

Interdisciplinary Arts & Sciences Graduate Programs

Master of Arts in Cultural Studies
Master of Arts in Policy Studies

Student Handbook

2008 – 2009



BOTHELL

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Table of Contents

Introduction.....	3
Student Responsibilities	3
Registration	3
MyUW.....	4
Husky ID Card.....	5
IAS Graduate Lab Policies	5
Cross-Campus Registration	6
Contact Information	7
Tuition Exemption.....	8
Grading.....	8
Dispute over Grades	10
Academic Progress	10
Plagiarism.....	12
Summer Quarter Courses	13
Repeating Courses.....	13
Withdrawal Policy	13
Continuous Enrollment and On-Leave Requests	13
Applying for the Master's Degree	14
Time Limit for Completion of Master's Degree	14
Concurrent Degrees	14
Internships & Community-based Learning	14
Career Services.....	15
Alumni Resources	15
Directed Research.....	15
Master of Arts in Cultural Studies (MACS)	16
Overview	16
Objectives.....	16
Curriculum	16
Course Schedule.....	17
Completion Checklist.....	20
Forms	20
Master of Arts in Policy Studies (MAPS)	21
Mission Statement.....	21
Objectives.....	21
Curriculum	21
Course Schedule – full time program	22
Course Schedule – part time program	22
Completion Checklist.....	26
Forms	26

Introduction

Welcome to the Interdisciplinary Arts & 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 the UWB campus. Our success is dependent on yours.

This handbook provides critical information that directly impacts your success as a student. You are expected to read the entire handbook and are encouraged to review other campus resources as well, including the UWB Student Handbook, the UWB Catalog, the UW Graduate School web site, the UWB web site, and the IAS web site.

IAS houses two graduate programs, the Master of Arts in Cultural Studies (MACS) and the Master of Arts in Policy Studies (MAPS). As a graduate student, you are a vital member of the IAS community. MACS and MAPS students share a common space, the IAS Graduate Lab (UW1-221), and both programs' core classes 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 relevant to both programs in order to promote a synergistic, mutually-beneficial relationship.

Student Responsibilities

Students are responsible for the following activities:

- Reading this handbook in its entirety and referring to it when questions arise
- Contacting the IAS Graduate Program Manager for general advising or answers to specific questions
- Updating the degree checklist on a quarterly basis
- Registering for appropriate required and elective courses
- Submitting the master's degree request before the end of the seventh week of the quarter of graduation
- Conferring with faculty advisor before registering for elective courses within IAS or in other departments
- Keeping up to date on program news, deadlines, and changes by reading every issue of the program newsletter
- Updating contact information in the student's profile in MyUW

Registration

Students are responsible for registering for their own courses and for changing their registration as needed via the MyUW website by the appropriate deadlines listed on the Academic Calendar website. The Time Schedule of classes for the upcoming quarter is typically posted by the 4th week of the quarter under the "Current Students" menu on the UWB home page: <http://www.uwb.edu>.

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. Registration is prioritized on a first-come, first-served basis.

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

MyUW

MyUW is your personal, easy-to-use tool 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 call C & C at (206) 543-5970.

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

1. Once you have created your UW NetID, log on to MyUW using your UW NetID and password. To get to MyUW use this URL: <http://myuw.washington.edu/> or use the MyUW link under current students on the UW Bothell homepage: <http://www.uwb.edu>.
2. 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. If you see a note stating, "Before registering you MUST...", you'll need to check your address and select your membership preference before access to registration will be allowed.
3. 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 enclosed Course Sequence indicates the required courses in MACS and MAPS. Please contact Andrew at abrusletten@uwb.edu or (425) 352 5427 if you have questions.
4. 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 labs around campus for your use. PCs are available in 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 Student Affairs, UW1 – 160, anytime after you have registered for autumn quarter. Please contact Student Affairs at (425) 352-5000 or info@uwb.edu with any questions.

IAS Graduate Lab Policies

The IAS Graduate Lab, located in UW1-221, contains 26 computers terminals, a printer, an electronic podium with a screen and a projector, a large whiteboard, round seminar tables, a relaxation area with sofas, student mailboxes, a fridge, and a microwave. The lab is intended as a space where IAS graduate students and faculty can work collaboratively, conduct research, check their mail, relax, practice presentations, and engage in other program-related projects. The lab is also available to professors who would like to use the space for one-time or ongoing class sessions. Students who use the lab, either individually or as part of a class, should make every effort to maintain the cleanliness of the facility, avoid causing any damage, and respect other's belongings. With these goals in mind, please:

- Keep lids on drink containers
- Clean up work spaces after use
- Put trash and recycling in the appropriate receptacles
- Only allow entry to IAS graduate students or students registered in a class that is currently using the lab
- Return furniture to its original arrangement or position
- Turn out the lights as you exit the lab

Cross-Campus Registration

Students enrolled in the MACS or MAPS programs at UW Bothell may take courses another UW campus and apply the credits toward their graduate degree, provided the courses are at the 400 level or higher, have relevance to their course of study, and are not offered in IAS. A combined total of no more than 20 cross-campus and transfer credits may be applied toward the master's degree. Please consult the time schedule web site for classes offered at other UW campuses.

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

1. Ask permission from the instructor. It usually helps to inform the instructor about your academic and professional background as well as your interest in the course.
2. If permission is granted, ask the instructor or the department for an entry code and register in person at the UW Bothell registration desk. Students can also send an email to the UW Bothell registrar, Pamela Lundquist (plundquist@uwb.edu) with the course name, item number, and entry code; she will register the student in the class.
3. Finally, students who wish to apply credit from a course taken outside of their respective IAS degree program to their IAS degree must complete the "Request for Outside Coursework" found in this packet and on the IAS web site www.uwb.edu/ias and submit the form, signed by the appropriate IAS faculty advisor, to the IAS Graduate Program Manager.

Contact Information

The IAS Graduate Office Staff is here to support you. Please familiarize yourself with each staff member's respective role so that he or she may assist you appropriately.

<p>Andrew Brusletten IAS Graduate Program Manager (425) 352-5427 abusletten@uwb.edu</p>	<p>Manages recruitment and admissions, advises students on issues related to course selection and degree completion, monitors student academic progress, recommends degrees</p>
<p>Lisa Olason External Relations Coordinator (425) 352-3136 lolason@uwb.edu</p>	<p>Advises students and recent graduates on jobs and internships, promotes career opportunities, facilitates class-related community experiences</p>
<p>Leslie Schiffman Program Coordinator (425) 352-3406 lschiffman@uwb.edu</p>	<p>Monitors admissions process, provides general program support to students, faculty and public, publishes IAS graduate newsletter</p>
<p>Lynne Davis MAPS Graduate Staff Assistant (425) 352-3553 ldavis@uwb.edu</p>	<p>Assists with recruitment, coordinates student events, participates in program assessment and development, liaises with student associations</p>
<p>TBA MACS Graduate Staff Assistant (425) 352-_____ _____@uwb.edu</p>	<p>Assists with recruitment, coordinates student events, participates in program assessment and development, liaises with student associations</p>

Tuition Exemption

The University of Washington Tuition Exemption Program, established under the authority of RCW 28B.15.558, enables University of Washington employees, state of Washington employees and members of the Washington State National Guard who have been admitted to the University of Washington, to have tuition waived for up to six credits when enrollment is on a "space-available" basis. The Tuition Exemption Program is available at the University of Washington Seattle, Bothell, and Tacoma campuses. Admissions decisions are made without respect to an applicant's status as a State of Washington or University employee. Tuition exemption students do not register until the first week of the quarter and it is possible that classes will already be filled to capacity by earlier registrants.

Not all courses qualify for a waiver of tuition; please check carefully to be certain the course for which you are enrolling does not require payment of tuition.

Courses that involve intensive one-on-one interaction between faculty member(s) and student (such as Directed Research courses) in most cases do not qualify under the definition of "space available." Tuition exempt students may be required to pay full tuition when enrolling in these courses. All 600- and 700-level courses are excluded from the tuition waiver. Other courses that do not qualify are identified in the Schedule of Classes. Tuition exempt students registering for these courses will be billed for tuition at the regular tuition rate.

The following courses are not available under the tuition exemption program: BPOLST 506, BPOLST 508, BPOLST 520, BPOLST 598, BCULST 510, BCULST 511, BCULST 512, BCULST 520, and BCULST 598

Grading

In reporting grades for graduate students, graduate degree-offering units use the following system. Grades shall be 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 GPA of 3.0 is required for graduation.

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

**Interdisciplinary Arts & Sciences
Graduate Programs
Student Handbook 2008 - 2009**

The following letter grades also may 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 (numerical 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 shall result in a grade of 0.0.

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

Of the minimum credits required for a graduate degree, the Graduate School requires that all graduate students must show numerical grades in at least 18 quarter credits of course work taken at the University

**Interdisciplinary Arts & Sciences
Graduate Programs
Student Handbook 2008 - 2009**

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 number 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 Progress

Continuation or Termination of Students in the Graduate School

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 performance in the program. The IAS Graduate Program Manager, IAS Graduate Faculty, and IAS Graduate Program Coordinator 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 will be notified in writing of their unsatisfactory performance by the

**Interdisciplinary Arts & Sciences
Graduate Programs
Student Handbook 2008 - 2009**

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. See the section titled continuous enrollment and on-leave requests for more information).
- 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: LOW SCHOLARSHIP

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)

2.

GRADE BELOW 2.7 IN ANY CORE COURSE (BCULST 500, 501, 502, 510, 511, 512, and BPOLST 500, 502-3, 504, 506, 508): UNSATISFACTORY PROGRESS

A

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.*

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.”

Please see for complete policy: http://www.uwb.edu/academic/policies/Academic_Conduct.xhtml.

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).

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.

The withdrawal schedule shown above 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 at the UW Bothell Registrar's office by the fifth day of the quarter in which the student will be on-leave, and must be approved by the IAS Graduate Program Manager. A non-refundable fee of \$35 is due at the time of application. A student must be in good academic standing, have completed at least one quarter, and may petition to be on-leave for up to 4 quarters. Failure to maintain continuous enrollment constitutes evidence that the student has resigned from the Graduate School. On-leave forms are available in the IAS Graduate Office, UW2-340.

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:

<http://www.grad.washington.edu/stsv/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.

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 formalized concurrent degree programs established with other departments at this time.

Informal Concurrent Programs

According to university requirements, IAS graduate students may complete the requirements for a graduate degree from each of two unrelated departments simultaneously. Students must complete the requirements for both programs. Up to 12 credits earned may be applied to the other degree and vice versa, with the approval of each school. The UW Graduate School does not require that a student admitted to one program formally apply to the Graduate School for admission to the other unit or even to enroll in that unit. However, each department or school has its own requirements. For example, IAS requires students from other departments seeking the MA in Policy Studies or the MA in Cultural Studies to be accepted through the IAS graduate admissions process. It is important to consult with other departments or schools early in the process to make sure that you understand their requirements for a concurrent degree. A student who enrolls in an informal concurrent program must submit an Informal Concurrent Degree Application Form (available here: <http://www.grad.washington.edu/forms/forms.htm>) to the Graduate School as soon as she or he has been admitted to the second program. The student must also submit a written course breakdown for each degree when applying to graduate from each program completed.

Internships & Community-based Learning

Community-based learning allows students to link theory and practice in a community setting. This type of learning occurs outside of the classroom and may take the form of an internship, field-based research, a site visit, or service-learning project. With the assistance of the External Relations Coordinator and respective faculty, students may engage in community-based learning experiences.

In particular, students have the option of arranging one or more internships with local organizations, agencies, or businesses in order to incorporate that experience into their learning. The IAS Graduate Office regularly publicizes current openings, and the External Relations Coordinator is available to assist you in exploring additional opportunities. Internship-related forms may be found online at www.uwb.edu/IAS.

Career Services

The External Relations Coordinator is available to assist students in locating career opportunities related to their fields and areas of interest.

In addition, the UW Bothell Career Center provides a variety of free job-search services, including workshops on résumé and cover letter writing and interviewing, individual advising sessions, employer information, and career fairs. You are encouraged to take advantage of these services while enrolled in your program. See: <http://www.uwb.edu/careers/>

Alumni Resources

Following graduation, new alumni may access UW Bothell career services for **one** quarter. For graduates seeking services beyond this time, UW Seattle Career Center (<http://careers.washington.edu/alumni>) may be contacted for assistance. While the majority of UW career services are available to alumni free of charge, there is a nominal fee for career advising appointments at UW Seattle and access to HuskyJobs (<http://careers.washington.edu/other/huskyjobsforalumniandcommunity>), the UW's online job and internship database.

The UW Alumni Association offers current students complementary access to Husky Career Network, 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. This service can be found by accessing UW Alumni Association (<http://www.washington.edu/alumni/careers/careerconnections/>).

Directed Research

Directed Research at UW Bothell provides qualified students the opportunity to develop and conduct largely self-designed research projects in collaboration with faculty.

Guidelines for Directed Research

Directed Research courses require the consent 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 hour course will involve 15 hours (3x5 hrs) of outside research per week, in addition to scheduled meetings with the instructor.

Note: students are limited to a maximum of 10 credits of Directed Research

Master of Arts in Cultural Studies (MACS)

Overview

The MACS 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.

MACS 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

Upon completion of the MACS program, students will be able to:

- Write effectively and creatively in appropriate professional genres and styles
- Speak, present, and document ideas clearly and creatively
- Display critical understanding of the multiple methods of presentation and documentation emphasized in the program (written, spoken, video, performance, multi-media)
- Work proficiently in at least two of the program's emphasized methods of presentation and documentation
- Display critical understanding of the multiple research methods emphasized in the program (performance-based, textual, and ethnographic)
- Work proficiently in at least one of the program's emphasized research methods
- Display critical understanding and appreciation of diverse community literacies and the challenges they pose for collaborative work
- Manifest capacity to develop creative and effective strategies for working collaboratively across diverse communities
- Display critical understanding of the linkages between cultural practices and their institutional locations
- Initiate and contribute to research projects oriented toward creating and assessing collaborative and organizational processes

Curriculum

MACS 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 MACS 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.

**Interdisciplinary Arts & Sciences
Graduate Programs
Student Handbook 2008 - 2009**

Year One

As a MACS student, you will begin with a pre-fall quarter conference with members of the program faculty and staff. This conference 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 you begin year two, you will have a second pre-fall quarter conference with the faculty members overseeing your capstone project and program portfolio. Along with informal mentoring, this meeting will ensure that you have everything you need to complete your capstone project and program portfolio successfully. 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

	FALL	WINTER	SPRING
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 Seminar 5 credits Cultural Studies Elective 5 credits	BCULST 511: Capstone Research Seminar 5 credits Cultural Studies Elective 5 credits	BCULST 512: Capstone Project Advising and Colloquium 10 credits

MACS 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 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 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 Project Advising and Colloquium (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.

Elective Cultural Studies Courses (20 credits)

In addition to the core curriculum, MACS students have the opportunity to take elective courses in areas of interest that relate to Cultural Studies. They may do so by taking courses in MAPS, Interdisciplinary Arts and Sciences, or another UWB program such as Nursing, Education, or Business. Students may also take one or more of their elective courses at the UW Seattle and Tacoma campuses or register for a study abroad program. For more details refer to the section on Cross-campus Registration.

Sample BCULST Elective Courses

Note: Not all courses are offered each year

BCULST 520: Cultural Studies Internship (2-10 credits): An internship with a local organization, agency, or arts company that incorporates a "field-based" component into learning. Students will engage in a cultural studies project that benefits the organization and has academic merit. Students petition faculty for credit by demonstrating relevance and defining learning goals.

BCULST 580: Approaches to Ethnographic Research (5 credits, max. 10): Investigates and evaluates the theoretical and methodological foundations of ethnography. Provides hands-on experience in ethnographic methods, and development and assessment of ethnographic research proposals.

BCULST 581: Approaches to Textual Research (5 credits, max. 10): Advanced investigation of the theory and practice of textual research methods. The course develops one of the three research methods introduced in the core course BCULST 501. This course draws out and extends the focus on textual research in the BCULST501: Ethnography, Performance, Texts. It identifies the different components of textual research and explores their interrelation.

BCULST 582: Approaches to Performance-based Research (5 credits, max. 10): Focuses on how a specific performance approach, such as dance, movement, theatre, storytelling, mixed media, or

**Interdisciplinary Arts & Sciences
Graduate Programs
Student Handbook 2008 - 2009**

performing ethnography, acts as a site of research in relation to a particular topic. Students will learn how to implement performance-based approaches and assess their significance. The course develops one of the three research methods introduced in the core course BCULST 501.

BCULST 583: Issues in Public History and Culture (5 credits, max. 10): Explores theories and practices of public history and culture.

BCULST 584: Issues in Media Culture (5 credits, max. 10): Explores issues in media culture, such as the connections between media and social movements, from cultural studies perspectives.

BCULST 585: Issues in Cultural Activism and Advocacy (5 credits, max. 10): Explores theory, practice and dilemmas relating to cultural advocacy, understood as object, site, instrument, and/or basis of social action.

BCULST 586: Issues in Arts and Cultural Policy (5 credits, max 10)

BCULST 587: Issues in Cultural and Arts Practice (5 credits, max 10): Investigates issues in cultural and arts practice in diverse settings.

BCULST 588: Issues in Culture and Diversity (5 credits, max 10): Investigates the intersections between culture and diversity and focuses on the encoding and transmission of knowledge through a variety of cultural practices. Uses ethnographic, historiographical, textual and performance-based methods to move from the forms themselves to community sites of memory and identity.

BCULST 589: Issues in Global Cultural Studies (5 credits, max 10): Links a specific area of study, such as hip hop, YouTube, or garbage, to global cultural studies and the methodologies of visual, material, textual or arts-based research.

BCULST 591: Cultural Studies Research Colloquium (1-2 credits, max 6): Provides an opportunity for graduate students and faculty members interested in Cultural Studies issues to exchange their research ideas, present their findings, discuss their analytical methods and tools, and evaluate the implications of the presented research.

BCULST 592: Topics in Cultural Research (3-5 credits, max. 10): This course allows for the investigation of specific topics in cultural studies research.

BCULST 593: Topics in Cultural Studies (3-5 credits, max. 10): Explores in depth specific historical, political and/or social aspects of cultural practice, such as digital humanities, the culture and the environment, or arts as cultural studies, and links this analysis to the varied processes of producing these types of cultural work.

BCULST 594: Research Design (5 credits): Extends an understanding of research design principles, developing further capacities in research design, especially in relation to sites that necessitate sensitivity to emergent cultural practices and the evolving nature of partnerships. Provides opportunities for research design in response to requests from the community.

BCULST 596: Study Abroad (5-15 credits): Students will study abroad in order to incorporate a global learning component into cultural studies.

BCULST 598: Directed Research (1-5 credits, max. 15): Develops research ideas, analytical methods and tools, or the cultural studies implications of research in specific directions that are not covered in the standard MACS course offerings. Prepares for a cultural studies/community project.

Completion Checklist

Name:

SID:

Cohort:

Core Curriculum					
Course	Credits	Quarter	Year	Instructor	Grade
BCULST 500					
BCULST 501					
BCULST 502					
BCULST 510					
BCULST 511					
BCULST 512					
Electives					
Course	Credits	Quarter	Year	Instructor	Grade

Portfolio Advisor:
 Capstone Advisor:

Forms

Please refer to www.uwb.edu/ias/macs for access to forms used for various administrative purposes in students' course of study.

Master of Arts in Policy Studies (MAPS)

Mission Statement

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 practical, substantive contributions to their policy communities. The curriculum blends a strong theoretical base with practical field and applied experiences, allowing students to develop rigorous policy research, analysis, and management skills that can shape policy in for-profit, non-profit, and governmental contexts.

Objectives

- To enhance intellectual growth through a cohort learning community model
- To foster a public service identity through applied research
- To develop analytical and synthetic thinking skills through training in quantitative and qualitative methodologies and a generalist module-based curriculum in policy studies
- To engage in research in a wide range of policy arenas
- To make connections within and among disciplines through critical thinking, problem solving, modeling of policy work
- To help students gain a mastery of policy studies that is competent, critical, and curious
- To prepare students for further graduate education and to improve their career opportunities in policy fields

Curriculum

MAPS students enter the program as a cohort in Autumn Quarter. Students who choose the full-time program register for 10 or more credits per quarter and complete their degree within two years. Part-time students register for 5 credits per quarter and complete the program in three years. (See charts below).

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 MAPS 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 MAPS 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, 508, and 598.*
- 20 Credits of Policy Electives within Policy Areas offered by MAPS: *Policy areas currently available include human rights, technology, environment, and labor and human resources with growing strengths in 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 MAPS review team comprised of the advisor and an additional faculty member

**Interdisciplinary Arts & Sciences
Graduate Programs
Student Handbook 2008 - 2009**

Course Schedule – full time program

	FALL	WINTER	SPRING
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 Analysis and Program Evaluation 5 credits
Year 2	BPOLST 504: Management and Organizations 5 credits Policy Elective 5 credits	BPOLST 505: Leadership and Organizations 5 credits BPOLST 506: Capstone Research 5 credits	BPOLST 508: Capstone Project 5 credits Policy Elective 5 credits

Course Schedule – part time program

	FALL	WINTER	SPRING	SUMMER
Year 1	BPOLST 500: Policy Process 5 credits	BPOLST 502: Statistics for Policy Studies 5 credits	BPOLST 501: Public Finance & Budgeting 5 credits	Policy Elective 5 credits
Year 2	BPOLST 504: Management and Organizations 5 credits	BPOLST 505: Leadership and Organizations 5 credits	BPOLST 503: Policy Analysis and Program Evaluation 5 credits	Policy Elective 5 credits
Year 3	Policy Elective 5 credits	BPOLST 506: Capstone Research 5 credits	BPOLST 508: Capstone Project 5 credits	Policy Elective 5 credits

MAPS Core Courses (40 credits) – must be taken in sequence.

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 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 502 - Statistics for Policy Studies (5 credits): This course is the first in a series of two courses offered through the MAPS 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 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 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 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 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, MAPS students have the opportunity to take elective courses in policy areas that interest them. They may do so by taking courses in MAPS, 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. Policy areas represented at UWB are as follows:

Technology policy, Human rights policy, Labor and human resources policy, Environment and energy policy, Development policy, Health policy, Education policy, Culture policy

Sample BPOLST Elective courses

Note: Not all courses are offered each year

BPOLST 520 Policy Internship (2-5, max. 10): Student arranged internship with a local organization or agency that incorporates a "field-based" component into their learning. Includes a policy project that benefits the organization and has academic merit.

BPOLST 571 Policy Ethics (5): Examines the complex relationships between policy and ethics. These relationships are grounded in moral and political theories about the behavior of state and non-state actors.

BPOLST 580 Study Abroad (5-15, max. 15): Combines study at UW Bothell with seminars and field trips organized by the faculties of host institutions. Topics include politics, political economy, public policy, human rights, environment, health, education and labor.

BPOLST 581 Issues in Human Rights Policy (5, max. 10): Explores the theories and practices of implementing the international human rights regime as government policy. Students engage in issues of normativity in policy formation and the pathways by which certain norms become domestic and global standards.

BPOLST 582 Issues in Technology Policy (5, max. 10): Explores how science and technology contribute to economic growth and human development, and how political processes shape and manage that impact. Examines historical and contemporary issues.

BPOLST 583 Issues in Environmental Policy (5, max. 10): Analyzes current policy issues in the complex and every changing arena of environmental policy.

BPOLST 584 Issues in Labor and Human Resources (5, max. 10): Jacoby Examines issues in the changing arena of labor and human resource policy.

BPOLST 585 Issues in Health Policy (5, max. 10): Examines relevant current issues in the changing arena of health policy including managed care, public health and safety, and the ethical dimensions of medical research and practice.

BPOLST 586 Issues in Education Policy (5, max. 10): Examines issues in education policy in local and global contexts.

BPOLST 587 Issues in Cultural Policy (5, max. 10): Addresses faculty and student interests in the changing arena of cultural policy. Analyzes relevant current issues in cultural policy including the role of government, business, and civil society in arts and culture policy.

BPOLST 591 Policy Studies Research Colloquium (1-2, max. 6): Policy researchers and practitioner experts present topics and/or research projects in a variety of policy fields. Discussion regarding the

**Interdisciplinary Arts & Sciences
Graduate Programs
Student Handbook 2008 - 2009**

research and its broader implications to theory and/or practice follows the presentation. Credit/no credit only.

BPOLST 592 Topics in Policy Research (3-5, max. 10): Develops advanced technical skills in policy research methods. Topics may include various qualitative and quantitative methods of research.

BPOLST 593 Topics in Policy Studies (3-5, max. 10): Examines the changing arena of policy. Topics are relevant to current issues and may include the following: policy and gender; transportation policy in Puget Sound; policies of aging; and environmental policy. Instructor : Daniel F. Jacoby Shauna Carlisle

BPOLST 594 Research Design (5): Provides grounding in research designs, such as experimental, longitudinal, cross-sectional, case-study, and action research design. Helps professionals design and evaluate research proposals and be astute consumers of published research. Develops research proposals that can be submitted for institutional review at UW.

