MASTER OF INTERNATIONAL STUDIES

GRADUATE STUDENT HANDBOOK

This handbook is intended to provide up-to-date information regarding the requirements for the Master of International Studies at NCSU. In addition to reading this document, all graduate students should refer to the Graduate Catalog (http://www.ncsu.edu/grad/catalog/index.php) that contains the official policy of the university and the Graduate School (http://www.ncsu.edu/grad/).
TABLE OF CONTENTS

1. Introduction to MIS Graduate Program
2. General Program Requirements
3. Individual Specialization
4. Language Competency
5. Advisement
6. Course Registration
7. Inter-Institutional Registration
8. Plan of Work
9. Certificates
10. The Capstone Seminar
11. Dual Degree: MIS & MSc in European Politics and Policy
12. Multiple Masters
13. International Experience
14. The University Graduate Student Association (UGSA)
15. MIS-UGSA
16. The North Carolina State University Journal of International Studies
17. Support for Travel
18. Graduate Assistantships and Funding
19. Leave of Absence
20. Academic Difficulty
21. Applying for Residency
22. NCSU Public Safety
1. **Introduction to MIS Graduate Program**

Welcome to the Master of International Studies (MIS) program! MIS is a professional degree program that prepares students for exciting careers in government service, international institutions, and non-governmental organizations. An affiliate member of the Association of Professional Schools of International Affairs (www.apsia.org), the MIS program joins distinguished universities around the world in providing global education for the 21st century.

2. **General Program Requirements**

The MIS is a 36 credit hour, non-thesis degree program that is multi-disciplinary in its requirements. Of the 36 credit units, only 6 credit hours can be taken at the 400-level. Additionally, 15 credit hours (5 courses) must come from core courses, selecting at least one course (3 credit hours) from each of these five fields: International Studies, Comparative Politics/Societies, International Law and Organization, International Economy/Development, and Research Methods.

*Group A: International Relations*
- PS 530 Seminar in International Relations
- PS 533 Global Problems and Policies
- HI 554 History of US Foreign Relations

*Group B: Comparative Politics/Societies*
- PS 540 Seminar in Comparative Politics
- PS 541 Political Islam
- PS 542 Western European Politics
- PS 543 Latin America and the Caribbean
- PS 545 Comparative Systems of Law and Justice
- SOC 514 Developing Societies

*Group C: International Law and Organization*
- PS 531 International Law
- PS 532 Seminar in Global Governance
- PS 536 Global and Environmental Law and Policy

*Group D: International Economy/Development*
- EC 540 Economic Development
- PS 539 International Political Economy

*Group E: Research Methods*
- PS 571 Research Methods
- 500 level methods course from a different department*

* Students may also take a methods course in another discipline as warranted by their specialization if approved by their adviser in consultation with the MIS DGP – e.g., Anthropology, Communication, Psychology, Public Administration.
3. Individual Specialization

An individualized specialization of 12-15 credit hours is also required. The specialization may be in a geographical region (e.g. Latin America), an international topic (e.g. sustainable development), a professional field (e.g. public administration), or a technical specialty (e.g. GIS). The specialization should include an appropriate research methodology course, if recommended by the chair of the student's faculty advisory committee. A list of possible specialization options can be found on the MIS website at http://spia.ncsu.edu/is/prospective-students/specializations.html.

4. Language Competency

The MIS program requires that you be proficient in a foreign language for completion of the degree. The Foreign Languages and Literature department provides the certification. It can be done through testing, previous or current coursework. The best source for the current policy is on their departmental website at http://fll.chass.ncsu.edu/graduate/certification/. Please note that they only provide certification during the regular academic year and not summer sessions.

It is strongly advised that you complete this requirement no later than your second semester to assure clearance for graduation.

5. Advisement

You will be assigned a temporary advisor for your first semester. It is strongly recommended that you take courses that fulfill the core requirements. You may refer to the list of suggested courses sent to you with the recommendation for admission. All students must take one course from each of the Group A-E core areas. A full time load is three courses, or nine credits. You may also take courses related to your specific area of interest. You will need to be in touch with your temporary advisor for permission to register. You should identify a permanent advisor by your second semester.

6. Course Registration

All degree students should meet with an advisor to determine their best course options prior to the opening of registration windows. All registration is handled through the MyPack Portal and the Student Information System (SIS). Students not registered for the preceding semester due to a leave of absence must notify the Graduate School and the director of the program to have their advising hold released.
The online Graduate Catalog (http://www.ncsu.edu/grad/catalog/index.php) is the most current description of NCSU’s graduate program requirements. Course descriptions also are available through the Registration and Records online course catalog (http://www2.acs.ncsu.edu/reg_records/crs_cat/directory.html).

7. **Inter-Institutional Registration**

The Inter-Institutional Registration Program (http://www.ncsu.edu/registrar/inter-institutional/ii/index.html) is a voluntary organization comprised of NCSU, Duke University, North Carolina Central University, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, and University of North Carolina at Greensboro for the purpose of developing and conducting cooperative educational activities. The program allows students to enroll at another institution for a course or courses not offered on their home campus. Other activities include a cooperative library arrangement, joint student activities, and faculty cooperation. MIS students may take courses at other universities in the area, including UNC-Chapel Hill and Duke, through inter-institutional registration.

8. **Plan of Work**

A Plan of Work (POW) should be submitted online through the SIS system. Students should begin their plan of work by the second semester. Directions on how to use SIS for graduate students can be found at http://www.ncsu.edu/grad/faculty-and-staff/docs/GRAD-SIS-training-manual-students.pdf.

9. **Certificates**

Graduate Certificates are offered across the university in many areas - http://www.grad.ncsu.edu/catalog/default.asp#CERT. The School of Public and International Affairs host certificates in Nonprofit Management and Public Policy. The Graduate Certificate in Nonprofit Management is built around regularly offered graduate courses and provides the basic management knowledge skills needed in nonprofit organizations. Detailed information can be found at http://spia.ncsu.edu/pa/prospective-students/graduate_certificates/nonprofit.html.

The Graduate Certificate in Public Policy allows students to learn fundamental aspects of the policy process, analysis and advocacy. Detailed information on can be found at http://spia.ncsu.edu/pa/prospective-students/graduate_certificates/public-policy.html.
10. The Capstone Seminar

Students nearing completion of the program are brought together in a seminar in which they build upon their course work, internship experiences and academic interest to write a capstone paper that is presented to other students in a symposium format. The Capstone Seminar (MIS 601) is 3 credits and counts toward the total of 36 credits required for graduation.

11. Dual Degree: MIS & MSc in European Politics and Policy

Graduate students in the MIS program have the option to earn dual Master degrees in a program that partners NCSU with the University of Surrey in Guildford, England. MIS students study their first year at NCSU working towards their Master of International Studies and their second year at the University of Surrey to complete their Master of International Studies and earn a Master of Science in European Politics and Policy. You must complete all of your core requirements in the first year at NCSU before enrolling at the University of Surrey. Learn more about the Surrey programs at http://www.surrey.ac.uk/postgraduate/courses/socialsciences/europeanpolitics/.

12. Multiple Masters

Interested in getting a second Master’s degree while enrolled in the MIS Program? The following rules from the Graduate School apply to the process:

http://www.ncsu.edu/grad/handbook/sections/3.11-awarding-multiple-masters.html

Graduate Handbook Section 3.11
A. Multiple Master's Degrees to Students in a Master's Program

Students admitted and enrolled in a master's degree program at NC State University may pursue additional master's degrees simultaneously provided that:

1. the Director of Graduate Programs (DGP) of each department approves the pursuit of multiple degrees;
2. the requirements for each master's degree are met;
3. a Plan of Work for each master's degree is approved by the Graduate School;
4. 18 hours are unique to each; and
5. all other Graduate School rules are met for each degree, including time limits.

The Department of Public Administration in SPIA has a more spelled out version of how this process works on their website and can be applied to the MIS program:

13. International Experience

There are many study abroad opportunities at NCSU - http://studyabroad.ncsu.edu/. Graduate students in the MIS program often have specific summer options available to them each year. We have traveled to Prague, Czech Republic, Turkey and most recently, Brazil. These programs are designed to work with our graduate student’s busy schedules and vary from one to four weeks long.

14. The University Graduate Student Association (UGSA)

The UGSA is an organization that includes all graduate students in its membership. Its purposes include representing graduate students in matters that are important to them and disseminating information that may affect their lives here at NCSU. The UGSA actively encourages the participation of graduate students in helping to determine what issues are deemed most important to them currently. You can become involved with the UGSA just by joining a committee that interests you. To find out more about their committees, check out the committee’s page at http://ugsa.ncsu.edu/.

15. MIS-UGSA

Consisting of four officers elected by MIS students, MIS-UGSA is a university-recognized graduate student organization representing students in the Master of International Studies program at NCSU. This group acts as a liaison between the Graduate School, the University Graduate Student Association, and the students of the MIS program by attending UGSA meetings twice a month, including subcommittee meetings. MIS-UGSA uses the funds granted by UGSA, based on attendance to these meetings, to sponsor MIS student events each semester. In the past, these activities have included basketball and football games, monthly outings to Mitch’s Tavern, networking events, and cultural outings. Family and friends are welcome to accompany students to these occasions. During the spring semester of each year elections are held to appoint new officers. To contact us, please e-mail us at mis.ugsa@gmail.com. MIS-UGSA is also active on Facebook at - MIS @ NC State. All students are invited to join.

16. The North Carolina State University Journal of International Studies

Created and managed by MIS students, the North Carolina State University Journal of International Studies is a peer-reviewed graduate student publication featuring work by MIS students. Each issue publishes work from the spring semester of the previous academic year and the fall semester of the current academic year (i.e. Spring 2013 and
Fall 2013). Students can become involved in its publication by sitting on the editorial board or submitting a paper. The editorial board recruits new members at the beginning of the fall semester. A call for papers will be issued at the beginning of the spring semester, and the final product will be available at the end of the academic year.

17. Support for Travel

The USGA provides funding for individual graduate students who cannot have their travel costs subsidized in other ways. The purpose of the travel fund is to subsidize the costs of travel for students for their participation in professional meetings and conferences. This option is available only once per graduate degree sought at NCSU. In order to be eligible for funding, the student must participate in the meeting as a presenter, discussant, workshop director/moderator or a presenter of original work, such as a poster. Learn more at [http://ugsa.ncsu.edu/programs/](http://ugsa.ncsu.edu/programs/).

18. Graduate Assistantships and Funding

Each student who is offered a Graduate Research/Teaching/Extension Assistantship will be notified in writing of the terms and conditions of their appointment.

19. Leave of Absence

A student in good academic standing who must interrupt his/her graduate program may request a leave of absence from graduate study for a definite period of time, not to exceed one year within a given graduate degree program. The student should initiate the request with the Director of Graduate Programs (DGP) for approval before the DGP submits it to the Graduate School. The Graduate School should receive the request at least one month prior to the first day of the term involved. The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, i.e., six (6) years for the Master. Time limits are not extended.

20. Academic Difficulty

Graduate students may be terminated from the program at any time if, in the judgment of the degree-granting Department and the Graduate School, a student fails to make satisfactory progress towards the completion of the degree. The definition of satisfactory progress toward completion of the degree program may differ among degree offering units. Examples of unsatisfactory progress may include, but are not limited to, inadequate grade point average (GPA), inadequate research and/or research skills, or
failure to obtain satisfactory grades in required courses for the program. A GPA of at least 3.0 for all graduate course work at NCSU is required for graduation.

More information on academic difficulty can be found at 
http://www.ncsu.edu/grad/handbook/sections/3.20-academic-difficulty.html#A.

21. Applying for Residency

In order to be considered for a reclassification as a resident of NC for tuition purposes at the end of a minimum 12-month period, a person must do the following things:

1. Maintain and reside in a domicile or permanent home of indefinite duration for at least 12 months immediately prior to the semester in which the in-state status can be made effective;
2. Perform certain acts to demonstrate resident status, such as get a NC driver’s license, register a motor vehicle in NC and register to vote in NC at least 12 months immediately prior to the semester in which the in-state status can be made effective and file an NC income tax return at the appropriate time;
3. Clearly demonstrate a visible means of support substantiating a claim of financial independence as evidenced by cumulative year-to-date wage earning statements.

In order to determine whether a student has established legal residence in NC, school officials must be able to conclude from information supplied by the student that the conduct of the student, taken as a whole, demonstrates his/her intent to make NC a permanent dwelling place. It is the responsibility of the student to provide all information requested. To start the process, before applying for in-state classification, it is important to change all of the following as soon as possible. These items must all be completed by the end of the first ten days of classes if a person is to be considered for residency for the following fall term, for example. Completion of these acts begins the 12-month waiting period. More information can be found at http://www.ncsu.edu/grad/tuition-residency/.

22. NCSU Public Safety

NCSU Public Safety is responsible for the safety of campus students from criminal activity and fires. Public Safety also coordinates an escort service for students as they travel to/from their cars or between areas of the campus at night. Requests for this service can be made by calling 919-515-3333.
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