International Security Studies Handbook
2015-2016

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ISS Assistant Director: Dr. Kirssa Ryckman
ISS Administrative Coordinator: Ms. Alma Urbina
In this handbook we provide details regarding the rules and procedures relevant to the International Security Studies MA program offered by the School of Government & Public Policy (SGPP) at the University of Arizona. It is the responsibility of students to familiarize themselves with the general campus-wide requirements and information on transfer of graduate credit from other institutions, off-campus graduate study, scholastic standards, forms that the student must submit to the Graduate College, and the time limit for the completion of requirements for graduate degrees.

Please be sure to consult the following Graduate College sites for information on Graduate College policies and resources:

- Academic Services: http://grad.arizona.edu/degreecert
- New and Current Students: http://grad.arizona.edu/new-and-current-students
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MISSION STATEMENT
The mission of the ISS program is to educate a next generation of analysts, scholars, and practitioners in the security problems faced by governments in today’s international environment. The program is tailored to students who work full-time and need a flexible curriculum that offers a wide range of courses designed for a variety of practical and intellectual interests. The program is fully online, with courses taught by University of Arizona faculty with expertise in international security-related topics. The program therefore provides a highly flexible professional curriculum taught by experts in their field. Courses are designed to be rigorous and demanding, and to give students the skills and background to seek a career in governmental, non-government, corporate, and academic fields.
STRUCTURE OF THE MASTER’S DEGREE PROGRAM

Overview
The Master of Arts (MA) in International Security Studies is a 36-credit hour program.

The ISS Program is designed to be flexible for students, to take courses at their own pace and to focus on subject areas that are most relevant and interesting to them. As a result, there are no core classes or required concentrations. Students have six years to complete the degree based on their schedule and needs; most students finish their degree within two years.

Students must finish the ISS program by completing one of our capstone options. The majority of students complete the Professional Portfolio (POL 695A), which is considered the standard capstone option, worth 3 credit-hours. However, select students can pursue the thesis option, worth 6 credit-hours. As the thesis option is considered a deviation from the normal ISS plan, students must seek approval from the program administrators before they can pursue the thesis option. This leaves two options for students to complete the ISS MA, as described in Table 1.

Table 1. Credit-hour Plans for the ISS Master’s Degree

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantive Courses</td>
<td>33 Units</td>
</tr>
<tr>
<td>POL 695A</td>
<td>3 Units</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36 Units</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantive Courses</td>
<td>30 Units</td>
</tr>
<tr>
<td>Thesis Project</td>
<td>6 Units</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36 Units</strong></td>
</tr>
</tbody>
</table>

The two broad types of courses, substantive courses and capstone courses, are described in more detail below.

Substantive Courses
Substantive ISS courses are worth 3 credit hours. An overview of ISS courses offered in the 2015-2016 academic year are available in Table 2.
### Table 2. 2015-2016 Course Offerings

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 516A</td>
<td>Strategic Nonviolent Conflict</td>
</tr>
<tr>
<td>POL 520A</td>
<td>How Terrorism Ends</td>
</tr>
<tr>
<td>POL 528A</td>
<td>Democracy and Peace</td>
</tr>
<tr>
<td>POL 530A</td>
<td>Dynamics of Civil Wars</td>
</tr>
<tr>
<td>POL 542A</td>
<td>European Politics and Society</td>
</tr>
<tr>
<td>POL 544A</td>
<td>Politics of Sub-Saharan Africa</td>
</tr>
<tr>
<td>POL 550A</td>
<td>Research Design in the Social Sciences</td>
</tr>
<tr>
<td>POL 551</td>
<td>Soviet and Post-Soviet Foreign Policy</td>
</tr>
<tr>
<td>POL 553A</td>
<td>Media and International Affairs</td>
</tr>
<tr>
<td>POL 555</td>
<td>American Foreign Policy</td>
</tr>
<tr>
<td>POL 559A</td>
<td>Comparing US and EU Democracy Promotion Policy in the MENA Region</td>
</tr>
<tr>
<td>PA 561A</td>
<td>Climate Change: Science, Policy, and Security</td>
</tr>
<tr>
<td>POL 561A</td>
<td>Security: The Evolution of a Concept</td>
</tr>
<tr>
<td>POL 562A</td>
<td>Natural Resources and International Security in Latin America</td>
</tr>
<tr>
<td>POL 563A</td>
<td>Gender as a Component of International Security</td>
</tr>
<tr>
<td>POL 564</td>
<td>International Relations of East Asia</td>
</tr>
<tr>
<td>POL 565A</td>
<td>International Politics of the Middle East</td>
</tr>
<tr>
<td>POL 567A</td>
<td>Emerging Powers in the Global System</td>
</tr>
<tr>
<td>POL 569A</td>
<td>Armed Conflict</td>
</tr>
<tr>
<td>PA 579</td>
<td>Intelligence and US National Security</td>
</tr>
<tr>
<td>POL 588A</td>
<td>The Politics of Energy Security in Eurasia</td>
</tr>
<tr>
<td>POL 593</td>
<td>Internship</td>
</tr>
<tr>
<td>POL 599</td>
<td>Independent Study</td>
</tr>
<tr>
<td>POL 695A*</td>
<td>Professional Colloquium</td>
</tr>
<tr>
<td>POL 910*</td>
<td>Thesis Credits</td>
</tr>
</tbody>
</table>

*Capstone courses

Independent studies (POL 599) and internships (POL 593) are only offered if requested by the student, and they require approval from the academic adviser or program director. More details on these courses are below.

#### Internships

Students have the opportunity to apply an internship towards the ISS Master’s degree, worth 3 credit-hours (POL 593). To be eligible, the internship must meet the following conditions:

- It is a formal internship, and not a part of the student’s day-to-day job/occupation
- It lasts at least 200 hours
- It is approved by the either the Program Director (kurzer@arizona.edu) or Assistant Director (klcline@email.arizona.edu)

Once the internship is approved, the following must be completed to gain credit:
- Before beginning the internship, students must sign a Letter of Agreement that overviews the work to be completed.
- Once the internship is finished two Evaluation Forms must be completed. These forms are available in the Appendix.
- Finally, a brief report must be completed. This is the student’s opportunity to evaluate the internship in light of their completed course work, by drawing connections to their completed classwork and detailing what was learned during the internship. The report should be around 1,500-2,000 words in length. The essay should be submitted to the academic adviser or Program Director (Dr. Ryckman or Professor Kurzer).

Independent Studies
Students have the opportunity to complete an independent study (POL 599). An independent study is typically worth 3-credit hours, but can be reduce to 1 or 2 credit-hours if needed due to circumstance.

Independent studies will only be granted if a student has a desire to engage in an in-depth research project. In other words, independent studies are given to satisfy a student’s academic interest. Independent studies must be approved by the ISS Director.

Capstone Projects
Professional Colloquium
The capstone project for the ISS program is the Professional Colloquium. The colloquium course (POL 695A) is a 3-credit class in which students develop a portfolio that overviews their academic achievements.

There are two broad goals for this project: first, there is an academic goal for each student to consider and synthesize what has been learned in the program, including how their studies have added to their knowledge of international security topics, overall world view, and how education can contribute to professional advancement. Second, the portfolio’s professional goal is to provide students with tools to advance in the professional world, including writing a professional bio, updating their resume, and providing writing samples. Students also have the option to produce a personal website that can be shared with employers.

Master’s Thesis
Select students may be interested in pursuing a thesis project in place of the portfolio. The thesis is worth 6 units; as a result students need to complete only 30 units of substantive course work.

The thesis is a minimum 50-page (15,000 words) academic research project. To be eligible for a thesis, students must:

1. Have a GPA of 3.8 or higher after taking a minimum of 9 courses in the ISS program
2. Gain approval from one of the ISS faculty to be a thesis adviser
3. Have the adviser and project approved by the program director

The thesis committee will be made up of the student’s faculty adviser along with the ISS Director and Assistant Director.
STRUCTURE OF THE CERTIFICATE PROGRAM
The Certificate in International Security Studies is a 12-credit hour program.

Students can take any four of the substantive ISS courses towards the Certificate. Students cannot apply transfer credit, independent studies, or internship credits to the Certificate.

There is no capstone project for the Certificate.

Transfer to the MA Program
Certificate students are eligible to transfer to the MA program if they are interested in expanding their studies and they have a GPA of 3.0 or higher in the Certificate program. All credits taken as a certificate student can be transferred to the MA.

However, students cannot apply the same courses to both the Certificate and the MA. In practice, this means a student who transfers to the MA has relinquished the ability to get a Certificate, unless an additional four courses are completed.
LEARNING OBJECTIVES

The learning objectives of the ISS program are to enable students to:

1. Identify the central themes of modern security studies, including globalization, traditional and non-traditional security threats, and foreign policy.
2. Recognize the specifics and abstractions of international security: theories, principles, methodology, structure, organizations, categories, trends, classifications, and conventions.
3. Apply knowledge gained in order to differentiate between policy and analysis and evaluate the efficacy of various policy proposals.
4. Expand and improve critical thinking skills, both as they apply to the complex nature of the modern security environment and to issues more generally.
5. Acquire the skills to conduct original research and analysis on contemporary security issues.
6. Improve upon skills to present original research through academic writing and presentation of arguments.
ACADEMIC ADVISING

The ISS Assistant Director (Dr. Ryckman) serves as the academic adviser to all ISS students.

Students are able to enroll themselves in classes and are able to design any course plan that fits their schedule and needs. If students have any questions about this process, they should contact the adviser by email at any time. In person or phone/video call meetings can be set up as needed by email. The adviser will also have office hours if students happen to be local or in the Tucson area.

Students are expected to fill out their Plan of Study (POS) during their first semester in the ISS program. The POS will include the student’s expected graduation date, include all courses the student plans to take, all transfer credits, and indicate which capstone project the student will pursue. The adviser will communicate instructions to all incoming students about this process, and students should contact the adviser with any questions.
ADMINISTRATIVE POLICIES

Satisfactory Academic Progress
Students in the ISS program must maintain a grade point average of 3.0 in all UA graduate course work. This includes graduate course work taken outside of the ISS program at the UA, as well as all ISS coursework whether it will be used on a student’s Plan of Study or not.

A GPA of 3.0 or above, in all UA graduate coursework, must be maintained to be awarded an MA or a Certificate.

Students have six years to complete the program. Any transfer coursework also needs to have been taken during the six year period of time from their expected graduation date. After six years, credits will “expire” and can no longer be counted towards a student’s Plan of Study.

Probation
Students who fall below 3.0 at any time will be put on probation.

Should this occur, students will have one semester to bring their GPA up to 3.0 in order to continue in the program. Any student who fails to raise their GPA to a 3.0 in this period will be disqualified from the program.

Admissions Criteria
To be admitted into the MA program, students must:

- Have a bachelor’s degree or its equivalent from an accredited institutions
- Earned a GPA of 3.0 or above during the last 60-units of the undergraduate degree
- OR: if graduate work has been completed, have a GPA of 3.0 or above from graduate work

To be admitted into the Certificate program, students must:

- Have a bachelor’s degree or its equivalent from an accredited institutions
- Earned a GPA of 2.75 or above during the last 60-units of the undergraduate degree
- OR: if graduate work has been completed, have a GPA of 2.75 or above from graduate work

Applicants with a Low GPA
Students with a low GPA, defined here as a GPA that is below that admissions standard for the relevant program,¹ will be considered for admission on a case-by-case basis to the program.

Two additional application materials are required from all applicants with a low GPA:

1. A statement from the student explaining the low GPA and why they believe they will be successful in graduate school

1 A GPA below admissions standards are less than a 3.0 for the MA program, and less than 2.75 for the Certificate program.
2. A letter of recommendation, testifying to their ability to successfully complete graduate work, from somebody able to make that judgement

Based on the decision of the ISS Program, made by the Program Director (Prof. Kurzer) and Assistant Director (Dr. Ryckman), a petition will be submitted to the Graduate College on behalf of the student to waive the GPA requirement. No petition is guaranteed as the Graduate College has the final decision.

Transfer Credits
Up to 6 credit hours may be transferred into the MA program. To be eligible the courses must:

- Be approved by the ISS Director or Assistant Director
- Have an A or B grade
- Be taken from an accredited university
- Be taken within six years of completing the ISS program
- Meet all Graduate College rules

The Graduate College has the final say in the approval of all transfer credits. This includes both approving the credit and awarding the number of units (e.g., credits taken on a quarter system may be awarded a different number of equivalent units at the UA).

For more please consult the Graduate College website:
https://grad.arizona.edu/gsas/degree-requirements/masters-degrees

Leave of Absence
If students require time off, they can apply for a Leave of Absence by filling out a Leave of Absence form (link to form below).

This will keep the student status active while s/he take a break from coursework. When returning from a Leave of Absence, students can register for courses without having to reapply for the degree program. University policy allows students to leave the university for up to two semesters without needing to reapply upon returning.

The Leave of Absence form can be accessed here:
https://grad.arizona.edu/gcforms/sites/gcforms/files/page/leaveofabsence.pdf

Incompletes
If a student is unable to finish his or her coursework by the end of the term, a grade of “I” (Incomplete) can be awarded by the instructor. This grade is only to be given if all but a small portion of the coursework is completed, and only if deemed appropriate by the instructor.

Students have one year to complete their coursework and for the instructor to change the I grade into a regular grade (A-E). At the end of this one-year period, the grade will automatically convert into an E.
This E grade will count towards the GPA calculation. In extreme circumstances, a petition can be submitted to the Graduate College to extend this one-year period.

Instructors are encouraged, but not required, to use the University’s Report of Incomplete Grade form as a contract between the student and instructor.

Report of Incomplete Grade form:  
http://www.registrar.arizona.edu/sites/default/files/Incomplete%20Grade%20Report%205-14.pdf
EXPECTATIONS OF GRADUATE STUDENTS

Graduate College Policies
It is the responsibility of students to familiarize themselves with Graduate College requirements on transfer credits, scholastic standards, forms that the student must submitted, and the time limit for the completion of requirements for graduate degrees, and additional policies. If students have a question about any of these policies or requirements, they are expected to contact either the ISS adviser or their Graduate College representative for clarification.

The following Graduate College sites can be consulted for more information on Graduate College policies and resources:

- Academic Services: http://grad.arizona.edu/degreecert
- New and Current Students: http://grad.arizona.edu/new-and-current-students

Appropriate Behavior
All ISS students are also encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog.

Opinions related to international security topics are diverse, and students should both accept and respect that diversity in opinion. As colleagues exploring these issues students are expected to treat their classmates with respect. Arguments and attacks are legitimate within the context of an intellectual or academic exchange; personal insults will not be tolerated.

The following UA sites can be consulted for more information on these policies and resources:

- UA Code of Academic Integrity: http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity
- Threatening Behavior by Students: http://policy.web.arizona.edu/education-and-student-affairs/threatening-behavior-students
FINANCIAL POLICIES

Tuition and Fees
ISS students will be charged $700 per credit hour. There are no course fees or program fees.

There is a mandatory fee that all students must pay, which is dictated by the UA administration for the UA Online Campus. More information on university fees can be found here:

http://bursar.arizona.edu/students/fees/mandatory

Funding Information
There are no funding opportunities available through the ISS program (such as Graduate or Teaching Assistantships).
INTERNAL APPEALS

In the case that a student has an issue with an instructor, their grade, another student, or any other ISS-related matter, they should contact either the Program Director (Professor Kurzer) or Assistant Director (Dr. Ryckman). We will consider all matters carefully and fairly, and either resolve them internally or seek resolution by contacting the relevant third parties. This could include an instructor, student, or administrator.

If a student has any issues with the Graduate College or another University of Arizona body, students are encouraged to contact either the Program Director (Professor Kurzer) or Assistant Director (Dr. Ryckman). We will direct students to the correct petition or contact to best address their issue.
APPENDIX

ISS Program Forms
All program-specific forms can be found here. At this time, the internship forms are the only program-specific forms for the ISS program. The Internship forms are available following this page.

Additional Forms
Other forms are either at the Graduate College (e.g., petitions) or University level (e.g., Incomplete Report). A list of all forms mentioned in the ISS Handbook can be found here:

Leave of Absence form:
https://grad.arizona.edu/gcforms/sites/gcforms/files/page/leaveofabsence.pdf

Report of Incomplete Grade form:
http://www.registrar.arizona.edu/sites/default/files/Incomplete%20Grade%20Report%205-14.pdf

Graduate College Petition:
https://grad.arizona.edu/gcforms/sites/gcforms/files/page/graduatepetitionfillable.pdf
Letter of Agreement

Intern's Name:  Click here to enter text.
Agency:  Click here to enter text.
Agency Supervisor:  Click here to enter text.
Agency Telephone:  Click here to enter text.
Faculty Advisor:  Click here to enter text.
Period of Internship:  Click here to enter text.
Salary:  Click here to enter text.

Description of Tasks:  [A separate page may be attached if preferable]

Signatures:

______________________________________  ________________________________
Intern  Date  Agency Supervisor  Date

______________________________________  ________________________________
Faculty Advisor  Date  Graduate  Programs  Director

Evaluation of Internship by Agency Supervisor

Intern:  Click here to enter text.
Agency:  Click here to enter text.
Supervisor:  Click here to enter text.
Supervisor Telephone:  Click here to enter text.

1.  In what ways was this internship of value to your agency?

2.  In what areas did this intern demonstrate particular strength? In what areas did this intern show a need for improvement? (You might consider such areas as analytic, interpersonal, and communication skills.)

3.  What problems arose during the internship that would be helpful to know about for future internships?

Other Comments:
Evaluation of Internship by the Students

Intern: Click here to enter text.
Agency: Click here to enter text.
Supervisor: Click here to enter text.
Supervisor Telephone: Click here to enter text.
Faculty Advisor: Click here to enter text.

1. Was your experience valuable to you as a student? Did your activities reflect the activities of the agency?

2. Do you feel that the internship was valuable to the agency?

3. Would you recommend this agency for future interns?

4. Are there any other changes in the internship process that you would suggest to make it a more useful experience?

Other Comments: