

Major in Applied American Politics and Policy
Department of Political Science Graduate Program

2016-2017

The Master's level major in Applied American Politics and Policy (AAPP) is designed for students interested in training for careers in political and governmental organizations that relate to public policy and active politics. This Applied curriculum comprises a 36-hour, non-thesis program, including 24 hours of course work and an internship or practicum.

Twelve of the 24 hours are in required courses:

POS5203 Fundamentals of Political Management (offered Summer semesters)

POS5274 The Campaign Process (offered Fall semesters)

POS5276 Political Communication and Message Development (offered Fall semesters)

POS5335 Political Research (offered Spring semesters) or PUP5045 Applied Policy Analysis (offered Spring semesters).

Twelve hours are chosen from the electives: POS5465 Lobbying is the most frequently taught; with a variety of topics offered as special topic courses under the course number POS5698, and approved courses from other department, as possible options. Other courses and individualized study – with the Department of Political Science or in some other department – may also be included in the course of study, with the director's approval. All courses must be at the graduate level.

Each student also completes a 12 credit-hour internship or practicum (POS5945).



Grade Standards No course with a grade below B- can be counted toward degree requirements. No course taken on a Satisfactory/ Unsatisfactory (S/U) basis can be counted toward degree requirements. Students must maintain a minimum 3.0 grade point average while in the program.

Directed Individual Study (DIS) Students may arrange for individual study with a faculty member, but such courses are discouraged where standard course options are available, and do not count toward degree requirements except with the Graduate Director's prior approval. A student registered for a DIS is expected to meet regularly with the supervising faculty member and to meet all agreed-to requirements. A DIS course receives a letter grade.

Transfer Credits Master's students may transfer up to 6 hours (with a grade of B or better and with the Graduate Director's approval) from another accredited institution, but not hours that were used to obtain a Master's degree elsewhere. Transfer credits must be approved by the Program Director and the Office of Admissions. Transferred hours must have been earned not more than seven years prior to completion of the current degree. No more than 12 graduate hours completed at FSU (as an undergraduate and/or as a special student) before admission to the graduate program can be counted toward degree requirements. Master's students may take up to 9 hours outside the Department, provided these courses have been approved by the Program Director. All approvals for such credit should be provided, in writing, to the Academic Coordinator for the student's file. Any exceptions to these transfer credit requirements must be approved in advance by the Program Director.

Special Student Hours Courses completed as a special student at Florida State University can be counted toward the AAPP major but must be evaluated by the Major Director and processed by the Academic Coordinator. Students entering the major with such hours should bring that to the attention of the Academic Coordinator.

Incompletes Students are expected to complete all the work required during the semester in which a course is taken. In rare cases, extenuating circumstances may hinder a student from finishing. The Incomplete (“I”) grade option is intended to assist students who find themselves in an extraordinary or emergency situation. It is the student’s responsibility to request an “I” and it is the instructor’s prerogative to grant it or not. Should such a situation arise, students are urged to complete the course requirements during the break between semesters. An “I” not changed to a letter grade by the end of the next term of enrollment automatically converts to the default grade given by the instructor (usually an “F”) and is computed as an F toward the student’s g.p.a. Thus, all incompletes should be dealt with in as timely a manner as possible, to avoid being placed into probationary status for a g.p.a. falling below 3.0.

There is a procedure for extending Incompletes, but it is the Department’s policy not to do so, except in unusual and compelling circumstances. **It is the student’s responsibility to contact the instructor to pursue these matters.** Grade changes and extensions must be processed (through the Academic Coordinator) at least one week before grades are due each term. Students should not wait until the last minute to submit assignments for incomplete courses, as this increases the chance he/she will have the incomplete convert to an “F” with consequences such as lower g.p.a., probation, dismissal, etc.

Timeliness of Work The work for the Master’s degree must be completed within seven years of the time the student first registers for graduate credit. In most cases, AAPP requirements are completed in 3-4 semesters. For those pursuing program requirements part-time, completion of program requirements will take longer. Students should make all efforts to avoid surpassing the seven year time limit, as extensions are not generally granted for extensions of this time frame except under exceptional circumstances.

Graduation Clearance During the first two weeks of the semester in which the Master’s degree completion is expected, the student must apply for graduation at the Registrar’s Office. That application will make its way to the Academic Coordinator who will notify the student if any difficulty with the clearance is detected; however, conclusive approval cannot be granted until the grades for the final term have been issued. A 3.0 g.p.a. is required for graduation clearance. Any incomplete grades must be resolved prior to graduation clearance. Students should apply for the **Master of Science** degree, as the Master of Arts degree required foreign language and humanities credits that are not applicable to MAAPP program requirements.

Plagiarism and Cheating Plagiarism defeats the learning process by enabling students to nominally complete assignments without understanding the relevant material. Plagiarism is representing another’s work and ideas as one’s own. It includes failure to use quotation marks or other conventional markings around material quoted from any source. Paraphrasing is also plagiarism, if the source is not identified repeatedly. It is also plagiarism to submit or present work in a way that impairs the instructor’s ability to accurately evaluate the student’s independent abilities and performance. This statement is not an exhaustive list of the activities that might be considered violations of the honor code. The following guidelines govern any suspected cases of plagiarism or cheating. Faculty who believe that a student has plagiarized or cheated in their class bring their suspicions to the attention of the Graduate Director who sets up a hearing of the case within one month of being notified. In every instance the hearing body is the Graduate Studies Committee, charged with the responsibility of reviewing the evidence and, if the charges are sustained, assigning all penalties. All decisions are determined by a simple majority vote of the committee members. Student members of the committee may attend the hearing but do not vote. If the instructor bringing the charge is a member of the Committee, she or he does not vote. The accusing faculty member attends the hearing; the student attends and may choose to be accompanied by a faculty member. It is the Department’s policy that students found guilty of plagiarizing or cheating in any class are assigned an F as a final grade in that course and dismissed from the Department’s graduate program at the end of the semester in which the hearing takes place. Additional information regarding academic integrity can be found in the Graduate Handbook.

Advising The Program Director is the primary advisor for all MAAPP students. However, the Academic Coordinator can assist with technical matters regarding admissions, course scheduling, and graduation clearance. Programs of study can be given to the student by the Academic Coordinator upon request. Graduation clearances take place for the semester only once all grades have posted. Students who have applied for graduation should ensure all requirements are met by the close of that semester, so the clearance process for the M.S. degree can go seamlessly.