



Interdisciplinary Arts and Sciences
Graduate Programs

Student Handbook

2011 - 2012

Master of Arts degrees in
Cultural Studies & Policy Studies

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INTRODUCTION

Welcome to the Interdisciplinary Arts and Sciences (IAS) graduate programs at the University of Washington Bothell (UWB). We are pleased that you have joined us and encourage you to participate fully in your program and UWB campus activities.

This handbook provides important information that directly impacts your success as a student. You are expected to read the entire handbook and encouraged to review other campus resources as well, including the UW Graduate School web site (grad.washington.edu), the Current Students section of the UWB web site (<http://www.uwb.edu/students>), the IAS web site (www.uwb.edu/ias), and the graduate program web sites (www.uwb.edu/culturalstudies and www.uwb.edu/policystudies).

IAS houses two graduate programs, the Master of Arts in Cultural Studies and the Master of Arts in Policy Studies. As a graduate student, you are an important member of the IAS community. Courses in both programs meet on the same weeknight. This arrangement is intended to foster opportunities for cross-curricular learning and collaboration. In addition, during the academic year, the IAS graduate office will host events and workshops relevant to both programs in order to promote collaboration. Please consider participating as much as possible in any campus-based program event; former students tell us consistently that increased involvement results in a richer learning experience.

STUDENT RESPONSIBILITIES

As a student, you are responsible for the following:

- Read this handbook and refer to it when questions arise
- Contact the IAS Graduate Program Manager for general advising or answers to specific questions
- Update the degree checklist found in this handbook to ensure that you are making satisfactory progress toward degree completion
- Register on time for appropriate required and elective courses
- Submit the master's degree request by the deadline during the quarter of graduation (neglecting this step will result in the need to register for an additional quarter even though you may have completed all degree requirements)
- Confer with a faculty advisor before registering for elective courses outside of your program
- Keep up to date on program news, deadlines, and changes by reading every issue of Coordinates, the monthly electronic newsletter

- Update your contact information in your MyUW profile

REGISTRATION

You are responsible for registering for your own courses and for changing your registration as needed via the MyUW website (myuw.washington.edu) by the appropriate deadlines listed on the Academic Calendar website. The Time Schedule of Classes is typically posted online at www.uwb.edu by the 4th week of the previous quarter.

Students should refer to the degree checklists found at the end of this handbook as they review the quarterly Time Schedule of Classes for applicable courses, and then register on the first date eligible. IAS graduate students have priority over students from other departments when registering for IAS graduate courses.

Add/drop deadlines, tuition schedules and deadlines, grading options, withdrawal from the quarter, and the tuition exemption program should be reviewed before the quarter begins. When add codes are required for course registration, contact the IAS Graduate Program Manager.

MYUW

MyUW is a web-based tool used for finding course schedules, registration deadlines, and many other resources at the University of Washington. You can personalize MyUW to fit your needs by including or excluding the services you see listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer. To access MyUW, you must first create your UW NetID.

NETID

Follow the instructions at <https://uwnetid.washington.edu/newid/>. You will be asked to choose a UW NetID as well as a password. If you need assistance setting up your UW NetID, please contact Information Technology (IT) at <http://itconnect.washington.edu/>.

MyUW will prompt you to enter your PAC (Private Access Code). Please do not share your PAC with anyone. If you forget your PAC, you must visit the UW Bothell Admissions Office in person to reset the code.

REGISTRATION PROCEDURE

Once you have created your UW NetID, log on to MyUW using your UW NetID and password. To get to MyUW, use this URL: myuw.washington.edu/ or use the MyUW link under current students on the UW Bothell homepage: www.uwb.edu.

From the Student Personal Services menu on the left side of the MyUW home page, select Registration. At the beginning of Registration Period 1, the UW requires that students confirm their current address and make a decision regarding ASUWB membership..

Enter the Schedule Line Number (SLN) for each course you wish to add. In most cases, you will leave all other fields blank. To view available classes, choose Time Schedule under the Registration Resources menu. The Time Schedule will open in a separate, smaller window so you can have both windows open and toggle between them.

Note: the Cultural Studies and Policy Studies web sites indicate the complete series of required courses.

After making your course selections, click Update Schedule at the bottom of the Registration Screen. Your selections will be accepted only if all sections are available and there are no restrictions that would prevent you from registering (such as prerequisites). Messages will appear on the right side of the screen to alert you to any problems. Make any necessary revisions and resubmit.

After registering, you may log on to MyUW as often as you like to check the status of sections, list your confirmed schedule, add or drop courses, or check your account balance.

MYUW SYSTEM FEATURES

VISUAL SCHEDULE

Displays your quarterly class schedule in a calendar format. From Personal Services in MyUW, select Visual Schedule from the list of Services.

COURSE AVAILABILITY

Beginning Period I, you may log on to MyUW at any time to check course availability. You can also find this information in the time schedule.

STUDENT ACCOUNT AND LOAN STATUS INQUIRIES

Log on to MyUW to:

- Find your current account balance
- Get a summary of disbursed financial aid and check availability
- Determine if outside lender loan funds are available
- Get the latest recorded student account payment

GRADES

MyUW will list officially recorded grades for the most recently completed quarter. To list all grades, click on the upside-down triangle next to the quarter displayed and scroll down. Select “All Quarters” and submit. This will list your entire UW record.

CHANGE OF ADDRESS

Use this service to change your addresses (local and permanent) provided to the Student Directory and used by the Office of the Registrar, Office of Student Financial Aid, Student Accounts Office, Student Loans Office, and other University departments and offices. You may also use this feature to change your directory release information.

If you don't have Web access from home, there are numerous places where computers are available for your use, including the Office of Student Affairs Lobby, UW1 Room 160, and the campus Library.

You may contact the Registrar’s Office at (425) 352-5240 for assistance with registration.

HUSKY ID CARD

Your Husky ID Card may be picked up in the Campus Public Safety Office, LB2-005, anytime after you have registered for your first Autumn Quarter. Please contact Security and Campus Safety at (425) 352-5359 or safety@uwb.edu with any questions.

CROSS-CAMPUS REGISTRATION

Students enrolled in the Cultural Studies or Policy Studies programs at UW Bothell may take courses offered at another UW campus and, with faculty approval, apply the credits toward their graduate degree. The courses must be at the 400 level or higher, have relevance to their course of study, and not

be offered in IAS. Please consult the time schedule web site (<http://www.washington.edu/students/timeschd/>) for classes offered at other UW campuses.

To enroll in a graduate course at UW Seattle or UW Tacoma, students should follow these steps:

- Ask permission from the instructor and request an entry code. It usually helps to inform the instructor about your academic and professional background as well as your interest in the course.
- Register for the class on MyUW.
- Finally, students who wish to apply credit from a course taken outside of their respective IAS degree program to their IAS degree must petition their respective program and should consult their program web site for details. Cultural Studies: www.uwb.edu/culturalstudies, Policy Studies: www.uwb.edu/policystudies.

CONTACT INFORMATION

The IAS Graduate Office Staff is here to support you. Please become familiar with each staff member's role so that he or she may assist you effectively.

Name, Title Phone Email	Description
Elizabeth Thomas, Associate Director for Graduate Education (425) 352-3139 ethomas@uwb.edu	Teaches courses in the Cultural Studies and Policy Studies programs, advises students, and provides oversight of graduate curriculum, policies, and planning
Andrew Brusletten, Graduate Program Manager (425) 352-5427 abrusletten@uwb.edu	Manages recruitment and admissions, advises students on issues related to course selection and degree completion, monitors student academic progress, recommends degrees
Lisa Olason, Community Relations Manager (425) 352-3136 lolason@uwb.edu	Advises students and recent graduates on jobs and internships, promotes career opportunities, facilitates class-related community experiences

Name, Title Phone Email	Description
Leslie Schiffman, Program Coordinator (425) 352-3406 lschiffman@uwb.edu	Monitors admissions process, provides general program support to students, faculty and public, publishes IAS graduate newsletter
Vy Nguyen, Graduate Staff Assistant (425) 352-3553 vnguyen@uwb.edu	Assists with recruitment, coordinates student events, participates in program assessment and development, liaises with student associations

GRADUATE STUDENT LIAISON

Both programs have a Graduate Student Liaison (GSL) who facilitates communication among current students and program faculty and staff, assists with the shaping of program events, and participates in program and committee meetings, as appropriate.

TUITION EXEMPTION

The following policy is now in effect for students who entered the program after Autumn Quarter 2010. Students who began the program prior to Autumn Quarter 2010 are not subject to the new policy:

Eligible students may use the Tuition Exemption program to enroll in BPOLST (Policy Studies) and BCULST (Cultural Studies) elective courses on a space-available basis, but may not use the program to enroll in any of the following core courses, directed research, or internships: BPOLST 500, 501, 502, 503, 504, 505, 506, 508, 520, 598; BCULST 500, 501, 502, 510, 511, 512, 520, 598.

Additional details on the Tuition Exemption program are here:

<http://www.uwb.edu/students/registration/exempt.xhtml>. Contact the IAS Graduate Program Manager if you have questions.

GRADING

NUMERICAL GRADES

Graduate degree-offering units use the following system in reporting grades. Grades are entered as numbers, the possible values beginning at 4.0 and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward residency, total credit count, or grade and credit requirements. **IMPORTANT:** A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum final GPA of 3.0 is required for graduation.

Although letter grades are not officially used at the University of Washington, correspondence between number grades and letter grades is as follows:

Numeric Grade Point Equivalent Letter Grade

4.0-3.9	A
3.8-3.5	A–
3.4-3.1	B+
3.0-2.9	B
2.8-2.5	B–
2.4-2.1	C+
2.0-1.7	C
1.6-0.0	F

OTHER GRADES

The following letter grades may also be used:

I (INCOMPLETE)

An incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement giving the reason for the Incomplete and indicating the work required to remove it must be filed by the instructor with the head of the unit in which the course is offered. To obtain credit for the course, a student must convert an Incomplete into a passing grade by the last day of the next quarter in residence. This rule may be waived by the dean of the school or college in which the course is offered. In no case may an Incomplete be converted into a passing grade after a lapse of 2 years or more.

N (NO GRADE)

Used only for hyphenated courses (BPOLST 506 508) and courses numbered 598 (Directed Research and Research). An “N” grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research or degree project, at which time the instructor or Supervisory Committee Chairperson should change the N grades(s) to one reflecting the final evaluation.

S/NS (SATISFACTORY/NOT-SATISFACTORY)

With the approval of the IAS Graduate Program Manager or supervisor committee chair, a graduate student may elect to be graded S/NS in any numerically-graded course for which he or she is eligible. Only in very unusual circumstances may S/NS be converted to numeric grades or vice-versa. The instructor will submit a numeric grade to the Registrar's Office for conversion to S (numerical grades of 2.7 or above) or NS (numeric grades lower than 2.7). Core and Restricted Elective courses may not be taken S/NS.

CR/NC (CREDIT/NO-CREDIT)

With the approval of the faculty in the academic unit, any course may be designated for grading on the CR/NC basis by notice in the appropriate Time Schedule. For such courses, the instructor will submit a grade of CR or NC to be recorded by the Registrar's Office for each student in the class at the end of the quarter. All courses numbered 600, 601, 700, 750, and 800 may be graded with a decimal grade, a CR/NC or N at the instructor's option.

W (WITHDRAWAL)

Official withdrawal from a course during the first ten class days of a quarter will not be entered on the permanent academic record. Students may withdraw from a course only during the first ten class days of a quarter. (Exception: Each student will be permitted to drop one course between the beginning of Week 3 and the end of Week 7 of any one quarter each year (September-August). A grade of W will be recorded.

Unofficial withdrawal (failing to attend class without withdrawing on MyUW or in person) from a course will result in a grade of 0.0.

The grade W will count neither as completed credits nor in the computation of grade-point average.

Of the minimum credits required for a graduate degree, the Graduate School requires that all graduate students show numerical grades in at least 18 quarter credits of course work taken at the University of Washington. These numerical grades may be earned in approved 400-level courses and 500-level courses. A graduate student's grade-point average will be calculated entirely on the basis of numerical

grades in the 400- and 500-level courses. The grades of S, NS, CR, NC, and N will be excluded, as will all grades in courses numbered 600, and in 100-, 200-, and 300-level courses. The graduate student may petition the Dean of the Graduate School to modify the procedures described above. The petition should be accompanied by comments and recommendations from the IAS Graduate Program Manager.

DISPUTE OVER GRADES

The following information is quoted directly from the University of Washington Office of Branch Campuses Policies and Procedures Manual, A.6.2.

There are two types of disputes over grades: one alleging a punitive motive by the faculty member, and the other alleging an inaccurate reflection of work done.

Punitive - If a student feels a grade has been punitive (for reasons other than racial or sexual discrimination), then he or she should act under the procedures set forth in the section on unprofessional conduct immediately below:

Unprofessional conduct includes such things as failure to meet classes, lack of preparation, rudeness in class, etc. It does not include racial or sexual harassment, which are specifically addressed in the University Code. Standard procedure should be for the aggrieved student to lodge his or her complaint with the IAS Program Director. Most issues should be resolved at this level. The Director should inform the faculty member of any complaint against him or her, and should allow the member to state his or her side of the case. The student may pursue the matter further with the Dean if he or she does not receive satisfaction at the level of the Director.

Inaccurate - If a student feels a grade has been an inaccurate reflection of work done in a course, he or she should attempt to resolve the matter through discussion with the instructor. If no satisfactory resolution is reached, the student may bring the issue to the Director in writing (with a copy to the instructor) within ten days of having met with the instructor. If the instructor is the Director, then the student should submit his or her complaint to the Dean. The Director should consult with the instructor to determine whether the grade evaluation was appropriate. If the Director concludes the grade was fair and reasonable, the student should be so informed and the issue be concluded.

If the Director concludes that the instructor's grading was arbitrary and capricious, and if the instructor declines to change the grade, the Director should appoint a panel of faculty members to evaluate the student's performance and assign a grade. The Director may also appoint a substitute to assign grades when an instructor is mentally and physically incapacitated, or has left the University.

ACADEMIC PERFORMANCE AND PROGRESS

Admission to the Graduate School allows students to continue graduate study and research at the University of Washington as long as they maintain satisfactory performance and progress toward completion of their graduate degree program. These Guidelines stipulate the conditions for satisfactory and unsatisfactory academic (quarterly) performance and (multi-quarter) progress in the program. The IAS Graduate Program Manager, IAS Graduate Faculty, and IAS Graduate Program Director are available to assist all students in maintaining satisfactory academic performance in the School. Students who fail to meet the requirements for satisfactory academic performance and/or progress will be notified in writing by the IAS Graduate Program Manager. For additional information see Graduate School Memorandum No. 16 and the University of Washington Bothell Catalog.

In order to remain in good standing in the IAS graduate programs and the University of Washington Graduate School, students must meet the following requirements:

- Maintain a quarterly and cumulative grade point average (GPA) of 3.0 or higher
- Earn a grade of 2.7 or higher in each core course. Please note core courses must be taken in order.
- Earn a grade of 2.7 or higher in any course used to satisfy requirements for the relevant IAS graduate degree.
- Remain continuously enrolled in the graduate school (Students may go on-leave for up to one year with approval of the program.
- Make progress toward the Capstone Project in accordance with the Capstone Guide and the proposal approved by faculty Capstone advisor.

UNSATISFACTORY PERFORMANCE

A quarterly and/or cumulative grade point average (GPA) below 3.0

WARN

Recommended for beginning students whose quarterly GPA and cumulative GPA are below 3.0 but whose grades in all core courses are at least 2.7; students must be in their first quarter in the School. Recommended for students whose quarterly GPA is 3.0 or higher but whose cumulative GPA is below 3.0.

PROBATION

Recommended for students whose quarterly GPA and cumulative GPA are below 3.0 (except as noted above for students who are in their first quarter in the School). This means that once students receive notice of PROBATION for a cumulative GPA below 3.0, they must maintain a quarterly GPA of 3.0 or higher until their cumulative GPA rises to 3.0 or higher.

FINAL PROBATION

Recommended for students whose quarterly GPA is below 3.0 and whose cumulative GPA has been below 3.0 for two successive quarters (excluding the first quarter in the School for full-time students in the School).

Final probation is used to warn students that they will be DROPPED at the end of the next quarter unless they improve their performance.

DROP

Recommended for students whose quarterly GPA is below 3.0 and whose cumulative GPA has been below 3.0 for three successive quarters (excluding the first quarter in the School)

UNSATISFACTORY PROGRESS

A grade below 2.7 in any core course (BCULST 500, 501, 502, 510, 511, 512, and BPOLST 500, 501, 502, 503, 504, 505, 506, 508):

PROBATION

Recommended for students with a grade below 2.7 in any core course. A student who has not passed a core course with at least a 2.7 must repeat the course before proceeding on to the next course.

DROP

Recommended for students with a grade below 2.7 in a core course which has been retaken ONCE. This means that students who receive a grade below 2.7 in a core course must retake the SAME core course and must receive a grade of 2.7 or higher on the first retake, or they will be DROPPED from the School.

Recommended for students who have received grades below 2.7 in three core courses. This means that students can retake only two core courses.

NOTIFICATION

According to University procedures, students must receive written notification from the IAS Program Director of unsatisfactory performance (PROBATION, FINAL PROBATION) prior to being DROPPED from the School. The notification must include the steps required in order for the students to return to satisfactory performance.

APPEAL

Students may appeal change of status directly to the Vice Chancellor of Academic Affairs at the University of Washington, Bothell. Appeals must be filed in writing within four weeks after the notification of status change is mailed to the student. Appeals beyond the Vice Chancellor at the University of Washington, Bothell, should follow the procedure outlined in the Graduate School Memorandum No. 33, Academic Grievance Procedure:

www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm.

PLAGIARISM

The following is quoted directly from the UW Bothell Policy on Academic and Behavioral Conduct:

Plagiarism: Using another person's original words, ideas, or research, including material found on the Internet, in any academic exercise without properly crediting that person. Please see for complete policy: http://www.uwb.edu/academic/policies/Academic_Conduct.xhtml.

Examples include but are not limited to:

- Failing to cite all sources used
- Using another author's sentence or phrase structure without proper citation
- Paraphrasing another author without crediting the author
- Using another author's ideas without proper citation (e.g. footnotes, endnotes, etc.)
- Using another's original work (writing, art, music, mathematics, computer code, or scientific work) in whole or in part without crediting that person
- Stating facts that are not common knowledge without citing the source

Fabrication: Creating false information or data and presenting it as fact

Examples include but are not limited to:

- Making up false quotes, statements, data, or sources

- Improperly manipulating another's data to support your own theories
- Citing sources that were not used
- Misrepresenting your academic accomplishments to instructors or employers

SUMMER QUARTER COURSES

IAS offers few courses during Summer Quarter, if any. Students may consider summer coursework offered by another academic unit at the University of Washington. Students who wish to take coursework outside of IAS should seek approval prior to registration (see sections on cross campus enrollment and elective coursework in this guide). Students may also pursue directed research, an internship, or study abroad.

REPEATING COURSES

If a student fails to earn a grade of at least 2.7 in a course listed as a prerequisite for other courses, the student will be required to repeat the course and earn a passing grade before continuing on to subsequent courses. Graduate students may also, of their own accord, choose to repeat any course. However, graduate courses in IAS are offered only once each academic year. Consequently, students who repeat courses will likely delay their graduation. When a course is repeated, both the first and second grades will be included in the cumulative GPA, but the number of credits earned in the course will apply toward the degree requirements only once.

WITHDRAWAL POLICY

During the first two weeks of the quarter, a graduate student may withdraw from all courses for any reason by filing an appropriate form with the Registration Office either in person or by mail, or online using MyUW. The date of complete withdrawal is recorded on the student's transcript.

Starting the third week of the quarter, a grade of W plus the week designation is recorded when graduate students drop any course. In case of a complete withdrawal, a W is posted.

Graduate students have until the last day of instruction of each quarter to withdraw completely from all courses.

This withdrawal schedule applies to quarters of the regular academic year. The deadlines for Summer Quarter are established by the Dean of Summer Quarter.

Unofficial withdrawal from a course results in a grade of 0.0.

CONTINUOUS ENROLLMENT AND ON-LEAVE REQUESTS

To maintain graduate status, a student must be enrolled continuously until completion of all requirements for the graduate degree. Graduate students must file for "On-Leave Status" for any quarter in which they will not be registered for courses. This requirement does not apply to Summer Quarter. The application for On-Leave Status must be filed online, and there is a \$25 fee for each quarter of leave. A student must be in good academic standing and have completed at least one quarter. Failure to maintain continuous enrollment or on-leave status constitutes evidence that the student has resigned from the Graduate School. In the event that a student wishes to resume studies in the program after having gone out of status, he or she will have to contact the Program Manager for approval and, if approved, pay the \$250 reinstatement fee.

Registering for and maintaining registration in classes before the end of the on-leave period automatically cancels On-Leave Status. Please note: Periods spent On-Leave are included as part of the six-year maximum allowed for the completion of a UW master's degree.

APPLYING FOR THE MASTER'S DEGREE

Students must apply for the master's degree on the web, and should select the non-thesis option. The online application and all relevant deadlines and fees are listed here:

<https://www.grad.washington.edu/student/mastapp.aspx>

All requirements for the degree must be met prior to the end of the current quarter if the application is to be approved. In addition, registration must be maintained for the entire quarter in which application for the degree is made. A student who does not complete all degree requirements by the last day of the quarter must be registered for the following quarter.

Note: the Graduate Registration Waiver Fee is not applicable to IAS Graduate Students. See <http://www.grad.washington.edu/policies/general/regwaiver.shtml> for details.

TIME LIMIT FOR COMPLETION OF MASTER'S DEGREE

All work for the master's degree must be completed within six years. This limit includes On-Leave quarters and transfer credits.

CONCURRENT DEGREES

FORMAL CONCURRENT PROGRAMS

The IAS graduate programs do not have formal concurrent degree programs established with other departments at this time.

INFORMAL CONCURRENT PROGRAMS

GENERAL POLICIES

Students may pursue two degrees from different departments simultaneously in an informal concurrent degree program. These opportunities have not been approved as formal concurrent programs and do not have unique program codes, but students have flexibility to take coursework that, if approved, applies to both programs.

ADMISSION

Current graduate students wishing to pursue an informal concurrent degree program must submit an application and fee for the second program.

REGISTRATION

After initial registration, a student must maintain continuous enrollment by registering as a full-time or part-time student each quarter, OR applying for on-leave status.

REQUIREMENTS

To earn two master's degrees, a student must fulfill Graduate School degree requirements for EACH degree for a minimum of 72 credits. If one or both of the individual programs require more than the minimum of 36 credits, those additional credits may be 'shared' and applied to both degrees. However, the total number of credits must be at least 72 and BOTH programs must approve the shared credits counting toward both degrees. Theses and thesis credits may not be shared.

With the approval of both degree-offering units, up to 12 credits earned toward a PhD degree may be counted toward a Master's degree in another program.

It is the responsibility of the student to submit a written list of courses which apply toward each respective degree at the time he or she files an application for the Master's degree. This list must be approved by both programs.

INTERNSHIPS AND COMMUNITY-BASED LEARNING

Community-based learning allows students to link theory with practice in a non-academic setting. Additionally, community-based learning enhances students' career prospects by providing exposure to various roles, sectors, and professional networks. This type of learning may take the form of an internship, field research, course-based project, site visit, volunteer service, or other forms of engagement. Students are encouraged to schedule an advising appointment with the Community Relations Manager to explore options.

In particular, students have the option of arranging internships with local organizations, agencies, or businesses for academic credit or professional experience. The IAS Graduate Office regularly publicizes opportunities via email and our monthly e-newsletter, *Coordinates*. More information on internships may be found at <http://www.uwb.edu/culturalstudies/students/forms> or <http://www.uwb.edu/policystudies/students/maps-forms>.

CAREER SERVICES

The Community Relations Manager is available to assist students in locating career and professional development opportunities related to their goals and interests.

The UW career system offers numerous resources, many of which are graduate-specific. Students are encouraged to consult the "Career Pathways" web pages for a list of resources:

<http://www.uwb.edu/culturalstudies/macs-careers> or <http://www.uwb.edu/policystudies/maps-careers>. Resources outlined include:

- UW Bothell Career Center - Our campus career center provides a variety of job-search services, including workshops on resume and cover letter writing and interviewing, individual advising sessions, employer information, and career fairs. Students are encouraged to take advantage of these free services while enrolled in their graduate program. <http://www.uwb.edu/careers/>
- GradStudents webpage - The UW Seattle Career Center hosts a graduate student webpage featuring relevant resources. <http://careers.washington.edu/GradStudents>
- GradStudents Newsletter - Sign up to receive monthly emails from the UW Seattle Career Center featuring upcoming graduate student events and workshops. <http://careers.washington.edu/GradStudents/Newsletter>

- GradStudentJobs - Sign up to receive periodic emails about internships and jobs suited specifically for graduate-level students.
<http://mailman.u.washington.edu/mailman/listinfo/gradstudentjobs>
- Husky Jobs – This is the UW's online job and internship search system, free to currently enrolled UW students. **<http://careers.uw.edu/HuskyJobs/Students>**
- Husky Career Network - The UW Alumni Association offers current students complementary access to a searchable nationwide database of alumni volunteers offering networking referrals and information about their field. Husky Career Network lists more than 5,000 graduates who are willing to provide information on their industries, organizations, and job functions, to discuss their own career paths, and to offer suggestions to students and fellow alums considering similar careers or career transitions. **<http://www.washington.edu/alumni/careers/hcn>**

ALUMNI RESOURCES

IAS Graduate Programs encourages alumni to remain engaged with our community. Opportunities include: attending campus lectures and events, mentoring current students, and partnering with faculty members as co-educators in relevant courses. To learn more, contact the Community Relations Manager.

The UW Bothell Career Center provides a variety of services to help alumni explore options, build skills, and connect with employers. Throughout the year, the UW Bothell Career Center and UW Seattle Career Center offer numerous free workshops and events to support alumni in their career journeys. Please note, while the majority of services are available to alumni free of charge – including access to HuskyJobs – there is a nominal fee for career counseling appointments.

Alumni may join The UW Alumni Association to access a variety of career support options, including Husky Career Network (**<http://www.washington.edu/alumni/careers/hcn>**), a searchable nationwide database of alumni volunteers offering networking referrals and information about their field.

DIRECTED RESEARCH

Directed Research at UW Bothell provides the opportunity to develop and conduct largely self-designed research projects under the supervision of faculty.

GUIDELINES FOR DIRECTED RESEARCH

Directed Research courses require the approval of the instructor. The following standards will apply to all Directed Research courses:

Student must demonstrate adequate preparation, as evidenced by grades and/or previous coursework in the area of proposed research.

Prior to registration faculty must approve a student-initiated research proposal. The proposal should include: a title, tentative thesis statement, detailed outline of what the student is going to do, theory and methods to be used (where appropriate), and a bibliography of appropriate sources. The proposal may be in the form of an outline.

It is expected that the student will anticipate 3 hours per week of research per credit. This means that a 5-credit course will involve 15 hours (3x5 hrs) of outside research per week, in addition to scheduled meetings with the instructor.

Students should fill out the appropriate Petition for Directed Research to their respective program drop box. The IAS Graduate Office staff will direct the petition to appropriate faculty for approval, and then provide the student with the professor's faculty code.

MASTER OF ARTS IN CULTURAL STUDIES

OVERVIEW

The Cultural Studies curriculum builds foundational knowledge of different forms of cultural studies inquiry, with a special emphasis on participatory action research strategies and diverse forms of community collaboration. The two-year, cohort-based program draws on the existing and emerging strengths, interests, and experiences of students and faculty alike. The program's curriculum and its learning environment are intentionally collaborative, generative, and flexible.

Cultural Studies is a student-driven and project-based program. At every stage, the curriculum is designed to build on the energy and resources that students bring to the program.

OBJECTIVES

Cultural Studies graduates will be able to:

- Identify, analyze, and address the specific structural location of cultural issues and debates, and propose creative and effective interventions;
 - Recognize, critically address, and collaboratively negotiate cultural diversity and difference in a variety of educational and institutional sites;
 - Move effectively from project conception to project execution through the use of both critical and immersive techniques that engage specific publics;
 - Create a dynamic portfolio of work that provides the opportunity for reflection and showcases examples of research and collaboration;
 - Engage in professional positions as researchers, educators, activists, artists, and problem-solvers in a variety of cultural and organizational arenas.
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CURRICULUM

Cultural Studies students enter the program as a cohort in Autumn Quarter. Students register for 10 or more credits per quarter and complete their degree within two years. (See chart below).

Core courses are offered as seminars that typically meet once or twice a week. These seminars are combined with on-line and/or individual and small group discussions, workshops, case studies, and analytical projects, as well as field experiences, service learning, and community-engaged research opportunities.

The Cultural Studies course of study culminates with a Program Portfolio that includes a Capstone Project. The program portfolio reflects the depth and breadth of an individual student's accomplishments in relation to his or her future career and life goals. The capstone project

demonstrates and documents a sustained individual or collaborative commitment to a specific line of inquiry and area of intellectual engagement.

YEAR ONE

As a Cultural Studies student, you will begin with an Autumn Quarter conversation with members of the program faculty and staff. This meeting will introduce you to program resources and requirements by helping you to chart a path through the two years, including your choice of electives and consideration of community-based research opportunities. The first-year core courses will orient you to the field of Cultural Studies, introduce you to our three core research methodologies, and develop among your cohort skills in collaboration.

YEAR TWO

Before or shortly after beginning Autumn Quarter of year two, students should arrange a meeting with their capstone advisors. Along with informal mentoring, this meeting ensures that the student has everything in place to advance the capstone project, including, when appropriate, identifying a capstone second reader. The second-year courses will launch you, either individually or in project teams, on an arc that leads from project idea and creation to execution and evaluation. In addition to the 40 credits that make up the two-year core curriculum, you will enroll in 20 credits of electives that enhance your research interests and capstone projects.

In total, students in the MA in Cultural Studies will complete sixty (60) credits of course work and related degree requirements, including:

- 40 Credits of Foundation Core Curriculum: BCULST 500, 501, 502, 510, 511, and 512.
- 20 Credits of electives
- Presentation of a Capstone Project for peer review and assessment of the Capstone Project and Program Portfolio by a faculty review team including the student's Capstone Advisor and Portfolio Advisor

COURSE SCHEDULE

	Autumn Quarter	Winter Quarter	Spring Quarter
Year 1	BCULST 500: Formations of Cultural Studies 10 credits	BCULST 501: Cultural Studies Research Practices 5 credits Cultural Studies Elective 5 credits	BCULST 502: Cultural Studies as Collaboration 5 credits Cultural Studies Elective 5 credits
Year 2	BCULST 510: Capstone Design and Portfolio Seminar 5 credits Cultural Studies Elective 5 credits	BCULST 511: Capstone Research and Portfolio Seminar 5 credits Cultural Studies Elective 5 credits	BCULST 512: Capstone Presentation and Portfolio Seminar 10 credits

CULTURAL STUDIES CORE COURSES

(40 required credits offered during evenings and occasional Saturday workshops):

BCULST 500: Formations of Cultural Studies (10 credits): Focuses historical and contemporary forms of cultural studies inquiry, with an emphasis on the local and global questions and problems that shape that inquiry. Combines classroom seminars with site visits and workshops.

BCULST 501: Cultural Studies Research Practices (5 credits): Focuses on interactions of ethnographic, textual, and performance-based research methods, with special emphasis on participatory action research strategies. Combines theoretical considerations and experiential learning.

BCULST 502: Cultural Studies as Collaboration (5 credits): Focuses on diverse theories and practices of collaboration, with an emphasis on ethical and political considerations. Links academic collaboration to community-based participatory research design.

BCULST 510: Capstone Design and Portfolio Seminar (5 credits): Focuses on the design, development, and piloting of students' individual or collaborative capstone projects. Initiates the first phase of the capstone project.

BCULST 511: Capstone Research and Portfolio Seminar (5 credits): Focuses on further development of students' individual or collaborative capstone projects. Represents the second stage of the capstone project.

BCULST 512: Capstone Presentation and Portfolio Seminar (10 credits): Focuses on the completion and public presentation of the students' individual or collaborative capstone projects, including the annual MA symposium and the completion of the individual student's program portfolio.

Cultural Studies Elective Courses

In addition to the core curriculum, Cultural Studies students have the opportunity to take elective courses in areas of interest that relate to Cultural Studies.

See the current course offerings (subject to change):

www.uwb.edu/culturalstudies/curriculum/electives

COMPLETION CHECKLIST

Name _____ SID: _____

Portfolio Advisor (PA)

Capstone Advisor (CA)

Second Reader [optional]

Required Coursework	Quarter	Grade
BCULST 500 – Formations of Cultural Studies (10 credits)	Autumn	
BCULST 501 – Cultural Studies Research Practices (5 credits)	Winter	
BCULST 502 – Cultural Studies as Collaboration (5 credits)	Spring	
BCULST 510 – Capstone Design and Portfolio Seminar (5 credits)	Autumn	
BCULST 511 – Capstone Research and Portfolio Seminar (5 credits)	Winter	
BCULST 512 – Capstone Presentation and Portfolio Seminar (10 credits)	Spring	
Total number of core course credits: 40		

Elective Courses	Credits	Approval Date	Quarter	Grade
Total:				

- Minimum number of elective credits: 20
- Minimum number of BCULST elective credits, not including 520, 598, or 599: 10
- Petition for outside coursework required for any non-BCULST elective

Other Requirements	Completed
Portfolio Review – Spring Quarter Year One (generates add code for BCULST 510)	
Capstone Advisor Selection Form (pre-proposal) – Spring Quarter Year One	
Capstone Proposal – Autumn Quarter Year Two (generates add code for BCULST 511)	
Capstone Conference presentation – Spring Quarter Year Two	
Capstone completion – Spring Quarter Year Two	
Portfolio completion (and uploaded to program archive) – Spring Quarter Year Two	

MASTER OF ARTS IN POLICY STUDIES

MISSION

The Master of Arts in Policy Studies provides a transformative graduate experience enabling students to translate interdisciplinary understandings into the professional competence essential to making substantive contributions to their policy communities. The curriculum blends a strong theoretical base with applied experiences, allowing students to develop rigorous policy research, analysis, and management skills. Students and graduates use these skills to influence public policies and their outcomes through government institutions, non-profit and non-governmental organizations, as well as for-profit entities.

OBJECTIVES

- To make connections across academic disciplines examining public policy, management, public administration, and public engagement
 - To develop analytical and synthetic thinking skills through training in quantitative and qualitative methodologies
 - To build expertise in policy issues, processes, instruments, and institutions
 - To apply this knowledge in independent applied and/or theoretical research and develop policy solutions in a competent, critical, and ethical manner
 - To develop collaborative leadership skills and establish professional networks
 - To prepare students for policy careers and further graduate education
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CURRICULUM

Policy Studies students enter the program as a cohort in Autumn Quarter. Students register for 10 or more credits per quarter and complete their degree within two years.

Core courses are offered as seminars that meet once or twice a week. These seminars are combined with on-line and/or individual and small group discussions, workshops, case studies, and analytical projects as well as field experiences, service learning and applied research opportunities.

The Policy Studies course of study culminates with a Capstone Project based on either a policy-related internship experience or an applied field research project. See examples of previous Capstone projects.

In total, students in Policy Studies will complete sixty (60) credits of course work and related degree requirements, including:

30 Credits of Foundation Core Curriculum: BPOLST 500, 501, 502, 503, 504, and 505.

10 Credits of Capstone Project Core Curriculum: BPOLST 506 and 508.

20 Credits of Policy Electives within Policy Areas offered by Policy Studies: Policy areas currently available include human rights, technology, environment, labor and human resources, development, education, and health. Students may also choose to enroll for elective courses at the UW Seattle campus.

Successful written and public presentation of a Capstone Project for peer review and for assessment by a Policy Studies review team comprised of the advisor and an additional faculty member

COURSE SCHEDULE

	Autumn Quarter	Winter Quarter	Spring Quarter
Year 1	BPOLST 500: Policy Process 5 credits Policy Elective 5 credits	BPOLST 502: Statistics for Policy Studies 5 credits Policy Elective 5 credits	BPOLST 501: Public Finance & Budgeting 5 credits BPOLST 503: Policy Analsis and Program Evaluation 5 credits
Year 2	BPOLST 506: Capstone Research 5 credits Policy Elective 5 credits	BPOLST 504: Management and Organizations 5 credits Policy Elective 5 credits	BPOLST 505: Leadership and Organizations 5 credits BPOLST 508: Capstone Project 5 credits

NOTE: A part-time format is also available.

POLICY STUDIES CORE COURSES (40 CREDITS)

(must be taken in sequence above)

BPOLST 500 - Policy Process (5 credits): This course focuses on political and institutional aspects of public policy process. We will examine reasons for public policy, how they are articulated and negotiated, who formulates public policy, what generic policy instruments are chosen, and how policies are implemented.

BPOLST 502 - Statistics for Policy Studies (5 credits): This course is the first in a series of two courses offered through the Policy Studies program intended to train graduate students with becoming producers of information, i.e. a policy researcher. This course begins your training by surveying important aspects of the conduct of research into social scientific questions. This course lays the basic foundation for both academic and practical investigation.

BPOLST 501 - Public Finance and Budgeting (5 credits): Analysis of government expenditures and revenues. Economic theory is used to examine key public policies in such as areas as health, education and labor. Emphasis is on policy rationales and impacts regarding efficiency and equity. Accounting concepts necessary for budgeting analysis are also developed.

BPOLST 503 - Policy Analysis and Program Evaluation (5 credits): Public sector across levels of governance is under increasing pressure to provide better services with fewer resources. Policy analysts and public managers, therefore, need to be able to prioritize what services will be offered and evaluate whether the programs designed to provide such services have been effective and efficient. This course focuses on methods and approaches used in policy analysis and program evaluation.

BPOLST 506 - Capstone Research (5 credits): In the penultimate core course in the Master of Arts in Policy Studies, students will be conducting directed research in preparation for writing their final capstone project research paper. There is no group seminar portion of the class; students meet one-on-one with their capstone advisors. Faculty capstone advisors will consult with each other and the students to provide basic guidance as students move through the process of gathering and preparing data and evidence for the project.

BPOLST 504 - Management & Organizations (5 credits): Within this course students will have the opportunity to learn how organizational cultures, processes and resources frame the options open to leaders and managers in public, private and non-profit organizations, and how, in turn, an organization's leaders and an organization's strategies, perspectives, and patterns of resource management shape potential organizational responses to a variety of policy issues and problems. Further, the course seeks to help students who will play important roles in such organizations to learn the leadership and resource management skills they will utilize in their professional careers.

BPOLST 505 - Leadership & Organizations (5 credits): Within this course students will have the opportunity to learn how organizational cultures, processes and resources frame the options open to leaders and managers in public, private and non-profit organizations, and how, in turn, an organization's leaders and an organization's strategies, perspectives, and patterns of resource management shape potential organizational responses to a variety of policy issues and problems. Further, the course seeks to help students who will play important roles in such organizations to understand what leadership and resource management skills they will need in their professional careers.

BPOLST 508 - Capstone Project (5 credits): The last core course in the Master of Arts in Policy Studies is devoted to final preparation of the capstone project. Students will meet regularly to share research findings, read chapters, and address problems and issues of final presentation. The course culminates in the final presentation to an audience of peers, faculty, outside site supervisors, and interested scholars and community practitioners.

ELECTIVE POLICY COURSES (20 CREDITS)

In addition to the core curriculum, Policy Studies students have the opportunity to take elective courses in policy areas that interest them. They may do so by taking courses in Policy Studies, Interdisciplinary Arts and Sciences, or another UWB program such as Nursing, Education, or Business. If they so choose, students may take one or more of their elective courses at the UW Seattle campus and may also become engaged in a study abroad policy course or field experience. For more details refer to the section on Cross-campus Registration. Students are required to take a minimum of 10 credits of BPOLST electives.

POLICY STUDIES ELECTIVE COURSES

In addition to the core curriculum, Policy Studies students have the opportunity to take elective courses in areas of interest that relate to Policy Studies.

See the current list of elective course offerings (subject to change):
www.uwb.edu/policystudies/curriculum/electives

COMPLETION CHECKLIST

Name _____ SID: _____

First-year Advisor (PA) _____

Capstone Advisor (CA) _____

Second Reader (SR) _____

Required Coursework	Quarter	Grade
BPOLST 500 – Policy Process (5 credits)		
BPOLST 502 – Statistics for Policy Studies (5 credits)		
BPOLST 501 – Public Finance and Budgeting (5 credits)		
BPOLST 503 – Policy Analysis and Program Evaluation (5 credits)		
BPOLST 506 – Capstone Research (5 credits)		
BPOLST 504 – Management and Organizations (5 credits)		
BPOLST 505 – Leadership and Organizations (5 credits)		
BPOLST 508 – Capstone Project (5 credits)		
Total number of core course credits: 40		

Elective Courses	Credits	Approval Date	Quarter	Grade
Total:				

- Minimum number of elective credits: 20
- Minimum number of BPOLST elective credits, not including 520 or 598: 10
- Petition for outside coursework required for any non-BPOLST elective

Other Requirements	Completed
Final Capstone manuscript – Spring Quarter year two	
Conference Presentation – Spring Quarter year two	