 pages that discusses the operation of the organization, challenges and opportunities faced by the organization, personal understanding and insights gained through participation in the internship, and relevance of the experience to one's program focus area and career plans. **Note:** the specific structure and length of the paper will be the prerogative of the course instructor. Internships of shorter duration may require more extensive research and paper length.

#### Independent Study

- Extensive interaction with the instructor of record regarding the general topic chosen and guidance into the research process on the topic
- Preparation of a research paper of 25-30 pages in length exclusive of bibliography and references. The paper should be the final result of edits from drafts submitted earlier to the instructor. **Note:** the specific structure and length of the paper will be the prerogative of the course instructor and some topic areas may require lengthier papers.

## Examples of Creative Component Courses

An internationally-focused internship is an excellent source for a creative component project. Examples include work in Kenya with an orphanage, in Washington, DC with the UN, and work in Oklahoma City with World Neighbors. Non-international internships may be approved for international students.

The creative component may include an independent research activity. This would be done under the supervision of a faculty member, and must have an international focus. Examples might include a marketing plan for an international business, a study of Bolivian social, political, and economic challenges, economic restructuring in Iraq, or the impact of HIV/AIDS on selected African countries.

### The Process

1. Identify a Creative Component option of particular interest. For an internship, this will entail the search for opportunities months in advance of the activity and application for acceptance into the internship. A handbook on internship search and execution is available in 204 WWC. For an independent research activity, one must first identify a topic area of interest and a faculty member who will oversee the research.
2. Meet with your Graduate Coordinator for approval of Creative Component.
3. Upon approval, enroll in the proper course number for the Creative Component activity.
4. If you are completing an internship, there is an additional Internship Packet that you must request from the Graduate Coordinator that details the requirements of an internship and an evaluation sheet that your internship supervisor must fill out upon completion of your internship.

## APPENDIX C: INTERNSHIP REQUIREMENTS

In order to complete a successful internship for academic credit, a student must accomplish the following:

### I. Identify and Complete the Internship

1. Identify and be accepted for a suitable internship.
  - a. Faculty members, personal contacts, university officials and staff, OSU career services or other sources may be consulted to identify and secure internships.
  - b. Once identified, a potential internship may be submitted for approval. It should be relevant to the student's academic program or future career goals. Ask the Graduate Coordinator for an internship packet.
  - c. Identify and secure the agreement of a suitable faculty member to supervise the academic credit arrangements and serve as instructor of record for the internship course registration.
2. Register for an appropriate number of academic credits under an internship number. Make sure the correct section number, instructor of record, and number of credits is indicated. Remember that 3 credits is the equivalent of one regular on-campus semester-long course. Internships for more than 3 credits must be negotiated with the supervising faculty member. To earn 3-credit hours, a student must work 150 hours; for 2-credit hours, a student must work 100 hours and for 1-credit hour, a student must work 50 hours.
3. Complete the internship in a satisfactory manner. An evaluation by the immediate supervisor in the organization will need to be submitted to the Director of Academic Programs.

### II. Assignments and Documentation for Credit

4. Maintain and turn in a record of activities- i.e. log of hours worked and nature of tasks performed. A simple calendar format is acceptable.
5. A detailed report, 5-10 pages long (double-spaced), due after the completion of the internship. The paper should demonstrate a professional level of writing and include the following:
  - Description and discussion of the firm/organization/agency, including both organizational information and description of its purpose, goals, and specific activities.
  - Description and discussion of the skills and knowledge applied in the internship duties, including skills and knowledge acquired as a direct result of the internship experience.
  - Discussion of the relevance of the internship to the student's focus area curriculum.
  - Background contextual research on the activities on the organization (need for its services or products, effects on local society or economy, relevance to subjects in the student's academic program).
  - Appendices as appropriate (samples of work, organization's brochures, etc.).
6. Submit the assignments for grading to the supervising faculty member by the deadline determined by that faculty member.

**NOTE: The requirements outlined above represent our normal acceptable guidelines. Supervising faculty members are *not* bound by them and may require additions and/or alterations to them.**



## APPENDIX D: WRITING QUALITY AND STYLE

Unless otherwise specified, all papers and assignments for courses will be typed, double-spaced and written on one side of a page only. Papers will be submitted without folders but with cover pages that list assignment number or other identification, title of the paper, date of submission, student name, course number and semester (in that order). Number all pages except the cover page. Attach a blank page at the end for the instructor's comments. To avoid charges of plagiarism, you **must** document everything you borrow: statistics, quotations and ideas. Use parenthetical citations or endnotes if:

- Quoting another author directly or indirectly
- Using someone else's ideas, statistics, conclusions, etc.
- You need someone else's opinion to support yours
- You want to give the source of a fact you would not expect the reader to be aware of
- You want to give information or commentary that would interrupt your writing flow
- You are in doubt as to whether you should

In any graduate program, professional writing quality is expected. All written assignments will be evaluated on writing quality as well as intellectual content. Organization and structure of a paper, the mechanics of writing (spelling, grammar, word usage, sentence structure, etc.), and the adequacy of supporting elements (citations, bibliography, appendices, etc.) are elements of effective written communication. Candidates who are unable to communicate effectively in writing are not likely to earn a graduate degree. The standard of writing is that of a quality newspaper or magazine. Since writing standards are the same for both domestic and international students, many international students must have extra tutoring or seek the help of the campus Writing Center.

Students should obtain a standard style sheet or manual as a standard style guide for writing papers in their graduate courses and theses. Some major ones can be found at the OSU Library website: <http://www.library.okstate.edu/>. Students should use the most recent edition of the manual. Experience indicates that the most common faults and the main causes for low grades on student papers among graduate students are as follows:

- Poor writing
- Unsupported opinions
- Deficient organization
- Inadequate or incorrect citations
- Late papers
- Failing to respond to the assignments
- Doing the absolute minimum of work

## APPENDIX E: LEAVE OF ABSENCE POLICY

Oklahoma State University (OSU) graduate students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, advisor, and Graduate College to determine whether requesting a leave of absence (LOA) is the most appropriate course of action. International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. Example situations that may lead a student to explore a leave of absence request are medical, personal, employment and military service. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues – see University policies and guidelines for additional information. A student status of “good standing” (academic and conduct) is generally required for a leave of absence.

1. Students who experience circumstances that prevent them from maintaining active student status may be granted approval from the Graduate College for a leave of absence upon request. Students must complete a Leave of Absence form that specifies the length of the leave requested.
2. An approved leave of absence may not exceed one academic year, unless there are exceptional circumstances.
3. Students who do not obtain an approved leave of absence prior to interrupting their enrollment (excluding summer) may be terminated from their graduate program and/or held to new requirements if they are subsequently readmitted.
4. Students granted a leave of absence may not use University facilities or services available only to enrolled students.
5. The approved leave of absence time will not be counted toward time-to-degree limits.
6. Students who obtain an approved leave of absence in accordance with this policy are eligible for reinstatement provided they re-enroll no later than the term immediately following the expiration of the leave (excluding summer). Programs may specify reasonable conditions for reinstatement to active status, whether the student returns early or at the expiration of the leave. Programs may deny reinstatement to active status based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled. Students are obligated and agree to disclose such material information. See OSU Student Code of Conduct.
7. Students whose leave of absence has expired and who have not yet registered for the following term (excluding summer) will be placed on inactive status. Students who are placed on inactive status must reapply for readmission.
8. Given the diverse disciplinary and interdisciplinary nature of graduate degree programs, programs may develop additional rules governing leaves of absence, as long as they are consistent with Graduate College and University policies.

**Leave of absence policy information and a form are available online:**

<https://gradcollege.okstate.edu/leave-of-absence-policy>

## APPENDIX F: GRADUATE PROGRAM APPEALS PROCESS

**Process:** The student is required to provide written notification of appeal to the graduate program coordinator within 14 calendar days of the precipitating event that is the subject of the appeal. If the Graduate Program Coordinator is an involved party, the student should seek advice from the program director. Notification should include: information on the circumstances of the appeal, specific issues involved, and the remediation action sought. The document should be no more than two pages. Within 7 calendar days of receipt of the notification, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal. The graduate program's appeals committee will be convened to hear the appeal within a reasonable amount of time, usually 30 days (*see note below*). At the hearing, the student will have the opportunity to present their case and the same time would be allowed for counterarguments, if warranted. Questions may be asked of either party by members of the appeals committee. At the end of this hearing, the program's appeals committee will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and their right to appeal to unit head, followed by the Dean of the Graduate College, if they so choose.

**Enrollment:** Throughout the appeal process the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes.

**Appeals Committee:** The make-up of the graduate program's appeals committee should be noted here – some programs use their established Graduate Program Committee for all student appeals. In programs that do not have a designated appeals committee, the appeals process should specify the members of the Graduate Faculty who will consider the appeal. For example, this may be an ad-hoc committee appointed by the Graduate Program Coordinator or unit head or it may include all members of the Graduate Faculty in the program.

**Deadlines:** Unless stated otherwise, all deadlines are by 5:00 pm central time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend (Saturday–Sunday) or OSU official holiday, such as Labor Day. Time frames and deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Graduate Program Coordinator.

<http://gradcollege.okstate.edu/content/appeals-policy>