**Academic Calendar**

**2007 FALL SEMESTER:**
Monday, August 20.................................................................Classes begin
Monday, August 27.......................... Last day to add a course (nonrestrictive)
Monday, August 27.......................... Last day for 100% refund on withdrawal
Friday, August 31.......................... Last day to add a course (restrictive)

**Friday, Sept 1 .................................................. Last day to file diploma application**

**Friday, Sept 1 .................................................. Plan of Study/ Graduate Clearance**
Monday, Sept 3............................................................. University Holiday
Saturday, Oct 6-Tuesday Oct 9............................... Fall Break Begins
Wednesday, Oct 10....................................................... Classes resume

Friday, November 3.......................... DRAFT copy of thesis & reports due

Friday, Nov 9 .................................. Last day to drop a course with an automatic W
Friday, Nov 16............................................................. University Holiday
Friday, Dec 8............................................... FINAL copy of thesis and reports due

Monday, December 10-14 .................................................. FINALS WEEK

Friday, December 8..................................................... Class work ends
Friday, Dec 14............................................................ IS Graduation Reception
Friday, Dec 14......................................................... Graduate College Convocation

**2008 SPRING SEMESTER:**
Monday, January 7............................................................. Classes begin
Monday, January 14.......................... Last day to add a course (nonrestrictive)
Monday, January 14.......................... Last day for 100% refund on withdrawal
Friday, January 18.......................... Last day to add a course (restrictive)

Sat-Sun, March 15-23............................... Spring Break Begins
Monday, March 24........................................................ Classes resume

Friday, April 4.......................... Last day to withdraw from all courses with automatic W
Mon-Fri, April 21-25 .................................................. Pre-finals week
Mon-Fri, April 28-May 2............................... FINALS WEEK

Friday, May 2............................................................. Class work ends
Friday, May 2............................................................ IS Graduation Reception
Friday, May 2......................................................... Graduate College Commencement
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Welcome

Dear Students:

Welcome to the School of International 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 M.S. and Certificate programs in the School of International Studies strive to provide you with a broad understanding of global issues as well as a specialized, professional focus.

More than 140 faculty members affiliated with the School of International 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, trade, human relations, 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 M.S and Certificate programs, you will be joining 95 students from 15 states and 16 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 21st 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. James G. Hromas
Director
School of International Studies
Oklahoma State University
I. Master of Science Degree

The Master of Science degree in International 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, allowing students the freedom to focus on the area of study which they choose. At the same time, the core courses provide students with a broader understanding of theory, history, world politics and culture. The program also allows for a wide range of international experiences through internships, work on global research projects, and interaction with the diverse mix of students and faculty.

Course Requirements

Candidates for the master’s degree are required to complete 30-33 credit hours of graduate-level course work and to demonstrate foreign language proficiency. The program is designed to allow most full-time students to complete the requirements in three semesters. These requirements include core courses, focus area courses, electives and foreign language proficiency. A thesis or creative component is also required within the graduate credit hour requirements.

(Persons without a background in the chosen International Studies focus area may need to take undergraduate prerequisite courses in addition to graduate course requirements.)

For a Plan of Study with Thesis, the graduate credit requirements are:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required core courses (4 courses):</strong></td>
<td></td>
</tr>
<tr>
<td>INTL 5010 Contemporary Issues (3 times for one hour each: mandatory)</td>
<td>12</td>
</tr>
<tr>
<td><strong>Choose 3 of the following courses:</strong></td>
<td></td>
</tr>
<tr>
<td>INTL 5213 International Relations, Affairs and Policy</td>
<td></td>
</tr>
<tr>
<td>INTL 5233 Global Competitive Environment</td>
<td></td>
</tr>
<tr>
<td>SOC 5333 Global Population &amp; Social Problems</td>
<td></td>
</tr>
<tr>
<td>AGEC 5343 International Ag Markets, Trade &amp; Development</td>
<td></td>
</tr>
<tr>
<td>SOC 5950 Globalization &amp; Culture</td>
<td></td>
</tr>
<tr>
<td>REMS 5013 Research, Design, and Methodology OR</td>
<td></td>
</tr>
<tr>
<td>ECON 5603 Global Economics</td>
<td></td>
</tr>
<tr>
<td><strong>Focus Area courses (3 courses + 6 hours of thesis.)</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>Electives (1 courses)</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits for degree</strong></td>
<td>30</td>
</tr>
</tbody>
</table>
For a **Plan of Study with Creative Component**, the graduate credit requirements are:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required core courses (4 courses):</strong></td>
<td>12</td>
</tr>
<tr>
<td>INTL 5010 Contemporary Issues (3 times for one hour each:</td>
<td></td>
</tr>
<tr>
<td>mandatory)</td>
<td></td>
</tr>
<tr>
<td><strong>Choose 3 of the following courses:</strong></td>
<td></td>
</tr>
<tr>
<td>INTL 5233 Global Competitive Environment</td>
<td></td>
</tr>
<tr>
<td>INTL 5213 International Relations, Affairs and Policy</td>
<td></td>
</tr>
<tr>
<td>SOC 5333 Global Population &amp; Social Problems</td>
<td></td>
</tr>
<tr>
<td>AGEC 5343 International Ag Markets, Trade &amp; Development</td>
<td></td>
</tr>
<tr>
<td>SOC 5950 Globalization &amp; Culture</td>
<td></td>
</tr>
<tr>
<td>REMS 5013 Research, Design, and Methodology OR</td>
<td></td>
</tr>
<tr>
<td>ECON 5603 Global Economics</td>
<td></td>
</tr>
<tr>
<td>Focus Area Courses (4 courses + 3 hours of Creative Component)</td>
<td>15</td>
</tr>
<tr>
<td>Electives (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total credits for degree</strong></td>
<td>33</td>
</tr>
</tbody>
</table>

* Students are restricted to not more than **15 credit hours** of Business-related courses including INTL 5233, and courses under the following course designations: ACCT, BADM, BCOM, BHON, BUSAD, FIN, LSB, MGMT, MSIS, TCOM, and INTL 5110 when focused on business topics. Economics courses are excluded from the business course restrictions.

### Language Proficiency

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

1. Complete 15 semester hours of a second language or five 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).

The foreign language requirement is waived for students from non-English language countries.

**Note:** No waivers for the foreign language requirement will be permitted, and the 15 hours of language courses cannot be counted towards the 33 hours necessary to complete the master’s degree.

### Foreign Experience Requirement

Students from the U.S. must have an international experience to qualify for the M.S. in International Studies degree. The time outside the U.S. must be a minimum of 3 to 6 weeks, involve a structured program of course work or internship and have occurred
during the student’s undergraduate or graduate programs. Due to the great variety of opportunities, the experience must be approved by the Director.

**Transfer of Credits**

Students in the master’s degree program may apply to transfer up to nine hours from another college or university. The following conditions must be met for the courses to be accepted.

- The student must have received a grade of “B” or above.
- The student was formally admitted to the graduate college at another accredited institution and the course(s) was certified as graduate credit by that institution.
- The transfer of credit must be approved by the student’s advisory committee.
- The transfer must also be approved by the Dean of the Graduate College at the time a program of study is planned.

**GRE/GMAT**

All entering students must take either the GRE or the GMAT prior to admittance to the School of International Studies. The scores for the GMAT should be 500 or higher. The scores for the GRE should be 500/500, 3.5 or higher.

**Thesis versus Creative Component Option**

Each student must choose between the thesis and creative component options. How might one choose between the two choices?

The thesis option requires only 30 credit hours. However, one should realize that it includes intensive research, typically over a couple of semesters and major writing activity. Likewise, it requires frequent interaction with one’s thesis chairman and a final defense before a committee upon its completion. There are benefits to the thesis option. First, it provides an in-depth examination of an issue. Second, one hones library and field research skills and usually the application of statistical methods. Finally, one’s oral and written skills are improved. The student considering doctoral study should give this option strong consideration. See Appendix A for a further discussion of the thesis option.

The creative component option requires 33 credit hours. This includes an additional elective course and credit for the creative component. The nice thing about the latter course is that it is quite flexible as to choices. They include independent study under a faculty member’s guidance, an internship, or perhaps a study abroad program. The elective and creative component courses are limited to a given semester rather than spanning two semesters. Furthermore, they don’t demand intensive research and writing. See Appendix A for a further discussion of the creative component option.
II. Graduate Certificate

As an alternative to the M.S. in International Studies, the Graduate Certificate program allows on to complement his or her primary area of graduate study with an international dimension. The interdisciplinary curriculum for the Graduate Certificate 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. They will be more aware of the impact of cultural issues and gain a holistic understanding of related fields through the interdisciplinary curriculum.

Course Requirements

Candidates for the Graduate Certificate in International Studies are required to complete 15 credit hours of SIS graduate degree course work. However, up to six hours of certificate credit hours may, at the departmental adviser’s discretion, be counted toward another graduate degree at OSU. Candidates requirements for the certificate program are as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required core courses (3 courses):</strong></td>
<td>9</td>
</tr>
<tr>
<td>Selection from among those listed on page 5.</td>
<td></td>
</tr>
<tr>
<td><strong>Two electives courses from the approved course list for the various focus areas</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total credits for certificate</strong></td>
<td>15</td>
</tr>
</tbody>
</table>
III. Core Courses

The core curriculum is designed to ensure a broad understanding of international problems and issues.
Students pursuing a master’s degree or graduate certificate in International Studies enroll in three credit hours of INTL 5010 and select three additional courses from among those listed below.

**INTL 5010  *Contemporary Issues.* 3 credits offered in one-credit modules per semester
Study of contemporary international issues including news reports, speeches from foreign dignitaries, political leaders and/or experts in selected international fields. (Fall/Spring)

**INTL 5213  *International Relations, Affairs and Policy.* 3 credits.
Study of the politics of international economic relations, addressing the major theories of international politics and their interaction with major, market-based theories of value allocation. Research on the mechanics and theories of interaction between economic and political phenomena. (Fall)

**INTL 5233  *Global Competitive Environment.* 3 credits.
Development of a global business strategy for the organization. Issues of highly diversified markets and business environments, global competition, financial markets and complex organizational relationships. (Fall)

**SOC 5333  *Global Populations and Social Problems.* 3 credits.
Prerequisite: graduate standing. Study in world, regional and national population characteristics, changes and associated problems and cultural influences. (Spring)

**AGEC 5343  *International Agricultural Markets and Trade.* 3 credits.
Contemporary international agricultural trade theory and applications. Broaden students’ understanding of contemporary cultural and economic issues outside the U.S. that affect global demand. Gains from trade and the theory of comparative advantage.

**SOC 5950  *Globalization and Culture.* 3 credits.

**REMS 5013  *Research, Design, and Methodology.* 3 credits. Required of all graduate students in education. An introduction to the concepts of research design, methodology, sampling techniques, internal and external validity and the scientific method in educational problem solving. Critical analysis of educational proposals. No credit for student with credit in 5015. (Fall/Spring)
**ECON 5603 Global Economics.** 3 credits. An introduction to international economics that emphasizes the challenges that the process of globalization poses to national economies. The course will present the main theories of international trade, foreign exchange markets, and international finance issues. (Fall)

### IV. Focus Areas

The International Studies Master’s Degree candidate chooses an area of focus for his or her courses of study. This allows candidates to pursue their area of particular interest in more depth.

**International Trade and Development**

This is an area of courses that help the student understand the interactions of trade policy, macroeconomic policy, political structures and social systems on economic development and international trade. This focus area is appropriate for students wishing to enter careers in government, public service, institutional development, consulting, trade development, policy analysis and economic development. Candidates choose 12-15 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGEC</td>
<td>Int'l Agricultural Markets, Trade &amp; Development</td>
</tr>
<tr>
<td>AGEC</td>
<td>Rural Regional Analysis</td>
</tr>
<tr>
<td>AGEC</td>
<td>Rural Development Planning</td>
</tr>
<tr>
<td>AGEC</td>
<td>International Agricultural Policy and Development</td>
</tr>
<tr>
<td>DHM</td>
<td>Textiles and Apparel in the International Economy</td>
</tr>
<tr>
<td>ECON</td>
<td>Global Economics</td>
</tr>
<tr>
<td>ECON</td>
<td>International Trade</td>
</tr>
<tr>
<td>ECON</td>
<td>Economic Development II</td>
</tr>
<tr>
<td>MKTG</td>
<td>International Marketing Strategy</td>
</tr>
<tr>
<td>PLNT</td>
<td>International Agricultural Research Systems</td>
</tr>
<tr>
<td>POLS</td>
<td>American Foreign Policy</td>
</tr>
<tr>
<td>POLS</td>
<td>International Institutions</td>
</tr>
<tr>
<td>POLS</td>
<td>Legal Problems of the International Environment</td>
</tr>
<tr>
<td>POLS</td>
<td>Seminar in Comparative Politics and Government</td>
</tr>
<tr>
<td>SOC</td>
<td>Collective Behavior and Social Movements</td>
</tr>
<tr>
<td>SOC</td>
<td>Global Population &amp; Social Problems</td>
</tr>
<tr>
<td>SOC</td>
<td>World Population Problems</td>
</tr>
<tr>
<td></td>
<td><strong>Recommended Electives:</strong></td>
</tr>
<tr>
<td>SOC</td>
<td>Qualitative Research Methods</td>
</tr>
<tr>
<td>STAT</td>
<td>Statistics for Experimenters I</td>
</tr>
<tr>
<td>STAT</td>
<td>Sample Survey Design</td>
</tr>
</tbody>
</table>

Additional courses from those listed above or:
REMS 5013 Research, Design and Methodology

* Students must take two of the four courses indicated among the 15 credit hours in the focus area.

**International Business and Economic Relations**

This focus helps students to understand business dynamics and managerial decision making within the international business environment. It is appropriate for students preparing for business careers in marketing, management or finance in companies with import/export activity or other global ventures. Candidates choose 12-15 credit hours from the following:

- ECON 5603 Global Economics
- FIN 5213 International Business Finance
- GEOG 5123 International Resource Management
- LSB 5223 Negotiation and Third-Party Dispute Resolution
- MKTG 5553 International Marketing Strategy
- MGMT 4693 International Human Resource Management

**Recommended Electives:**

Additional courses from those listed above or:

- BADM 5613 External Environment of Business
- FIN 5013 Business Finance
- MKTG 4553 International Marketing
- MGMT 5113 Management and Organizational Theory
- POLS 5123 Politics of Globalization
- POLS 5133 Politics and Political Economy in the EU
- ECON 5243 Econometrics
- SOC 5273 Qualitative Research Methods
- STAT 5013 Statistics for Experimenters I
- STAT 5023 Statistics for Experimenters II
- STAT 5043 Sample Survey Design
- REMS 5013 Research, Design and Methodology
International Human Relations, Society, and Education

This focus concentrates on courses that will help the student understand humanitarian and social issues in diverse cultural settings. Depending on their interests, students may select courses that address: human rights, nutritional problems, health care, housing and clothing or human capital development, educational needs and occupational training. Students completing this area prepare for careers in international service agencies, humanitarian groups, educational and research institutions and consulting firms. Candidates choose 12-15 credit hours from the following:

AGED  5123  Adult Programs in Agricultural & Extension Education
AGED  5733  International Agricultural Policy & Development
AGED  5863  Methods of Technological Change
AGED  6223  Program Evaluation in Agriculture & Extension
ANTH  4883  Comparative Cultures
DHM   4993  Textiles and Apparel in the International Economy
ECON  4643  International Economic Development
GEOG  4143  Travel and Tourism
HRAD  6413  Leadership in a Diverse Society
LEIS  4913  Managing Non-profit Agencies
MC    5253  Seminar in International Mass Communications
NSCI  5363  Maternal & Infant Nutrition
NSCI  5553  International Nutrition and World Hunger
NSCI  5563  Nutritional Assessment
OCED  5133  International Workplace Education
OCED  5673  Principles and Practices of Distance Learning in Occupational Education
POLS  4113  International Institutions
POLS  5123  Politics of Globalization
POLS  5373  Populations at Risk
POLS  5673  Understanding and Responding to Terrorism
SOC   5333  Global Populations and Social Problems
SOC   5883  Sociology of Education
SOC   5950  Globalization and Culture
SOC   6463  International Issues in Environmental Sociology
SOC   6493  Sociology of Disaster

Recommended Electives:
Additional courses from those listed above or:
AGED  5202  Grant Seeking
LEIS  4903  Grant Writing & Fundraising in Non-Profit Agencies
REMS  5013  Research, Design and Methodology
REMS  5953  Statistical Methods in Education
SOC   5273  Qualitative Research Methods
STAT  5013  Statistics for Experimenters I
STAT  5043  Sample Survey Design
Cultural Heritage and Tourism Development

Students in this focus area explore the ideas, philosophies and religions of the world’s cultures through their monuments of art, architecture, literature, music and theater. Students can focus on cultural heritage for its own sake or use their knowledge to develop international tourism as a source of economic development. Depending on their interests, students may select courses in cultural history, historical preservation, and travel and tourism policy management. Students prepare for careers in world cultural and heritage projects, museum and architectural site management, tourism development, and education.

<table>
<thead>
<tr>
<th>ARCH</th>
<th>5100</th>
<th>History and Theory of Architecture, Greek and Roman, English Renaissance, Modern, Islamic, Baroque, or other similar courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH</td>
<td>5100</td>
<td>History and Theory of Architecture</td>
</tr>
<tr>
<td>ARCH</td>
<td>6073</td>
<td>History of Non-Western Architecture</td>
</tr>
<tr>
<td>ART</td>
<td>4653*</td>
<td>History of Indian Art</td>
</tr>
<tr>
<td>ART</td>
<td>4663*</td>
<td>History of Chinese Art</td>
</tr>
<tr>
<td>ART</td>
<td>4673*</td>
<td>History of Japanese Art</td>
</tr>
<tr>
<td>DHM</td>
<td>4993</td>
<td>Textiles, Apparel, Interiors and Related Products in the Int’l Economy</td>
</tr>
<tr>
<td>GEOG</td>
<td>4113</td>
<td>Cultural Ecology</td>
</tr>
<tr>
<td>GEOG</td>
<td>4143</td>
<td>Travel and Tourism</td>
</tr>
<tr>
<td>GEOG</td>
<td>4353</td>
<td>Geographic Information Systems</td>
</tr>
<tr>
<td>GEOG</td>
<td>5123</td>
<td>International Resource Management</td>
</tr>
<tr>
<td>GEOG</td>
<td>5140</td>
<td>Culture and Historical Geography Seminar</td>
</tr>
<tr>
<td>GEOG</td>
<td>5140</td>
<td>Cultural and Historical Geography Seminar</td>
</tr>
<tr>
<td>GEOG</td>
<td>5243</td>
<td>Geography of the World’s Indigenous Peoples</td>
</tr>
<tr>
<td>GEOG</td>
<td>5450</td>
<td>Landscape Ecology</td>
</tr>
<tr>
<td>GEOG/HIST</td>
<td>5940</td>
<td>Internship With a Report</td>
</tr>
<tr>
<td>GEOG</td>
<td>6110</td>
<td>Seminar in Cultural Ecology</td>
</tr>
<tr>
<td>GEOG</td>
<td>6130</td>
<td>Seminar in Political Geography</td>
</tr>
<tr>
<td>HIST</td>
<td>6120</td>
<td>Seminar in Historic Preservation</td>
</tr>
<tr>
<td>HRAD</td>
<td>6313</td>
<td>Tourism Policy and Promotion</td>
</tr>
<tr>
<td>HRAD</td>
<td>6880</td>
<td>Seminar in Travel and Tourism Management</td>
</tr>
<tr>
<td>LA</td>
<td>4433</td>
<td>Land Use and Community Planning</td>
</tr>
<tr>
<td>LA</td>
<td>4573</td>
<td>Recreation Planning</td>
</tr>
<tr>
<td>LA</td>
<td>5110</td>
<td>History and Theory of Landscape Architecture</td>
</tr>
<tr>
<td>LEIS</td>
<td>5403</td>
<td>Interpretation in Leisure Studies</td>
</tr>
<tr>
<td>MUSI</td>
<td>5583</td>
<td>World Music</td>
</tr>
<tr>
<td>PHIL</td>
<td>5343</td>
<td>Seminar: East/West Comparative</td>
</tr>
<tr>
<td>SOC</td>
<td>5990</td>
<td>Global Social Problems</td>
</tr>
<tr>
<td>SOC</td>
<td>5950</td>
<td>Globalization and Culture</td>
</tr>
</tbody>
</table>

* 4000 level ART courses should be taken under ART 5910 with approval of instructor and advisor.

* 4000 level HIST courses should be taken under HIST 6120 with approval of instructor and advisor.
**Recommended Electives:**
Additional courses from those listed above or:

- GEOG 4323 Computer Cartography
- GEOG 4333 Remote Sensing
- GEOG 4353 Geographic Information Systems: Socio-economic Applications
- SOC 5273 Qualitative Research Methods
- STAT 5013 Statistics for Experimenters I
- STAT 5023 Statistics for Experimenters II
- REMS 5013 Research, Design and Methodology
Preservation of Environmental and Ecological Resources

This focus area teaches students how to plan and manage environmental and ecological resources for both global preservation of natural resources and eco-tourism. Depending on their interests, students may select courses in the areas of remote sensing, environmental economics, ecological planning, environmental law and policy, NGO development, landscape architecture, as well as tourism policy and promotion. Students prepare for careers in preservation management, national park planning and maintenance and eco-tourism site development.

AGEC 4503 Environmental Economics and Resource Development
AGEC 5503 Economics of Natural and Environmental Resource Policy
ENVR 5103 Environmental Science & Ecology
GEOG 4143 Travel and Tourism
GEOG 4333 Remote Sensing
GEOG 5123 International Resource Management
GEOL 4663 Global Geological Resources
HRAD 6313 Tourism Policy and Planning
LA 4433 Land Use and Community Planning
LA 4573 Recreation Planning
LA 4583 Environment Planning
LA 4583 Environmental Planning
LA/GEOG 5110 Internship
LA 5110 History and Theory of Landscape Architecture
SOC 5463 Seminar in Environmental Sociology
SOC 5950 Globalization and Culture
SOC 5990 World Population Problems
SOC 6460 Advanced Studies in Environmental Sociology
SOC 6463 International Issues in Environmental Sociology

Recommended Electives:
Additional courses from those listed above or:
SOC 5333 Global Population and Social Problems
GEOG 4333 Remote Sensing
GEOG 4343 GIS: Res Management Applications
STAT 5013 Statistics for Experimenters I
STAT 5043 Sample Survey Design
REMS 5013 Research, Design and Methodology
V. General Guidelines for Courses

1. Foundation or Prerequisite Courses
Candidates for the M.S. degree who do not have an adequate undergraduate background in selected fields may be asked to complete foundation (undergraduate) courses in their area of interest before enrolling in some graduate courses. An academic adviser must approve exceptions.

NOTE: These courses are considered prerequisites and cannot be counted in the 33 credit hours required for the master’s degree.

2. Methods Courses
Some students may be advised to take methods or “tools” courses to improve the research skills needed for their chosen field. Most academic departments have these courses. Students writing a thesis may need work in statistical analysis of research data. Those who have not had an introductory course in statistics may be advised to take such a course to prepare them for graduate research and additional statistics coursework.

Recommended statistics courses to choose from:
SOC 5273 Qualitative Research Methods
STAT 5013 Statistics for Experimenters I
REMS 5013 Research Design and Methodology

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. Other than thesis credits, independent study course are usually available to master’s candidates in the various departments as a zero ending, 5000 level course.

Students are generally restricted to one independent study course within their program.

NOTE: Any study that requires the use of human subjects for interviews, tests, etc., must be approved by the Institutional Review Board. The approval must be obtained prior to doing the research or project. For more information see www.vpr.okstate.edu/irb.
Course Format. Students develop their research with the advice and assistance of an instructor or with more than one instructor if the topic warrants. Students who wish to enroll in independent study should submit a proposal for the course to a member of the graduate faculty who will serve as instructor, mentor and evaluator. The student must then obtain the consent of the faculty member to oversee the study prior to enrolling in the appropriate course. At a minimum, proposals will include the following:

- A descriptive title of the research effort or project
- Purpose and objectives of the research or project
- Reasons the research or project should be undertaken

4. 4000 Level Courses for Graduate Credit

While the university offers many 4000-level courses for graduate credit, SIS 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.
- 4000 level courses may only be enrolled in with 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.
VI. Course Descriptions

A Brief Description of Approved Courses for core requirements and the focus area

Agricultural Economics

AGEC 4503 Environmental Economics and Resource Development (Fall Semester)
Prerequisites: 3503 or ECON 3113 or consent of instructor. Economic, social and political factors relating to conservation, natural resource development and environmental quality. Valuation of priced and non-priced natural and environmental resources. Analysis of environmental and natural resource policy and the role of public and private agencies in conservation and development.

AGEC 5343 International Agricultural Markets and Trade (Fall Semester)
Prerequisite: 1114 or ECON 2103. Contemporary international agricultural trade theory and applications. Tools to identify, evaluate critically, and seek solutions to complex international trade and development problems, such as gains from trade, impacts of trade barriers on social welfare, export promotion effectiveness, trade impacts on environment and land degradation, social benefits and costs of free trade areas, and benefits and costs of free trade areas, and impacts of genetically modified crops on trade.

AGEC 5503 Economics of Natural and Environmental Resource Policy (Fall Semester)
Prerequisites: 4503 or ECON 3313 and MATH 2103. Economics of long term resource use with particular emphasis on agricultural and forestry problems. Methods for estimation of nonmarket prices. Cost benefit analysis of long term natural resource use and environmental policy. Elementary computer simulation of long term resource use and environmental policy.

AGEC 5713 Rural Regional Analysis (Spring Semester)
Prerequisite: 5103. Concepts of market and nonmarket based rural welfare; theories of regional growth as applied to rural areas; methods of regional analysis including computable general equilibrium; analysis of policies and programs for improving welfare of rural population groups.

AGEC 5723 Rural Development Planning (Spring Semester)
Economics of market based planning for developing and developed countries; methods of incentive planning with emphasis on agricultural and rural project analysis; methods of agricultural and rural sector incentive planning with emphasis on general equilibrium results.

AGEC 5733 International Agricultural Policy and Development (Spring Semester)
Review and evaluation of agricultural trade and development policies emphasizing developing countries. Objectives, constraints and instruments of national food and
agricultural trade policy in an interdependent world. Efficiency, stability, distribution, equity and market structure in commodity trade.

**Agricultural Education**

**AGED 5123 Adult Programs in Agricultural and Extension Education (Fall Semester)**
Determining adult needs, priorities, participation in educational activities and adoption of new ideas and practices. Designing, organizing, conducting, and evaluating adult education programs in agricultural and extension education.

**AGED 5202 Grantseeking (Spring Semester)**
Prerequisite: graduate standing or consent of instructor. Students become proficient in writing proposals to obtain external funding from private and government agencies. Skills such as conceptualizing projects that are worth funding, identifying sources of funders, developing a working narrative that follows the RFP guidelines, developing boiler-plate information, conducting a review of literature to demonstrate a need for the project, developing timelines, and budgets.

**AGED 5863 Methods of Technological Change (Spring Semester)**
Processes by which professional change agents influence the introduction, adoption, and diffusion of technological change. Applicable to persons who work closely with people in formal and non-formal educational settings.

**AGED 6223 Program Evaluation in Agriculture and Extension (Spring Semester)**
Prerequisite: graduate standing. Program evaluation theory and methodology (quantitative and qualitative) presented through a service learning framework. Problem-based approach having students submit a proposal that addresses an evaluation need presented by a community-based program.

**Architecture**

**ARCH 5100 Special Topics in History and Theory of Architecture (Fall Semester)**
May be used for SIS students to enroll in undergraduate classes such as:

**History and Theory of Greek and Roman Architecture**
Prerequisite: 2003. History and theory of the ancient Greek and Roman periods of architecture.

**History and Theory of Baroque Architecture**
Prerequisite: 2003. History and theory of Renaissance architecture in the western world particularly the later, Baroque period.

**History and Theory of English and Early American Architecture**
Prerequisite: 2003. English renaissance architecture from 1483 to 1837 and its importance to developments in early American architecture.
ARCH 6073 History and Theory of Non-Western Architecture (Spring Semester)
Prerequisite: graduate schooling or consent of instructor. Architecture in the non-Western and pre-Columbian world.

Art

ART 4653 History of Indian Art (Spring Semester)
The history and culture of South Asia (India and Pakistan) are explored through its arts-architecture, sculpture, painting and design.

ART 4663 History of Chinese Art (Fall Semester)
The arts of China in their historical, cultural, religious and social context. Painting, sculpture, architecture, porcelain, furniture and decorative arts.

ART 4673 History of Japanese Art (Spring Semester)
The arts of Japan from the beginning to the modern period in their historical and cultural setting. Cross-cultural contacts with China and the West. Architecture, sculpture, painting, landscape architecture, prints, and decorative arts.

*4000 level ART courses should be taken under ART 5910.

Business Administration

BADM 5613 External Environment of Business (Fall Semester)
Prerequisite: admission to MBA program or approval from MBA director. Social, ethical, regulatory and political forces as they impact on the organization. Attention to organizational response to these forces through management policies and strategies.

Design, Housing and Merchandising

DHM 4993 Textiles, Apparel, Interiors, and Related Products in the International Economy (Fall Semester)
Prerequisites: 2573 (all students), 2913 (apparel students), 2303 (interior students), 3 credits of ECON, and 90 hours. Broad multi-disciplinary study of textiles, apparel, interiors and related products in the international economy.

Economics

ECON 5603 Research and Independent Studies
1-3 credits, maximum 10. Prerequisite: consent of departmental committee under a workshop arrangement or supervised independent studies.

ECON 5243 Econometrics I (Fall Semester)
Prerequisite: 4213 or STAT 4043. Theory and application of econometrics to economic problems. Topics include OLS, GLS, distributed lags, serial correlation, heteroskedasticity, and simultaneous equations.
ECON 5633 International Trade (Spring Semester)
International trade and commercial policy. Comparative advantage, general equilibrium and modern trade theories; welfare implications of international resource allocation models; the theory of protection and international interdependence.

ECON 5643 Economic Development II (Spring Semester)
Major problems of development policy. Inflation and mobilization of capital, investment criteria, agriculture, foreign trade, population and manpower, planning and programming methods.

Environment

ENVR 5103 Environmental Science and Ecology (Fall Semester)
The basics of ecological principles. Ecosystem components and structure, biogeochemical cycles, energy flow, properties of populations, population interactions, predation and community ecological basics. May be offered in a shortened format.

Finance

FIN 5013 Business Finance (Fall Semester)
Prerequisite: graduate standing. Introduction to the major areas of business finance: the financial environment in which business decisions are made and the institutions found therein, the financial management practices of a firm securing financing and allocating resources among competing alternatives, and the valuation of financial assets to the firm and individuals.

FIN 5213 International Business Finance (Fall Semester)
Prerequisite: 5053. Theories and financial management practices unique to business firms which operate in, or are influenced by, an increasingly global economy.

Geography

GEOG 4113 Cultural Ecology (Spring Semester)
Prerequisite: junior or senior standing or consent of instructor. A study in human-environment interaction addressing the processes and patterns of human coping behavior from prehistoric to contemporary periods. Framework for understanding the transformation of cultural and natural landscapes by systematically exploring how culture works to socially and technologically adapt to environmental opportunities and limitations in artic, alpine, grassland, arid, and tropical environments.

GEOG 4143 Geography of Travel and Tourism (Spring Semester)
A systematic and comprehensive analysis of the geographical dimensions of tourism, illustrating the relevance of a spatial perspective to tourism planning, development, and management. Economic, social, and environmental impact of both domestic and international tourism considered.
GEOG 4323 Computer Cartography (Spring Semester)
Lab 2. Fundamentals of map compilation and design using computers. Thematic mapping of both socioeconomic and natural resource information. Discussion and application of various map input techniques involving digitizers, scanners, and global positioning system receivers. 2-D and 3-D terrain representation.

GEOG 4333 Remote Sensing (Fall Semester)
Lab 2. Prerequisite: junior standing. Use of several types of sensors and imagery in solving problems. LANDSAT imagery use. Uses and limitations of data extraction techniques, manual and computer-assisted. Applications to a variety of specific problems.

GEOG 4343 Geographic Information Systems: Resource Management (Fall/Spring Semester)
Lab 2. Prerequisite: 2343. Theory and principles of geographic information systems (GIS) applied to resource management problems using both raster and vector data structures. GIS and remote sensing integration.

GEOG 4353 Geographic Information Systems: Socioeconomic Applications (Fall Semester)
Lab 2. Prerequisite: 2343. Theory and principles of geographic information systems (GIS) applied to socioeconomic problems including location-allocation, market area determination, network analysis, and analysis of demographic characteristics.

GEOG 5123 International Resource Management (Spring Semester)
Prerequisite: graduate standing. Spatial perspectives on the assessment and management of natural resources. The role of resources in world trade, security and international environmental concerns.

GEOG 5140 Cultural and Historical Geography Seminar (Fall Semester)
1-3 credits, maximum 9. Prerequisite: consent of instructor. Development and critical analysis of research and theory in cultural and historical geography.

GEOG 5243 Geography of the World’s Indigenous Peoples
Prerequisites: graduate standing and consent of instructor. A regional survey of indigenous assertions of cultural, political and economic self-determination outside the United States. Native land claims, impact of regional development and environmental issues upon indigenous communities, and their efforts to establish geo-political autonomy.

GEOG Seminar in Geography (Fall/Spring Semester)
1-3 credits, maximum 7. Prerequisite: graduate standing in geography or consent of instructor. Specialized topics in geography.

GEOG 5510 Research Problems in Geography (Fall Semester)
1-3 credits, maximum 6. Prerequisite: consent of instructor. (May be Creative Component for Preservation of Environmental and Ecological Resources focus area)
GEOG 5940 Graduate Cooperative Education Internship (Fall Semester)
1-6 credits, maximum 6. Prerequisites: consent of departmental adviser and consent of instructor. Practical experience in applying geographical concepts to societal problems. Emphasis on programs in planning and geographic education.

GEOG 6110 Seminar in Cultural Ecology (Spring Semester)
3 credits, maximum 6. Prerequisite: graduate standing in geography or consent of instructor. History, trajectory, and possibilities of human-environment interaction, including cultural adjustment to, and of the environment along with the human and environmental conditions that encourage the management and mismanagement of resources.

GEOG 6130 Seminar in Political Geography (Fall Semester)
3 credits, maximum 6. Prerequisite: graduate standing in geography or consent of instructor. Theoretical foundations of political geography from MacKinder and Hartshorne to recent writings by Smith, Anderson and other modern theorists. Nationalism, national identity, state formation and cohesion considered in a spatial context.

Geology

GEOL 4663 Global Geologic Resources (Spring Semester)
Distribution and analysis of global mineral, energy and water resources. Economic, environmental, social and political impact of selected resources on local to global scales.

History

HIST 6120 Seminar in Historic Preservation

Hotel and Restaurant Administration

HRAD 6313 Tourism Policy and Planning (Summer Semester)
Examination of current international and national tourism policies, planning and development perspective and the economic impact.

HRAD 6413 Leadership in a Diverse Society (Spring Semester)
Comparing and critiquing leadership and diversity research, theories and practices in society. Development of models for future professional practice that integrate leadership and diversity principles.

HRAD 6880 Seminar in Travel and Tourism Management (Spring Semester)
1-3 credits, maximum 9. Study of the latest developments in travel and tourism research and management.
International Studies

**INTL 5000 Thesis (By consent of advisor)**
1-6 credits, maximum 6. Prerequisites: graduate standing and consent of adviser. For students studying for a master's degree in international studies under the thesis option.

**INTL 5010 Contemporary Issues in International Studies (Fall & Spring Semesters)**
1-3 credits, maximum 3. Prerequisite: graduate standing. Study of contemporary international issues including news reports, speeches from foreign dignitaries, political leaders and experts in selected international fields. (Required for all International Studies master’s students.)

**INTL 5110 International Studies Practicum (By consent of advisor)**
1-6 credits, maximum 6. Prerequisites: graduate standing and consent of adviser. For students studying for a master's degree in international studies under the creative component option.

**INTL 5213 International Relations, Affairs and Policy (Fall Semester)**
Prerequisite: graduate standing. Research on the mechanics and theories of interaction between economic and political phenomena. Same course as POLS 5213. (Required for all International Studies master’s and graduate certificate students.)

**INTL 5223 Culture, History and World Systems (Spring Semester)**
Prerequisite: graduate standing. Study of the impact and influence of culture and history on the development of contemporary world systems with future projections. (Required for all International Studies master’s and graduate certificate students.)

**INTL 5233 Global Competitive Environment (Fall Semester)**
Prerequisite: graduate standing. Development of a global business strategy for the organization. Issues of highly diversified markets and business environments, global competition, financial markets, and complex organizational relationships. Same course as MBA 5233. (Required for all International Studies master’s and graduate certificate students.)

**INTL 5243 Globalization and Culture (Spring Semester)**

Landscape Architecture

**LA 4433 Land Use and Community Planning (Fall Semester)**
Lab 3. Prerequisite: 3313. The inventory and analysis of natural and man-made landscape resources and their application to land use and community planning within the framework of a municipality's comprehensive plan and regulations.
LA 4573 Recreation Planning (Spring Semester)
Lab 6. Prerequisite: consent of instructor. Theory and methods for small and large scale area planning with emphasis on natural and cultural resources.

LA 4583 Landscape Environmental Planning (Fall Semester)
Lab 6. Prerequisite: 3324. Development of landscape architectural projects in the context of conservation, preservation, urban, regional planning and other developmental design problems encountered by the landscape architect.

LA 5110 Advanced Special Problems (Fall Semester)
1-12 credits, maximum 20. Prerequisite: consent of appropriate faculty member. Specific landscape architectural problems. (May be used as Creative Component or Internship for Preservation of Environmental and Ecological Resources focus area.)

May also be used for SIS students to enroll in undergraduate LA classes such as:

**History and Theory of Landscape Architecture.** History and historic styles and approaches to landscape architectural design. Past and present landscape design theory.

**Landscape Architecture Assembly.** Presentations by faculty members and guest speakers dealing with various aspects of landscape architecture or related fields.

**Legal Studies in Business**

**LSB 5223 Negotiation and Third-Party Dispute Resolution (Fall Semester)**
This course is designed to improve students’ personal effectiveness and increase their productivity by drawing on the latest research in the psychology of judgment combined with the art of negotiation and decision-making. Students learn to develop effective strategies and systematic approaches to negotiations and influence opportunities. Cross listed with MGMT 5713.

**Leisure**

**LEIS 4903 Grantwriting and Fund-raising in Non-profit Agencies (Fall Semester)**
Methods, techniques and direct experience in acquiring funds and in-kind resources necessary for the operation of philanthropic agencies.

**LEIS 4913 Managing Non-profit Agencies (Spring Semester)**
Management skills necessary for the development and on-going operation of a non-profit agency.

**LEIS 5403 Interpretation in Leisure Services (Fall Semester)**
Organization and administration of visitor centers and interpretive naturalist programs, philosophic approaches, and methods for interpreting the natural and cultural history of public parks and recreation areas.
Management

**MGMT 4693 International Human Resource Management (Spring Semester)**
Prerequisites: 3123 required, 3313 preferred and LSB 3423 recommended. A comparison of human resource management policies and practices in the United States with those of major U.S. trading partners. Major human resource functions such as planning, staffing, training, compensation, performance appraisal and labor relations. Human resource policies and practices of China, Japan, Mexico, Canada and other countries.

**MGMT 5113 Management and Organizational Theory (Fall Semester)**
Prerequisite: admission to MBA program or consent of MBA director. Contemporary theories of organization. Structure and dynamics of organizational goals and environments.

Marketing

**MKTG 5553 International Marketing Strategy (Spring Semester)**
Prerequisite: 5133. An analysis of marketing in the global environment. Environmental effects on international marketing management and corporate strategy decisions.

Mass Communications

**MC 5253 International Mass Communications (Fall & Spring Semesters)**
Prerequisite: graduate standing. Examination of the nature and flow of news and information within and among nations, states, and societies from a theoretical vantage point grounded in region-specific realities. The political, economic, social, cultural and historical forces determining media practice in a global environment. Meets with JB 4253. No credit for students with credit in 4253.

Music

**MUSI 5583 Traditional World Music (Fall Semester)**
Survey of the richly diverse music of non-Western cultures emphasizing traditional musical practices prior to contact with Western media. Historical recordings supplemented by video tapes. Knowledge of Western classical music notation helpful. Taught in conjunction with 3583.

Nutrition

**NSCI 5363 Maternal and Infant Nutrition (Spring Semester)**
Prerequisite: 2114 or equivalent. Nutritional needs and dietary concern during pregnancy, lactation and the first year of life. Implications for nutrition intervention, education and policy.
NSCI 5553 International Nutrition and World Hunger (Spring Semester)
Prerequisite: consent of instructor. Advanced study of the magnitude, causes, and nature of hunger and under nutrition in low income countries; emphasis on programs, policies and planning directed toward alleviating hunger.

NSCI 5563 Nutritional Assessment (Spring Semester)
Prerequisites: 3223, 4323, or equivalent. (A preparatory nutrition course is strongly recommended.) Dietary, physical, and biochemical assessment techniques and their application to patient or client nutritional status assessment in health care systems.

Occupational Education

OCED 5133 International Occupational Education (Spring Semester)
Prerequisite: graduate standing. Ideas, practices and systems of occupational education in other countries compared with contemporary practices in the United States to provide a basis for an enlarged, critical view of technical education.

OCED 5673 Principles and Practices of Distance Learning in Occupational Education (Spring Semester)
Prerequisite: graduate student standing. Issues, methods, tools and techniques of facilitating learning at a distance. Development of skills in designing and delivering instruction via current synchronous and asynchronous technologies such as video conferencing and Internet, fostering analysis of current research in distance learning, and encouraging real-world applications of acquired skills and knowledge.

Philosophy

PHIL 5343 Seminar in East and West Comparative Philosophy (Spring Semester)
Prerequisite: 3943. Critical comparison between West European and East Asian traditions of philosophy, such as being and non-being, the nature of truth, self, human beings, ethics, human rights, community and religion.

Plant Science

PLNT 5863 International Agricultural Research Systems (Spring Semester)
Organization, management and budgeting agricultural research systems with emphasis on developing countries. Analysis of research and training priorities, budgeting, staffing and management of projects.

Political Science

POLS 4013 American Foreign Policy (Spring Semester)
Major problems and policies of American foreign relations since World War II and description of foreign formulation and aid administration.
POLS 4113 International Institutions (Spring Semester)
The organization, procedures, functions and role of international institutions, with emphasis on the United Nations and related agencies.

POLS 5123 The Politics of Globalization (Spring Semester)
Prerequisite: 2113 or consent of instructor. The policies and institutions to manage the economic and political consequences of the deeper integration of national economies into world economy; how governments can manage the dilemmas placed on national policies and attempts at international cooperation in a rapidly changing and turbulent external environment.  No credit for students with credit in POLS 4123.

POLS 5133 Politics and Political Economy in the European Union (Spring Semester)
The institutions and policy-making process of the European Union (EU) and the theoretical traditions in the study of European integration. The institutional form of the EU and the type of European policy that is emerging. No credit for students with credit in POLS 4133.

POLS 5373 Populations at Risk (Spring Semester)

POLS 5673 Understanding and Responding to Terrorism (Spring Semester)
Exploration of the experience of non-state terrorism in the U.S. and Western European democracies in the late 20th century. Understanding terrorism as a political, social, and historical phenomenon; the current and future threat of terrorism, both foreign and domestic; governmental choices in responding to terrorism in democratic societies; and U.S. anti-terrorism policies and considerations that emergency responders face in preparing for and responding to terrorist incidents.

Research, Evaluation, Measurement and Statistics
(See also Statistics)

REMS 5013 Research Design and Methodology (Fall & Spring Semesters)
Required of all graduate students in education. An introduction to the concepts of research design, methodology, sampling techniques, internal and external validity and the scientific method in educational problem solving. Critical analysis of educational research studies and the writing of proposals. No credit for student with credit in 5015.

Sociology

SOC 5273 Qualitative Research Methods (Fall Semester)
Examination of ethnographic studies and implementation issues connected with qualitative research. Research project required.

SOC 5333 Global Population and Social Problems (Spring Semester)
Prerequisite: graduate standing. Study in world, regional and national population characteristics, changes and associated problems and cultural influences.
SOC 5463 Seminar in Environmental Sociology (Fall Semester)
Critical overview of contemporary developments in environmental sociology. Environmental concern, disasters, health issues, risk assessment and environmental conflict.

SOC 5883 Sociology of Education (Spring Semester)
Prerequisite: graduate standing of consent of instructor. The manner in which social and economic forces and educational systems exert mutual influence upon each other. Utilizes comparative international examples of how educational systems vary and how they compare to the U.S.

SOC 5990 Global Social Problems

SOC 5950 Globalization and Culture (Spring Semester)

SOC 6460 Advanced Studies in Environmental Sociology (Spring Semester)
1-6 credits, maximum 6. Prerequisite: 5463 or consent of instructor. Intensive examination of selected topics in environmental sociology.

SOC 6463 International Issues in Environmental Sociology (Fall Semester)
Prerequisite: graduate standing. Advanced study of the international context of environmental issues.

Statistics
(See also Research, Evaluation, Measurement and Statistics)

STAT 5013 Statistics for Experimenters I (Fall & Spring Semesters)
Prerequisites: graduate standing and MATH 1513. Introductory statistics course for graduate students. Descriptive statistics, basic probability, probability distributions, fundamentals of statistical inference, hypothesis testing, regression, one-way classification, analysis of variance, comparative experiments, correlation and linear regression, introduction to categorical data analysis.

STAT 5023 Statistics for Experimenters II (Fall & Spring Semesters)
Prerequisites: graduate standing and 4023 or 5013. Analysis of variance components and their estimation, completely randomized, randomized block and Latin square designs, multiple comparisons.
STAT 5043 Sample Survey Designs (Spring Semester)
Prerequisite: one of 4013, 4033, 5013 or consent of instructor. Constructing and analyzing personal, telephone and mail surveys. Descriptive surveys including simple random, stratified random designs. Questionnaire design, frame construction, non-sampling errors, use of random number tables, sample size estimation and other topics related to practical conduct of surveys.
VII. Assistance for New Students
Weekly Orientation: An Introduction to Graduate Studies

In order to help students adjust more easily to the interdisciplinary program in which they are taking classes, it is necessary to have an extensive, in-depth orientation program.

The students will be meeting weekly for 6-8 weeks to thoroughly discuss the orientation process. Some of the topics to be covered include:

- Academe and scholarship: what makes graduate school different from the undergraduate experience?
- Academic writing style
- APA style manual
- Library search skills
- Writing a term paper
- Writing a proposal for internship or creative component
- Plagiarism
- Abstracts
- Bibliographies
- Meet the faculty, learn about the program, understand the thesis and project/creative components, and complete a plan of study.
- How and when to apply for internships
- How to find a job/career

Peer Mentoring

During their first semester, new students will be paired with returning students as part of the mentoring program. This gives new students a peer contact for asking questions about courses, instructors, policies and procedures. The peer mentors will be able to talk to new students about professors, advisers, prerequisites, focus area courses, language requirements and testing, internship and creative component ideas and proposals, electives, how to study, what to do and where to live in Stillwater, and whatever else is needed.

Faculty Mentoring

Members of the Program Committee will also help new students understand the graduate program. The professors in the students’ classes are usually willing to help a student make the transition to graduate work and will counsel them when asked.
VIII. 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 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/](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 financial aid website [http://gradcollege.okstate.edu/financial_aid/default.htm](http://gradcollege.okstate.edu/financial_aid/default.htm).
- 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 International Studies web site and in the SIS office in 204 Wes Watkins Center. Most campus and community organizations contact the School of International Studies when they want to hire students with certain skills or international expertise and these positions are announced in graduate classes.
- The International Studies Master’s Degree Associate Director has information about a limited number of specialty scholarships.
- Employment is available on campus. View the OSU Personnel website [http://jobs.okstate.edu](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.

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 are available in 119 Student Union or may be completed via the internet at [http://fafsa.ed.gov/](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 International 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 International Studies. These assistantships are not scholarships and are not given on the basis of need or academic performance. The school selects graduate assistants because of their professional experience and skills.

The Director of the International Studies graduate program selects recipients of the assistantships and coordinates the assistantship program. Individuals may be assigned to help faculty by grading undergraduate assignments and assisting with classroom management issues. Other duties may include assisting SIS staff on special projects. Graduate assistants must maintain a time sheet of activities and maintain scheduled contact with their supervisor for assignments. One’s performance is evaluated at the end 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 three semesters typically required to complete the degree and extensions of the time will be considered under special circumstances. Summer assistantships are independent of the academic year and will be assigned as need dictates.

Graduate assistants receive a monthly salary for 10 hours of work a week and have the out-of-state portion of their tuition waived. Those on quarter-time assignments must enroll in a minimum of nine semester hours during the fall and spring semesters. For the summer assistantships, one must be enrolled in at least four semester credit hours. Graduate assistants on half-time assignments must enroll in a minimum of six semester hours during the fall and spring semesters and at least three semester hours during the summer.

To apply, students should complete the Graduate Assistantship application form and submit it to the Director of the School of International Studies. Supporting materials that amplify a student’s qualifications and experience may be attached to the application. Confirmation of assistantships may not be possible before July 1 when the university’s budget is established.

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. Three prestigious awards of interest to International Studies majors are the following:

• The Bailey Fellowship for Study Abroad – College of Arts and Sciences, 204 Life Science East
• Boger Distinguished Graduate Fellowship- Awarded to the outstanding member of the incoming class.
• Watkins Distinguished Graduate Fellowship
• Spirit AeroSystems Scholarship

Files for fellowships and awards are kept in 204 Watkins Center.
IX. Student Organizations

Student Association of Global Affairs (SAGA)

SAGA is an organization for the School of International 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 graduate classes and are posted on the School of International Studies Web Page and by e-mail listserv.

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.

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/](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 SIS 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).
X. Registration
The Process of Selecting and Enrolling in Classes

Follow these steps in the registration process:
1. Note appropriate deadlines
2. Select courses
3. Prepare trial studies
4. Obtain necessary approvals
5. Complete enrollment
6. Make changes as needed
7. Prepare for graduation (final semester)

1. Note Appropriate Deadlines
   Students may pre-enroll their second and subsequent semesters. All students should enroll as soon as possible to avoid the problem of closed classes. Beginning and ending enrollment dates as well as deadlines for adding and dropping courses are announced in the Course Schedule.

2. Select Courses
   Early in a student’s first semester, the student and the Associate Director of the International Studies Graduate Program will prepare a tentative plan of study. This plan can be used as a checklist for subsequent enrollment with the student’s academic advisor.

   Students select their own courses based on Focus Area and Option requirements, electives available, requirements for core courses and special interests.

   The graduate level research courses should be taken as soon as feasible so students may begin thinking about thesis topics. 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 have been completed.

3. Prepare Trial Studies
   Trial study forms are used to enroll in classes each semester. Students should prepare their trial study form with their advisor’s assistance. (Even if enrolling online, students should complete the form and get their advisor’s signature.) An example of a properly prepared trial study form is included in the Appendix of this handbook.

4. Obtain Necessary Approvals
   Adviser’s Signature on Trial Study- Upon admission, graduate students are assigned to the Associate Director of the International Studies Graduate Program who will approve the trial study. A permanent adviser must be selected by the student during the second semester of study on campus. (See section on “Choosing an Academic Adviser and Committee.”)
Courses that Require Permission Forms- INTL 5010, 5110 and other INTL core courses require specific permission to enroll. The forms for approval can be obtained from 204 WWC. Courses in other departments on campus may also require approval by instructors before non-majors are permitted to enroll, especially the MBA classes.

Graduate College Approval for First Time Enrollment- For first time enrollment, all completed and signed trial studies must be taken to the Graduate College (202 Whitehurst Hall) to be approved before enrollment can be completed. The Graduate College verifies that the students have been properly admitted and have no academic or financial restrictions.

After the first semester of enrollment, trial studies only need the adviser’s signature, and do not need to be taken to the Graduate College.

5. Complete Enrollment
After obtaining the adviser’s signature on the trial study form, the student may enroll online, by phone, or by taking the signed trial schedule form to the Sectioning in Room 320 Student Union. Students’ enrollments will be processed according to the dates listed in the class schedule book for the semester.

Phone-In Enrollment- Individuals living outside Stillwater may enroll by telephone if they have been accepted into the Graduate College, are a continuing student, or have previously taken courses at OSU. Students must have no academic or financial holds to use Phone-in Enrollment. Students may use the toll-free number, 1-800-227-GRAD or call 1-405-744-6368.

Web Enrollment- Students must obtain a PIN number from their adviser in order to enroll online. On the OSU homepage, select the Student Info System (SIS) link through the Quick Links pull-down menu OR type pio.okstate.edu/SIS/ and it will automatically go to prodosu.okstate.edu/.

6. Make Changes as Needed
A “drop and add” card must be completed when it is necessary to change enrollment. Cards should be prepared by the students and taken to their graduate adviser for signature. Deadlines for adding or dropping courses are listed in the Course Schedule for each semester. (See the Appendix for a sample drop and add card.)

Choosing an Academic Adviser and Committee

One of the most rewarding experiences of graduate school can be the working relationship students establish with their academic advisors. Students are responsible for selecting their advisors from the School of International Studies graduate faculty in their focus areas.
The Associate Director of the graduate program will meet with advisers and explain the policies and procedures of the Master’s Degree in International Studies. They will receive a copy of the SIS Graduate Handbook.

Students can ask for recommendations about potential advisers from the Associate Director and/or Program Committee members with regard to the appropriate person for their focus area and interests.

Students should make appointments with their prospective advisers 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.

Students should choose an advisor to do a Plan of Study and enrollment during their first semester in the master’s program. It is best to get started right away on the selection process.

This handbook contains a list of SIS 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.
XI. Graduation

Students must submit a diploma application during the first two weeks of the regular semester or first week of summer session of the semester in which they are expecting to graduate. If the student fails to graduate during that semester, a new diploma application must be filed the next semester they plan to graduate.

At the beginning of the semester of anticipated graduation, students should update their plans of study to ensure consistency with actual course work.

The Process

- Follow all pertinent dates on the Academic Calendar at the beginning of this manual.
- Double check your Plan of Study. (Does it match your official transcript?)
- Make corrections to your Plan of Study and get your advisor to initial the changes.
- Turn in your revised Plan of Study to the OSU Graduate College.
- Turn in Diploma Application by University deadline.
- Get a cap and gown.
XII. Enrollment Requirements

Full-time Student Status

- Full-time enrollment for graduate students is nine hours during the fall and spring semesters and four hours during the summer session.
- For students holding a 0.50 FTE assistantship, six hours is considered to be a full-time load during the fall or spring semester, or four hours during the summer.
- For students with less than a 0.50 FTE assistantship, a full time load is nine hours during the fall and spring semesters and three hours during the summer session.

Minimum Credit Hours per semester

Students must complete a minimum of six semester hours during an academic year (a 12 month period) until the degree is awarded, to be considered continuously enrolled. (Failure to maintain continuous enrollment will require reapplication and admission to the program.)

Students must be enrolled in at least two hours during the semester in which they graduate.

Students who plan to complete the requirements for a degree with a thesis option must enroll in two or more hours of thesis credit for the final semester of work.

Maximum Credit Hours per Semester

Students employed 20 hours per week may not register for more than seven semester credit hours of course work for a semester and five hours during a summer session. Graduate assistants who wish to enroll in more credit hours than allowed for percentage of time employed must file a petition for excessive hours available in the Graduate College.

A maximum of 16 hours can be counted toward the degree in the fall or spring semesters and nine in the summer session, regardless of the number of hours enrolled.

Time Limits

- 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.
XIII. The Plan of Study

Master’s degree candidates are required to complete a plan of study by the time they register for their 17th graduate credit. The Graduate College will not permit further enrollment until this requirement has been met. A plan of study lists graduate courses taken, currently enrolled in, and planned for the graduate degree. The plan must list all courses for the degree, and credit totals must meet requirements. Forms and instructions for completing the plan of study can be obtained from the School of International Studies office in 204 Watkins Center.

Students are responsible for initiating and preparing their plan of study and obtaining the necessary faculty signatures. The International Studies Graduate Program Associate Director must approve the plan of study.

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.

For the master’s degree candidates, the plan of study is approved by the student’s committee and is the first official act by that committee. After completion of the plan an adviser and at least two other committee members are assigned. It is best for students to form a committee during the first semester and arrange a plan of study, which must be approved at this time.

After the plan of study forms have been completed and signed, they are to be filed with the Graduate College. After review and approval by the Graduate College, a copy of the approved plan is returned to the School of International Studies and filed in the student’s academic file. Changes in the plan of study are common and can be made with pen-and-ink corrections by the student and adviser, or by submitting a revised plan 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 which 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 plan of study can be downloaded at http://gradcollege.okstate.edu/download/plansforms.htm.
XIV. Academic Standards

Grades

Students whose cumulative graduate GPA falls below 3.0 are subject to being placed on Strict Academic Probation (SAP).

Students on SAP may be suspended if they receive any grade below a B.
To graduate, a student must have a minimum of a 3.0 GPA in all coursework

Candidates who are admitted on Strict Academic Probation must earn at least a 3.0 in their first semester of full-time enrollment (or two semesters of part-time enrollment). If they fail to meet the requirement, they are subject to suspension from the Graduate College.

Grading standards for graduate courses depend on the department. The guidelines should be listed in the syllabus for each course.

Warning: Any graduate student who receives a grade below a “B” will be warned by the Graduate College that such grades are considered below acceptable standards for graduate students.
XV. Academic Dishonesty
Definitions and Discipline Procedures

The definitions of academic dishonesty and misconduct and the procedures to be followed are listed in the following sections.

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.

B. 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.

C. 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.
D. 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.

E. 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.

F. 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.

G. 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.)

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.

This information is from the Student Conduct Office, “Students’ Rights and Responsibilities Governing Students’ Behavior” (2001).

For more information see http://www2.okstate.edu/srr.
XVI. Resolving Problems

At SIS, we want to establish and maintain a high level of service and responsiveness to students’ needs. The chances are excellent that students’ problems can be resolved in a timely manner if they will discuss them with the Director and/or staff of the graduate program. Please bring problems to their attention so that they are aware of the issues and can work with students to find reasonable solutions. There are probably no new problems that graduate students or their professors haven’t experienced at one time or another.

The Program Committee is also willing to look at a particular student’s situation. The Associate 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 International 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.

General Policy

Students are urged to discuss their questions, problems and suggestions with their instructor, before seeking additional assistance. However, advisers, committee members and the International Studies Graduate Program Director are also interested in helping resolve any problems which may be encountered. If a problem involves the overall program and cannot be resolved within the School of International Studies, it may be taken to the Associate Dean of the Graduate College.

About Grades

Students who have complaints about grading of assignments or examinations should refer the complaint to their instructor. If the matter cannot be resolved with the instructor, students should submit their complaints in writing to the Director of the International Studies Graduate Program. The Director will, at his or her discretion, ask the Program Committee to review the situation and make appropriate recommendations. Grading matters which cannot be resolved in the School of International Studies can be referred to the university level grade appeals board.
About a Course

Other course related concerns should first be discussed with the course instructor. If necessary, students should then go to their graduate adviser who will attempt to resolve the issues with the instructor concerned, the Graduate College, Registrar, Bursar, etc. Problems involving a particular course or instructor will not be considered by the academic adviser until the student has first discussed the matter with the instructor. If the instructor is the student’s adviser, the student should take the problems to the Director of the International Studies Graduate Program.
Appendix A
The Thesis (INTL 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. International 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 (INTL 5000, 6 credit hours/ 2 semesters)

Master’s degree candidates complete a minimum of six credits under INTL 5000 with a committee chair who is a School of International 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.
Grades

Thesis work receives regular letter grades. The adviser gives a grade at the conclusion of the final semester in which the thesis is completed. Until completion of the study, students usually receive an R on their grade transcript, which means that “research is in progress.” However, it is up to the departmental policies whether or not to award a grade rather than an R for work in progress.

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. Get committee assigned before registering for the 17th graduate credit hour. The committee should consist of three members and should be coordinated by the thesis adviser.
3. Prepare plan of study.
4. Committee signs plan of study.
5. Work with thesis adviser to refine topic.
7. Defend mini-proposal to committee.
8. Do chapters, one at a time.
9. Continue with research one chapter at a time until done.
10. Submit draft to Graduate College and committee; adviser must sign.
11. Committee meets, examines the candidate in oral defense.
12. Make changes to draft as suggested by committee and Graduate College.
13. Submit four copies of the final version to the Graduate College when changes are made and adviser approves.
14. Submit a copy of the abstract form along with abstract to the secretary for Graduate Studies in 204 Wes Watkins Center.

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

A “mini-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 “mini-proposal” that is reviewed at least by the candidate’s adviser and often by the entire advisory committee. Since most students have difficulty getting started on their study, a mini-proposal is a means of getting the work underway and getting something on paper. It is not uncommon to do two or three mini-proposals on different topics before picking one. And, it is not uncommon to do a mini-proposal on one topic several times before ideas and procedures are clarified.

Although it must be typewritten and double-spaced, writing style for mini-proposals is informal; editing marks and pen changes are acceptable. Endnotes and bibliography are expected. Four copies are to be submitted. One copy will be returned with comments. Mini-proposals are not graded, and folders and cover pages are not needed for the mini-proposal.

Format and Content of Thesis proposal

The mini-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 a couple of 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 publishes a guide for writing and organizing a thesis. Any student working on a thesis or report should also obtain a copy of the Graduate College Thesis Dissertation Handbook published by and available from the Graduate College. It is also available online at http://gradcollege.okstate.edu/student/thesis.htm.

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.

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
- Conceptual Assumptions (if any)
• Rationale and Theoretical Framework (if any)
• Importance of the Study: Who benefits from the study?
• Definition of terms: Conceptual, not operational
• Scope, Limitations and Assumptions: Narrow the focus
• Outline of the remainder of the thesis

Chapter II: Review of the Literature
• Overview of the chapter: its organization
• Historical background of the problem
• Acquaint the reader with recent studies and expert opinions; often organized general-to-specific
• Establish need for the study
• 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
• Schedule for conducting the research
• 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
• Inference and evaluation are saved for next chapter

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.
- www.vpr.okstate.edu/irb
- 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. The examination cannot be held with members absent. 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. Criteria for evaluation are as follows:

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, four copies of the thesis, and six copies of the abstract to the Graduate College no later than the stated deadline (see Graduate College Calendar). The adviser must sign abstracts.
http://gradcollege.okstate.edu/student/thesis.htm

In addition candidates are asked to complete a special form and turn in a copy of the abstract to the graduate secretary in Room 204 Wes Watkins Center who will compile it for an annual publication of International Studies graduate student research.

The thesis copies become the property of the University. Two copies are filed in the Library and the major department keeps two copies. There is a binding fee payable at the Office of the Bursar. Approval pages of theses must have original signatures of all committee members.

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 (INTL 5100)

The professional creative component is an alternative to writing a thesis at the master’s level. This option allows students to demonstrate their mastery of theory and skills in an applied fashion through the process of creating original work. Students work with a School of International Studies faculty member. This is usually but not always the student’s adviser.

The student may enroll and receive credit for the creative component under the course designation INTL 5100 or under another department’s independent study course designation. (This should be determined by the advisor and/or the instructor responsible for the course.) A maximum of three hours can be designated as creative component.

NOTE: The creative component is different from an internship, although often the creative component grows out of an internship experience. The creative component and the internship must be enrolled in separately for three hours credit each.

The creative component typically takes one semester to complete. Projects may vary in scope and character, but all require a substantial written report, (roughly 35 – 50 pages) or an equivalent product in another medium, such as CD-ROM, web site or design project.

The creative component is a special report or project based on an international experiential activity. The activity may be an International Course or Study Tour, a Project Resulting from an Internship or a Research Activity.

International Course or Study Tour  A creative activity may evolve from a course or study tour that has a significant international experience component to it.

Past examples include:
- An ESL course that includes a working visit to Thailand for ESL training.
- A study tour to Toronto with the College of Business.
- A study tour to Turkey with the College of Agriculture.
- A marketing course in Global E-Commerce with a special report on a new start-up .com organization.

Project Resulting from an Internship
An internationally-based internship is an excellent source for a creative component project. Note that the internship and creative component are two separate courses and require separate reports.

Past examples include:
- Human Rights for Unaccompanied Refugee Children/ Internship at Amnesty International, Atlanta, GA.
• Aspects of International Treaties/ Internship with Treaty Section, Office of Legal Affairs, United Nations, New York, NY.

Research Activity
The creative component may also be an independent research activity. This would be done under the supervision of a faculty member, and must have an international focus.

Past examples include:
• A web site and interactive CD-ROM on Global Obstetric Health Care.
• Conducting research on tourism, hotel and site amenities in Samarkand, Uzbekistan.
• Developing a business plan covering the marketing and financial aspects of a US based company planning to set up a plant in West Africa to produce cocoa butter for the US market.

The Process

1. Enroll in the correct course number for the activity, as determined by your advisor. If the activity does not have a departmental course designation then the enrollment will be under INTL 5100.

2. With the help of your advisor or another faculty member whose expertise is in the field you have chosen, select a topic or project for your Creative Component and get his or her tentative approval to develop the idea. The format, methodology and scope should always be determined by the Creative Component advisor and the requirements of his or her academic discipline. Obtain help and advice from the other members of your committee.

3. After initial research, return to your advisor with a written proposal that should include a thesis statement, outline and bibliography or other information that your advisor requests. If needed, include a proposed budget for the project. Obtain his or her final approval for the project. Approval is not required from the other members of your committee, but you should provide them with a copy of your proposal.

4. Make sure that the Creative Component is explicitly identified on your plan of study. If human subjects are to be used in research, this must be stated on your plan of study. 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 Creative Component by the Graduate College.

5. Meet with your advisor or instructor of record several times during the semester. At a designated time, turn in your finished report or project to your instructor. It should be presented in a professional manner with appropriate binding and storage areas for supporting material such as CD’s. He or she will determine your grade from the report and your work during the semester.
6. Turn in copies of the report to the instructor responsible for the project (if not your advisor), your advisor, committee members and the SIS office in 204 Wes Watkins Center.

The Format and Content

The final form of the project will be determined by its content and/or function. In general, the creative component/research project should include a written report 35 to 50 pages in length, that is comprised of the following sections:

Introduction

This includes a rationale for the project and the steps indicating how it was completed.

Research Section

The research section encompasses what kind of research was conducted in the process of completing the project. This section should include a short literature review discussing other projects similar to the student’s proposed project and how this project relates to the other studies. This section should also include a time line illustrating the sequence in which the various phases of the project were completed.

Evaluation Section

This part describes the findings of the project, how its success/effects were measured and what specific recommendations the student can draw from the findings.

Appendix

The appendix contains any additional materials relevant to the completion of the project. This section should include any websites, tapes, scripts, treatments, manuscripts, final publications, promotional pieces or other items that were produced during the completion of the Creative Component.

Internship Report

An Internship requires you to complete the following.

Identify and be Accepted for a Suitable Internship

- Use personal contacts, OSU Career Services, Focus Area Representatives International Studies Faculty, or the Program Associate Director to identify sponsor organizations and develop a suitable internship experience.
- Submit an Internship Petition form (see appendix B for the form) identifying the specific type of internship, the focus area to which it pertains, the sponsor organization’s information and a description of the planned experience.
Record Efforts Throughout the Experience
- Keep a daily log of hours worked, with a brief description of activities. A list or calendar format will be acceptable.
- Keep a journal, writing entries two or three times per week, describing current aspects of the experience, such as special changes, tasks, reactions, insights, positive and negative experiences with co-workers, etc.

Write Internship Report
Complete a 10 to 15 page detailed written report on the internship experience. The paper must be in acceptable format, demonstrate professional writing skills and include the following:
- Title Page
- Table of Contents
- Introduction
- Description and background of firm/organization/agency
- Discussion of skills/knowledge used in the experience, and the relationship of those skills to the skills learned in the International Studies/Focus Area curriculum
- Relevance of the practicum to the appropriate Focus Area
- Conclusion
- References, if appropriate
- Appendices (samples of work, organization brochures)

Finishing the Internship
Turn in the paper, log and journal to the School of International Studies by the deadline determined by the student and the Area Representative. (No later than the last day of enrollment for the following semester.)
Appendix C
Writing Quality and Style

Unless otherwise specified, all papers and assignments 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 the Publication Manual of the American Psychological Association as the standard style guides for writing papers in their graduate courses and theses. 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 D

## The School of International Studies Faculty:

*Faculty that has advised students or are currently advising them.

### College of Agricultural Sciences and Natural Resources

<table>
<thead>
<tr>
<th>Faculty Name</th>
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<th>Office Location</th>
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<td>Dr. Larry Sanders</td>
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**College of Arts and Sciences**

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<td>215 N Murray</td>
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<td>Dr. Beth Caniglia *</td>
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<td>Dr. Jay Gregg</td>
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<td>Dr. Alyson Greiner*</td>
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<td>Sociology</td>
<td>Adjunct</td>
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<td>Dr. Elizabeth Williams</td>
<td>History</td>
<td>501 Life Sciences West</td>
<td>405-744-8182</td>
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<td>519 Math Sciences/Computer Sciences</td>
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<td>Dr. Robert Nolan*</td>
<td>Educational Studies</td>
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<td><a href="mailto:bob.nolan@okstate.edu">bob.nolan@okstate.edu</a></td>
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School of International Studies Student Guide  Page 67
Dr. Lionel Dawson  
Veterinary Clinical Sciences  
002 Farm Road  
405-744-8580  
lionel.dawson@okstate.edu

### William S. Spears School of Business

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Appendix E
Forms

Graduate College Forms:
See http://gradcoll.okstate.edu/current-student/forms/html
Plan of Study: Master’s Degree
Plan of Study: Graduate Certificate
Thesis/Dissertation Defense Results (Results of Oral Defense)
Graduation Final Semester Verification

Check List:
Graduation Clearance for Graduate Student
Application for International Graduate Student Admission Scholarship

INSTRUCTIONS FOR MAKING THE PLAN OF STUDY

1. To be admitted to the graduate certificate program questions 1 and 2 must be completed.

2. Prepare four copies of this form, one for yourself, one for your advisor, one for the Graduate College, and one for the School of International Studies.

3. Submit it in typed format only.

4. Under "Department and Number," give department and course number as they were taken or are to be taken. Give the course title in the second column.

5. "Date Taken or to be Taken" is important. The plan is not complete without this information. Example: SP 92

6. Give the last name of the instructor of each course, if available.

7. Core courses (9 hours) and electives (6 hours) must be completed to receive the Graduate Certificate in International Studies.

8. Complete the "Credit" column for all courses required for the degree.

9. Record the grade of all courses completed.

*****

Any revisions to the Plan of Study must be submitted to the Graduate College and School of International Studies with advisor’s initials.
Please check: □ Original Plan
□ Final Revised Plan
(See instructions)

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Degree (Check one): □ Master of Arts □ Master of Science □ Master of _________________

Major subject for the degree _________________ Major Department __________

Option or Specialization _________________ Minor (if applicable) __________

Date admitted to the degree program _________________

List Committee Members (Print or Type):

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Option (check one): □ Thesis □ Creative Component □ Report

If Creative Component requirement is satisfied by a course, list the course below and designate it with an asterisk.

List all graduate courses required for the degree
(Courses used for previously earned degrees cannot be included)

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<th>Course Title</th>
<th>Institution Name(^*) if other than OSU</th>
<th>Semester/Year(^*)</th>
<th>Credit Hours</th>
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School of International Studies Student Guide
# - Do not abbreviate institution name. Abbreviate semester and year, e.g., Fall 2008 – FA ’08, Summer 2008 – SU ’08, Spring 2009 – SP ’09.

CERTIFICATION OF ENGLISH LANGUAGE SKILLS: If English is NOT your native language you must certify your English language skills prior to graduation. If you have been placed in ENGL 0003 and/or ENGL 4893* as a result of a test score (e.g., TOEFL, TELP), you must add the course(s) to your Plan of Study and successfully complete them (S in ENGL 0003, C or better in ENGL 4893*).

Please note: ENGL 0003 does not count toward minimum degree requirements.

**Anticipated Date of Graduation**

**Requirements for coursework to be listed on a POS:** I understand that the approval of this plan of study is conditional and is based on the assumption that I will complete my degree within a 7 year time period. In addition, I understand that no course on the plan of study can be older than 10 years at the time of graduation. Courses taken for pass/no pass credit cannot be included in the plan of study. All courses must have been offered, and taken, for graduate credit to receive such credit. If these conditions are not met, I understand that a new plan of study must be submitted for approval. I am also aware that IRB approval, with my name listed as an investigator, must be obtained prior to conducting thesis research with human or other protected subjects, as well as biohazards and other sensitive agents. Failure to do so means that my thesis/report/creative component will not be accepted as part of my degree requirements.

☐ By checking this box I confirm that I have gone to the Graduate College website [http://gradcollege.okstate.edu/download/pdf/Research_Compliance_for_Graduate_students.pdf], have read the information therein, including obtaining proper approval prior to the conduct of certain types of research, and have complied/ will comply with all applicable regulations.

__________________________________  __________________________
Student's Signature                                                Date

**APPROVAL SIGNATURES**

__________________________________  __________________________
Chair Date Member Date

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INSTRUCTIONS FOR COMPLETING THE PLAN OF STUDY FORM

1. Complete the form on the front side of this page. Please type the information. Additional forms can be requested from the Graduate College (202 Whitehurst) if the coursework does not fit on one sheet. Please staple any additional pages to the first page of the Plan of Study.

2. List the course prefix and course number in the first column and the course title in the second column. (Note: all 3000 and 4000-level courses included on the plan must be offered for graduate credit. If a course is offered for graduate credit an asterisk (*) will appear next to the course number in the OSU catalog.) In the third column, list the institution where the course will be taken. Give the semester and year the course will be taken in the fourth column. Finally, list how many credit hours will be received for each course in the fifth column.

3. Only ONE copy of the completed form must be submitted to the Graduate College, although it is suggested that the student retain a copy for his or her own use and information. Once the Graduate College has approved the plan, a copy will be sent to the Graduate Coordinator of the major department.

INSTRUCTIONS FOR MAKING REVISIONS TO THE ORIGINAL PLAN OF STUDY

To revise the plan of study, you may obtain an approved copy of the original plan from the graduate coordinator in your department, or from the Graduate College (202 Whitehurst). Any changes that are made to this plan must be initialed by the committee chair. When the changes are completed, the revised plan must be resubmitted to the Graduate College for approval. The plan should be revised and resubmitted only once, at the beginning of the semester of graduation.
OKLAHOMA STATE UNIVERSITY  
THE GRADUATE COLLEGE  
PLAN OF STUDY FOR THE CERTIFICATE IN INTERNATIONAL STUDIES  
(Notice: Read Instructions on next page.)

<table>
<thead>
<tr>
<th>Department and Number</th>
<th>Course Title</th>
<th>Date Taken/</th>
<th>Name of Instructor</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (9 credit hours) required</td>
<td></td>
<td>to be Taken</td>
<td></td>
<td>Hours</td>
</tr>
<tr>
<td>INTL 5213</td>
<td>Int’l Rel, Affair Pol</td>
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<tr>
<td>SOC 5333</td>
<td>Global Population &amp; Soc Probl</td>
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<tr>
<td>INTL 5233</td>
<td>Global Compet Envir</td>
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<td>AGEC 5343</td>
<td>Intl Ag Mkts, Trade Dvmt</td>
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<tr>
<td>SOC 5950</td>
<td>Globalization &amp; Culture</td>
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<tr>
<td>REMS 5013</td>
<td>Research, Design, Meth OR</td>
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<tr>
<td>ECON 5603</td>
<td>Global Economics</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (6 credit hours)</th>
<th>Choose two courses</th>
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<tbody>
<tr>
<td>INTL 5110 (optional)</td>
<td>Internship/Practicum</td>
</tr>
</tbody>
</table>

Signature of Student  
Signature of Principal Advisor  
Signature of Director, School of International Studies  
Signature of Dean of the Graduate College
Description of Proposed

CREATIVE COMPONENT

Student Name: ___________________________  ID No. __________________

Degree Program: ___________________________

Define the Creative Component. (Please complete this form and submit it to the Graduate College with your plan of study.)

Clearly describe the nature of the proposed Creative Component and specify how and when it will be completed. Please have the faculty member(s) involved acknowledge participation by signing this form.

**Description:**

____________________________________________________________________________________
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**Project Approval:**

Student’s Signature __________________________________________________________________ Date _____________

Graduate Advisor  ____________________________________________________________________ Date _____________

Faculty of Record  ____________________________________________________________________ Date _____________

(If course serves as Creative Component)

Director of M.S. Program: __________________________________________ Date _____________

**NOTE:** Upon completion of the project, submit the form Verification of Completion, obtained from your departmental office, to the School of International Studies office.
Verification of Completion of

THE CREATIVE COMPONENT

Student Name: ____________________________________________ ID No. __________

Degree Program: ____________________________________________

Verification of completion (Please submit this form upon completion of the Creative Component.)

Upon completion of the Creative Component, please obtain signatures from all faculty involved and submit to the Graduate College to verify completion.

Title and Description:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________

Comments (optional):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Project Approval:

Faculty of Record ____________________________ Date __________

_____________________________ Date __________

Graduate Advisor ______________________________ Date __________

Director of M.S. ______________________________ Date __________
RESULT OF FINAL EXAMINATION

To the Dean of the Graduate College:

A Final Examination was administered to:

Name ___________________________ ID# ___________________________

On the following date: ____________ Upon the subjects given below:

   Major: ___________________________
   Minor: ___________________________

For the ___________________________ Degree.

Please sign below whether the student has or has not passed the exam:

Student has satisfactorily completed   Student has not satisfactorily
the final exam completed the final exam

_________________________________________   ______________________________________
Chair                                                                                   Chair

_________________________________________   ______________________________________
_________________________________________   ______________________________________
_________________________________________   ______________________________________
_________________________________________   ______________________________________
_________________________________________   ______________________________________
_________________________________________   ______________________________________

(To be signed and returned to the graduate college immediately following exam)

NOTE: At the close of the oral examination, after the candidate has been excused, the members of the Committee should discuss the fitness of the candidate to receive the advanced degree. Each member of the Committee should then sign the statement recommending or opposing the granting of the degree. The candidate either passes or fails on the examination as a whole.
INTL 5110 Internship Petition:

Name: _______________________________________________
ID Number: ___________________________________________
Anticipated Date of Graduation: ___________________________

1. Identify a suitable internship experience:
   A. Title of internship _____________________________________________________
   B. What is the Focus Area to which it pertains? ________________________________
   C. List the sponsor organization’s information:
      Organization________________________________________________________________
      Supervisor__________________________________________________________________
      Address___________________________________________________________________
      Telephone Number___________________________________________________________
      Email Address_______________________________________________________________
   D. Describe the planned experience___________________________________________
       ________________________________________________________________________
       ________________________________________________________________________
   E. Dates of internship?  __________________________________________________   
       (Note that you must work a 320 hours for three hours credit; i.e., two months at 40 hours 
       a week.)

2. Signatures and Dates of approval:
   Adviser ________________________________________________________________
   Student __________________________________________________________________
   Instructor of record_______________________________________________________
   Director, M.S. International Studies_________________________________________
3. Turn in the following in order to receive a grade for the internship (no I’s will be given for internship:

   A. A daily log (weekly e-mail to your OSU instructor of record is acceptable and encouraged): A daily log of hours worked, with brief description of activities. (List or calendar format is acceptable.) _____________________ 10%

   B. A journal; writing entries two or three times a week, describing current aspects of the experience, such as special changes, tasks, reactions, insights, positive and negative experiences with co-workers, etc. (May be e-mailed to instructor.) ____________________________ 30%

   C. A 10-15 page detailed written report on the internship experience. The paper must be in acceptable format, demonstrate professional writing skills and include the following (to be turned by second week of semester in which you are enrolled):

   Title Page
   Table of Contents
   Introduction
   Description and background of firm/organization/agency
   Discussion of skills/knowledge used in the experience, and the relationship of those skills to the skills learned in the International Studies/Focus Area curriculum.
   Relevance of the practicum to the appropriate Focus Area
   Conclusion
   References, if appropriate
   Appendices (samples of work, organization brochures, etc.)
   Letter from your supervisor

   _______________________________ 50%

   D. A Prepare a creative show and tell (an oral or Power Point presentation about your internship experience for a public venue such as Contemporary Issues (on a date agreed upon with your Advisor during the semester in which you are enrolled in Internship)_____________10%

4. Turn in the paper, log, and journal to the School of International Studies by the deadline determined by the student and the Focus Area supervisor of record. (Note: a summer internship will normally finish in August. All materials should be turned in by the second week of fall classes in order to enroll for the internship credits 5% penalty for each week late.)

   Special arrangements can be made for exceptional cases, i.e., enrollment required by internship site for insurance purposes, students departing the U.S. upon satisfying the internship hours and turning in the report.
Diploma Application

Please read carefully. Fill out a separate application for each degree (not each major) you are receiving this semester. The name on this application must match the name under which you are enrolled. You may use initials but no nicknames.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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<th>College:</th>
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<td>Agriculture</td>
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<td>Education</td>
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<td>Arts &amp; Sciences</td>
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<tr>
<td>Engineering</td>
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<td>Business</td>
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<td>Human Environmental Sciences</td>
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<th>Degree:</th>
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<td>MA</td>
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<td>Ph.D.</td>
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<td>MAR</td>
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<td>M.P.A</td>
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<td>Ed.D.</td>
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Semester of graduation:
- Spring
- Summer
- Fall

Year of graduation: [ ]

Email Address: [ ]

I give the Office of the Registrar permission to contact me at this e-mail address.

Major: [ ]

Advisor: [ ]

Undergraduate Students: [ ]

Graduate Students: [ ]

Your diploma will be available approximately 6-8 weeks from the date of graduation. Please check one of the boxes below to indicate the desired delivery method for your diploma.

- [ ] Pick up - Diplomas will be available at the Office of the Registrar, 322 Student Union. Please bring photo identification.
- [ ] Mail to address listed below - Delivery is by 1st class mail. No tracking method will be available with this option. In the unlikely event that the diploma is lost in the mail, the replacement cost will be $35.00.

Street Address:

[ ] Federal Express delivery or Outside U.S. delivery. Prepayment arrangements are to be made by student through Federal Express and the paid/pre-addressed mailer must be provided to the Office of the Registrar. Minimum mailer dimensions are 10x12 inches. This method must be used for international addresses (please fill out mailing information above).

Diploma Application Submission:

- By mail: Office of the Registrar
  Attn: Diploma Application
  322 Student Union
  Stillwater, OK 74078-1013
- By fax: 405-744-9426
  Attn: Diploma Application
- By e-mail: registrar@okstate.edu
  subject line - Diploma Application

Office Use Only: Received by: [ ] Date: [ ]
GRADUATION CLEARANCE for GRADUATE STUDENTS

STUDENT: Complete this form in consultation with your advisor. Use one form per degree program. Please be advised that to allow for any necessary schedule changes, this form should be completed by the end of the second week of the semester (first week in summer) in which you anticipate completing degree requirements. However, you are encouraged to complete this form as soon as practical (e.g., in the semester prior to graduation). See the web for all deadlines [http://gradcollege.okstate.edu/student/calendar2.htm].

Return the signed and completed form to: Oklahoma State University Graduate College
202 Whitehurst Hall • Stillwater • OK • 74078 • FAX: 405-744-0355

GRADUATE STUDENT INFORMATION

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<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>INITIAL</th>
<th>SID NUMBER</th>
<th>EMAIL ADDRESS</th>
<th>[ANTICIPATED GRADUATION TERM]</th>
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<td>FALL, SPRING, SUMMER</td>
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<tr>
<td>PRINT ADVISOR NAME</td>
<td>MAJOR</td>
<td>ADVISOR PHONE</td>
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<td></td>
<td>YEAR</td>
</tr>
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</table>

STUDENT: Obtain a copy of your Plan of Study (from your department) and your most recent unofficial OSU transcript. Using those two documents, place a check mark in each box (as appropriate) indicating that you have met the listed requirement. You may wish to propose amendments to your POS to reflect courses actually taken. Once this form is completed please take it to your graduate advisor for approval. Submit the signed, completed form (this form ONLY—no transcripts required) to the Graduate College. Keep a copy for your records.

- I will be enrolled in at least two hours my final semester, six hours in the last 12 months, and in enough hours to complete my POS.
- I have checked my Plan of Study (POS) (see list to the right) and it meets departmental and Graduate College requirements.
- I should complete all departmental requirements by the end of my graduation term.
- My Creative Component, Formal Report, or thesis/dissertation should be submitted by all deadlines.
- A revised POS (if needed) is attached to this form.
- I have filed a diploma application with the Registrar.

grades

- I have checked my transcript and grades—all courses required for graduation should be completed by the time final grades are due (courses where I have ‘I’ or ‘R’ grades will be completed and grade changes requested).

Student Signature: __________________________ DATE: __________

advisor, please complete the following sections

required exams

- Formal exams (e.g., comprehensive, qualifying) are not required for this degree plan. OR
- Student will take all required exams (e.g., comprehensive, qualifying) by the Graduate College deadlines.

thesis/dissertation [SEE DEADLINES ON THE WEB AT: HTTP://GRADCOLLEGE.OKSTATE.EDU/STUDENT/CALENDAR2.HTM]

- The student is making progress and should meet Graduate College deadlines for draft copy of thesis/dissertation.
- The student is making progress and should meet the Graduate College final defense deadlines.
- The student’s defense date is/should be scheduled with enough time for the student to make corrections and meet Graduate College deadlines for final submission of thesis/dissertation (all corrections made).
**departmental action**

- [ ] I approve further action toward graduation clearance for this student.

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<th>Advisor/Committee Chair Signature:</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Other Department Official (if needed):</td>
<td>DATE</td>
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