



THE GEORGE WASHINGTON UNIVERSITY

THE GRADUATE SCHOOL OF
POLITICAL MANAGEMENT

STUDENT HANDBOOK

2009-2010

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This Student Handbook contains information applicable to the academic year 2009-10. The George Washington University and the Graduate School of Political Management reserve the right to make changes, additions and/or corrections that may become necessary throughout the year.

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INTRODUCTION

The Graduate School of Political Management (GSPM) seeks to make politics better by educating its students and professionals in the tools, principles and values of participatory democracy, preparing them for careers as ethical and effective advocates and leaders at the international, national and local level.

The GSPM at The George Washington University offers a program of study leading to the Master of Professional Studies in Political Management. The degree program offers students the opportunity to concentrate their studies in campaign management, lobbying, corporate and trade association public affairs, issues management, political leadership, polling and quantitative analysis, or fundraising. For additional information on this program, contact Dr. Chuck Cushman (202-994-6000).

The GSPM also offers a Master of Professional Studies in Legislative Affairs. This degree provides students with a comprehensive understanding of how Congress operates, how decisions are made on Capitol Hill, how to influence those decisions and accomplish specific objectives within the legislative process. This training allows students to improve their government relations skills, start a career as a lobbyist, government relations professional, legislative specialist, or policy analyst. For additional information on this program, contact Dr. Steve Billet (202-994-6000).

The GSPM also offers a Master of Professional Studies in Strategic Public Relations, with a Graduate Certificate option in Public Relations. This degree follows an innovative approach to building professional credentials that positions students to excel in this challenging profession. The program allows students to master core public relations skills and the practical application of strategic thinking. Students may elect to pursue a certificate, or to enroll as degree candidates (or both). For additional information on this program, contact Prof. Larry Parnell (202-994-6000).

The GSPM also offers a Certificate in PACs and Political Management. This certificate addresses the gamut of skills and knowledge necessary for successful PAC operation, from issue advocacy to solicitation, from fundraising to grassroots campaigns, from budgeting to candidate selection. For additional information on this program, contact Dr. Steve Billet (202-994-6000).

The GSPM also offers a Certificate in community advocacy for non-profit organizations. This certificate helps non-profit groups master the skills of political leadership, advocacy, and grassroots organizing. The certificate is offered through partnering organizations, and is presented in a blended (online and residency) format. For additional information on this program, contact Prof. Ed Grefe (202-994-6000).

All students must familiarize themselves with GW, College of Professional Studies, and GSPM graduate procedures and policies as presented here and in the current GW Graduate Bulletin. It is the student's responsibility to ensure that they adhere at all times to all stated rules and regulations. The Graduate Bulletin also lists the rules and regulations of individual departments, many of which have requirements in excess of those listed in the CPS policies. All GSPM students should read the 2008-09 *Graduate Bulletin* for general information about GW, university regulations, degree requirements, programs of study and courses. The *Graduate Bulletin* is the official source of all information related to your graduate program.

I. THE 2009-10 ACADEMIC CALENDAR

FALL SEMESTER 2009		
CLASSES BEGIN	(M) August 31	M=14
Labor Day	(M) September 7	T=14
Thanksgiving Break	(R-F) November 26-27	W=13
Last Day of Fall Semester Classes	(M) December 7	R=14
Make-up Classes	(T) December 8	F=13
Reading Days	(W-R) December 9-10	
FINAL EXAMINATIONS	(F-S) December 11-19	

M = Mondays T = Tuesdays W = Wednesdays R = Thursdays F = Fridays

SPRING SEMESTER 2010		
CLASSES BEGIN	(M) January 11	M=14
Martin Luther King Jr. Day	(M) January 18	
Presidents' Day	(M) February 15	T=14
Spring Break	(M-S) March 15-20	W=14
Make-up Classes	(T) April 27	R=14
Designated Monday Last Day of Spring semester classes	(W) April 28	F=14
Reading Days	(R-F) April 29-30	
FINAL EXAMINATIONS	(M-T) May 3-11	
Commencement	(Sun) May 16	

M = Mondays T = Tuesdays W = Wednesdays R = Thursdays F = Fridays

SUMMER SEMESTER 2010		
SESSION I BEGINS (6, 8, 10 and 14-week sessions)	(M) May 17	
Memorial Day (no classes)	(M) May 31	
6-week Session I ends	(Sat) June 26	
Independence Day	(M) July 05	
SESSION II BEGINS (6-week session)	(W) July 7	
8-week session ends	(Sat) July 10	
10-week session ends	(Sat) July 24	
6-week Session II ends	(Tu) Aug 17	
14-week session ends	(Sat) Aug 21	

II. DEGREE & REGISTRATION REQUIREMENTS

MASTER OF PROFESSIONAL STUDIES DEGREES:

Political Management

Master's degree candidates are required to complete successfully **36** credit hours with a grade point average of 3.0 or better. In addition, those students who have not had substantial professional experience prior to their admission to the GSPM will be required to complete a 400-hour fieldwork internship of supervised political management activity.

Legislative Affairs

Master's degree candidates are required to complete successfully **33** credit hours with a grade point average of 3.0 or better. All students in the program must complete comprehensive examinations in their final semester. Students who fail part of the exam may take it one additional time; a second failure results in program termination.

Strategic Public Relations

Master's degree candidates are required to complete successfully **33** credit hours with a grade point average of 3.0 or better. All students in the program must complete comprehensive examinations in their final semester. Students who fail part of the exam may take it one additional time; a second failure results in program termination.

GRADUATE CERTIFICATES:

PACS and Political Management

Candidates are required to complete successfully **15** credit hours with a grade point average of 3.0 or better. The certificate courses may be transferred into either the Political Management or Legislative Affairs degrees.

Public Relations

Candidates are required to complete successfully **18** credit hours with a grade point average of 3.0 or better. The certificate courses may be transferred into the Strategic Public Relations degree.

Community Advocacy

Candidates are required to complete successfully **18** credit hours with a grade point average of 3.0 or better. The courses may be transferred into the Political Management degree.

Campaign Strategy

Candidates are required to complete successfully **18** credit hours with a grade point average of 3.0 or better. The courses may be transferred into the Political Management degree.

Online Politics

Candidates are required to complete successfully **18** credit hours with a grade point average of 3.0 or better. The courses may be transferred into the Political Management degree.

Academic Advising

If you have questions or want advice about which courses to take, please make an appointment to meet with your program's academic advisor. This is especially important for those admitted provisionally. The required conditions usually demand a certain level of performance in the student's first year and, if they are not met, will result in the student's program being terminated.

Students are required to register each fall and spring semester. Failure to register requires that a student apply for readmission to their program. If you require a leave of absence for the semester, please contact the Director of Student Services.

Dropping, Adding, Withdrawing from Courses

Any changes in course enrollment made after the end of the late registration period must have the approval of the instructor involved, the department graduate advisor, and the CPS Dean's Office. Tuition will be adjusted according to the schedule of refunds in the GW Graduate Bulletin. Refund request forms are available through the Student Accounts Office.

During the Fall and Spring semesters the deadline for dropping a course without academic penalty is the end of the eighth week of classes. A course dropped during the first four weeks of classes will not appear on a student's transcript. A course dropped after the fourth week but before the end of the eighth week will appear on the transcript with a grade of "W". Students who wish to drop a course after that deadline must work with their department graduate advisor to petition CPS.

Students who find it necessary to withdraw completely from the University must notify CPS in writing. If notification is not given, and the student fails to register for the next Fall or Spring semester, action will be taken to terminate the student's degree candidacy. If it is necessary to withdraw from the University during the semester, the student must withdraw from all courses according to the procedures and policies stated in the previous paragraphs.

Students contemplating a transfer to another school or program must consult with their

current department/program advisor as well as with the advisor in the program to which they are considering transferring. Transfers to another program within CPS and transfers to programs within another school in the University require formal application.

Transfer of Credits

A student who is a degree candidate in CPS may request transfer of post-baccalaureate, graduate-level course work taken outside the School. No more than one-quarter of the semester hours of graduate course work required for a degree may be approved for transfer (up to 9 hours). Please note that this policy applies to all post-baccalaureate, graduate-level course work, including credits earned on a non-degree basis at GW.

Students who wish to transfer credit into their program should consult their program director as early as possible and submit a petition to CPS via the appropriate form. For a transfer of credit to be approved, **all** of the following conditions must be met:

- The course work must have been taken at an accredited college or university;
- The department must approve it as appropriate to the student's program of studies;
- It must have been taken within the past five years;
- It must not have been applied to the completion of requirements for another degree;
- The student must have received a grade of "B" or better;
- An official transcript showing completion of the course work must be on file in the CPS office before the request can be considered.

Once enrolled as CPS degree candidates, students are not permitted to transfer course work taken outside the university, except under extraordinary circumstances (petitions must be made, in advance, through GSPM to the CPS Graduate Office).

A. POLITICAL MANAGEMENT (PM) COURSE REQUIREMENTS

CORE COURSES:

Of the 36 credit hours that PM Master's degree students must complete, either **21** or **24** credit hours will be devoted to satisfying the core course requirements, depending on whether or not the student elects to write a six-credit thesis. Students may also complete nine credit hours in a field of concentration, although it is not required to choose a field of concentration. The remaining courses needed to complete the overall requirement of **36** credit hours may be chosen from any of the courses offered by the GSPM. In addition, students may select, with permission of the academic adviser, up to three appropriate graduate courses offered by other departments and programs of GW or the Consortium of Universities of the Washington Metropolitan Area.

All students are required to take the following courses:

- PMGT 201--Fundamentals of Political Management--must be taken in first semester;
- PMGT 202--Quantitative Methods [or test out];
- PMGT 203 – Communications Elements;

- PMGT 204 – Communications Strategy;
- PMGT 205--Ethics and Political Management;
- PMGT 206 – Political Leadership; *and*
- PMGT 295--Advanced Problems and Strategy in Political Management, *or*
- PMGT 299-300--Thesis I & II (Only for those electing to write a thesis)

Students have the option to test out of PMGT 202, *Research Methods for Political Managers*. Test-out times are scheduled through the Director of Student Services. All students are required to complete 36 credit hours; students who test out of the course will not receive course credit for having tested out.

THE (OPTIONAL) FOCUS AREAS:

Three focus areas are offered: **advocacy politics**, which comprises lobbying, grassroots, corporate public affairs, and non-profit operations; **electoral politics**, which is campaign management and running for office; and **advanced political skills**, which support the full range of political activities (this group includes polling, communications and the new media, fundraising, and public policy). See the tables on page two for details.

Students are not required to elect a focus area, and may develop their own sequence of courses in consultation with the program director and with director’s approval.

Advocacy Politics	PMGT 230 Issues Management <i>Plus any <u>two</u> courses:</i> PMGT 231 Lobbying PMGT 232 Lobbying Budget Proc. PMGT 233 Grassroots PMGT 234 Int’l Lobbying PMGT 235 Strat Mgt of Issues	PMGT 236 Corp Pub Affairs PMGT 241 Crisis Mgt PMGT 244 Lobbying EU I PMGT 245 Lobbying EU II PMGT 247 Non-profit advocacy PMGT 248 Non-profit ldrship
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Electoral Politics	PMGT 250 Campaign Strategy PMGT 251 Campaign Org/Exec <i>Plus any <u>one</u> course:</i> PMGT 252 Campaign Advert. PMGT 253 Pres Campaigns	PMGT 256 Int’l Pol Consulting PMGT 257 State Gov’t & Politics PMGT 258 St/Local Campaigns PMGT 260 Running for Office PMGT 228 Law and Pol Process
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Students who want to pursue the advanced skills focus may take three courses from among the courses listed below. With the permission of the program director, students may also design a three-course sequence that pulls from courses across all three areas (for example, a student desiring to gain expertise in state politics might take the party fundraising class, lobbying, and state/local campaigning).

Advanced	<i>Take any <u>three</u> courses:</i>	PMGT 220 Fundraising
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Political Skills	PMGT 211 Polling	PMGT 221 Fundraising for Orgs
	PMGT 212 Qual. Research	PMGT 222 Party Fundraising
	PMGT 214 Public Op Dynamics	
	PMGT 216 Speechwriting	PMGT 225 Ldrship Theory
	PMGT 217 Pol Mgt and Media	PMGT 227 Women in Politics
	PMGT 218 The New Media	PMGT 228 Law and Pol Process PMGT 229 Managing Pol Orgs

CAPSTONE SEQUENCE OPTIONS:

Students complete the final three classes (nine credits) in one of two ways: students may take any two electives, followed by PMGT 295, Advanced Problems and Strategy, the capstone course; or they may take any one elective and the two-course thesis option, PMGT 299-300.

<i>Take one option or the other</i>	<i>Take any <u>two</u> electives, plus:</i>	<i>Take any <u>one</u> elective, plus:</i>
	PMGT 295 Adv Probs & Strategy	PMGT 299 Thesis I PMGT 300 Thesis II

B. LEGISLATIVE AFFAIRS (LA) COURSE REQUIREMENTS

CORE COURSES:

Of the 33 credit hours that LA Master's degree students must complete, 12 will be devoted to satisfying the core course requirements. Students also complete at least six credit hours in each of the two tracks, American political processes and public policy analysis. The remaining courses needed to complete the overall requirement of 33 credit hours are electives that may be chosen from any of the courses offered by the GSPM. In addition, students may select, with permission of the academic adviser, up to three appropriate graduate courses offered by other departments and programs of GW or the Consortium of Universities of the Washington Metropolitan Area.

All students are required to take the following courses:

- PSC 201-- Quantitative Methods; [or test out]
- PSC 218 – Legislative Politics;
- PSC 222 – Executive-Legislative Relations;
- PSC 229 – Politics and Public Policy--should be taken in first semester.

LA TRACKS:

AMERICAN POLITICAL PROCESSES (At least two courses):

- PSC 215 -- Judicial Policy Making
- PSC 216 -- American Presidency
- PSC 219 -- American Political Parties and Elections
- PSC 220 -- Public Opinion and Political Socialization

- PSC 221 -- Interest-Group Politics
- PMGT 267 -- Budgetary Politics
- PSC 228 -- Media and Politics
- PSC 246 -- U.S. Foreign Policy
- PSC 286 -- Selected Topics in American Politics

PUBLIC POLICY ANALYSIS (At least two courses):

- PSC 224 -- Domestic Policy Analysis-Selected Topics
- PMGT 266 -- Budgetary Policy
- PSC 249 -- International Security Politics
- PSC 250 -- Foreign Policy Analysis-Selected Topics

C. PUBIC RELATIONS (PR) COURSE REQUIREMENTS

CORE COURSES:

Of the 33 credit hours that PR Master's degree students must complete, 18 will be devoted to satisfying the core course requirements. Students also complete six credit hours in advanced PR skills. The remaining courses needed to complete the overall requirement of 33 credit hours are electives.

All students in both the degree and the certificate programs are required to take the following courses:

- PSPR 201 Principles of PR
- PSPR 202 PR Writing
- PSC 220 Public Opinion/Political Socialization
- PSPR 204 Media Relations
- PSPR 205 Business of PR
- PSPR 206 Ethics in PR

Required courses for the degree also include these courses:

- PMGT 202 Research Methods
- PSPR 208 Integrated Marketing Communications Strategy
and
- PSPR 298 Practicum
or
- PSPR 300 Capstone Research Project

Elective Courses (Any 2 courses, 6 credits)

- PSPR 208 Media Law
- PMGT 206 Speechwriting
- PMGT 244 International Political Consulting
- PMGT 250 Issues Management
- PMGT 252 Crisis Management
- PSPR 221 Consumer Behavior
- PSPR 222 Multicultural Marketing

- PMGT 251 Public Opinion Dynamics
- PMGT 230 Lobbying
- PMGT 233 Grassroots
- PSPR 210 Special Topics
- CPS 294 Independent Study

D. CERTIFICATE IN PACs and POLITICAL MANAGEMENT

Students pursuing the graduate certificate in PACs must complete 15 credit hours, all of which may be transferred into either GSPM degree program if a student decides to continue on to a Master's degree. The required course is

- PMGT 268 PACs and Congress

The remaining 12 hours are completed through electives:

PM (Take two of the following)

- PMGT 220 -- Fundraising
- PMGT 221 --Fundraising for Organizations
- PMGT 230 --Lobbying
- PMGT 232 --Managing Government Relations Programs
- PMGT 233 --Grassroots Politics
- PMGT 236 --Corporate Public Affairs
- PMGT 262 --Law of the Political Process

LA (Take two of the following)

- PSC 218 --Legislative Politics
- PSC 219 --American Political Parties and Elections
- PSC 221 --Interest-Group Politics
- PSC 224 --Domestic Policy Analysis - Selected Topics (with program director approval)

E. THE THESIS OPTION

In completing the requirements for the Master of Professional Studies degree (PM and LA) students may elect to write a thesis. In order to select the thesis option, a GSPM student must have a grade point average of 3.33 or better computed over the first 24 credit hours (PM students) or 18 hours (LA students). The student registers for six credit hours of thesis research and must complete the thesis no later than four calendar years after matriculation as a candidate for the Master's degree. Thesis research is done under the direction of a faculty member. The faculty member who will be directing the thesis and the Associate Dean must approve the subject. The thesis, in its final form (with one copy and a certificate of approval signed by the thesis director and by the Associate Dean) must be presented to the Graduate Student Services office no later than the date announced in the Academic Calendar. All theses must meet the form, style, and other requirements set forth in a booklet, *Information Concerning Master's Theses and Doctoral Dissertations*, available in the Graduate Student Services office.

Students should pick up a copy of *Writing a GSPM Master's Thesis* available at our office.

F. GRADES

Because we expect graduate students to take a more active role in learning than we do undergraduates, you will notice that grading in graduate school is not quite the same as what you experienced while earning a Bachelor's degree. In many cases, you will not receive as many grades as you did in undergraduate classes, and you may not see feedback on assignments until late in the term; this is normal in graduate classes. If you are concerned about how you are performing in a class, please contact your professor to see how you are doing. At the GSPM, we expect that YOU, the student, will take charge of your individual learning experience, and that will be reflected in the requirements and grading in your classes here.

Graduate students are expected to fulfill the standards of all work assigned; while some projects in some classes may come with an opportunity to revise and resubmit, instructors are not required to offer resubmission of sub-standard work. "Extra credit" assignments are not part of the graduate school experience, so do not seek such assignments from faculty.

The GW grading scale for graduate programs is the following: A, A-, B+, B, B-, C+, C, C-, and F. The grade of "IPG" [In Progress] is given only for PMGT299-300, *Thesis Research*. The grade of "I" [Incomplete] is given to students who have not completed all course material. The grade of "Z" [Never Attended] is given to students whose names appear on the class roll, but never attended any classes.

"B" is the expected grade for a satisfactory performance in the typical graduate class. If you perform particularly well, you should expect a higher grade. If your work is not satisfactory at the graduate level, you can expect to earn grades below a "B".

Students receiving graduate-level grades below B will quickly find themselves in academic difficulty. Students must present at least a 3.0 grade point average at the end of 36 credits in order to graduate. Students whose GPA falls below a 3.0 but have not finished the program may be terminated for academic deficiency. Any student receiving the failing grade of F will be terminated from the graduate program, unless significant mitigating circumstances exist. To avoid academic problems, make sure to attend every class, do your assigned homework, submit your work on time, to standard, and whenever you have concerns or issues with due dates, expectations, or have an emergency that could impact on submission of work, talk to your professor immediately and work together to come to a mutually agreed solution.

Grade of "Incomplete"

Members of the faculty are required to submit all grades two weeks after the final exam is given. For all students whose work is not complete, the faculty member may submit a temporary grade of "Incomplete," together with written permission for such students to make up missed or delayed work after the end of the term.

Faculty members, however, are under no obligation to grant students extra time to complete their course work, and may decide to grade the student based solely upon the work

submitted by the end of the semester. If permission to submit work late is granted, such permission should be based upon an explicit discussion and understanding between the student and faculty member as to the date by which missing work will be completed. This date must be included in the faculty member's written permission for the student to take an "Incomplete."

PLEASE NOTE: If all academic work for a course has not been completed **one calendar year** after the semester in which the student received the grade of "Incomplete," the grade will be converted to a permanent "F" grade. Faculty members may evaluate course work turned in late recognizing that the student has had extra time to complete the work. In fairness to students who completed the course on time, a reduction in grade level may be appropriate, though the faculty member may also conclude that the individual circumstances of the student may have made late completion unavoidable. No student admitted provisionally may receive an "Incomplete" while under the probationary period.

Provisionally-Admitted Students and Grades

Students admitted provisionally into the two Master of Professional Studies programs must receive no less than a final grade of "B" in each of the first six credits they take in the program. This does not mean a "B" average, but a minimum of a "B" in each course. Furthermore, no student admitted provisionally may receive the grade of "I" (Incomplete) during the probationary period.

G. ACADEMIC BEHAVIOR AND THE HONOR SYSTEM

What is Academic Dishonesty?

The GW Code of Academic Integrity defines academic dishonesty as "cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information." This definition is intended to account for a wide range of behavior. In addition, the Code of Academic Integrity acknowledges as cheating the violation of any rules for examinations or other academic conduct that may be established by individual faculty members. Every student should review the Code and understand its contents: *All members of the GW community are responsible for preventing academic dishonesty from occurring and are expected to be familiar with the Guide to Student Rights and Responsibilities.*

H. FREQUENTLY ASKED QUESTIONS

I. How Many Courses Should I Take Each Semester?

Most students take two or three courses. If you are receiving federal financial assistance, you will be required to maintain at least half-time status: that means you must take at least 6 credit hours (two courses) per term. If you are on an accelerated schedule and wish to finish the program in three semesters, you will need to take 12 credits (four courses) in each of those semesters. If you are working full-time, you should take no more than two courses.

II. What Courses Should I Plan to Take During the First Semester?

PMGT students should take PMGT201-*Fundamentals of Political Management* and one of the other core requirements during your first semester. We also recommend that PMGT 203- *Communication Elements* be taken in your first semester.

LEGA students should begin their studies by taking PSC 229 – *Politics and Public Policy*, and either PSC 222 – *Executive-Legislative Relations* or PSC 218 – *Legislative Politics*. If you will be taking three classes, add an elective of your choice. In your second term, take PSC 201 – *Introduction to Political Analysis* (the quantitative methods class) and the 218/222 class you did not take the first round. Getting your core courses done first both helps to make sense of the remaining electives you will take, and it gives you more flexibility at the end of your course of studies.

PAC students should try to take PMGT 268 – *PACS and Congress* as early as possible, and the remaining classes can be taken in any order.

III. *Courses in the Second and Third Semesters*

When planning other courses, you should try to do them in sequence: for example, PMGT students who choose to focus in Lobbying, should take the basic course first (PMGT231-*Lobbying*), then an intermediate-level course (e.g., PMGT232-*Managing Government Relations*), and finally an advanced course (PMGT237-*Advanced Lobbying Strategy*). You may not always be able to take them in proper sequence, but you should try to do so. However, you will not be permitted to take the advanced course before taking the basic course.

IV. *Can I Take Courses in More Than One Focus Area?*

Yes. You can, for example, take three courses in Campaign Management concentration and then take two additional courses in Lobbying. You are not required to have any one focus area; in fact, you can create your own if you would like. See the academic adviser to discuss this, to make sure your proposed course of study makes sense.

V. *Can I Take Courses from Other Departments or Through the Consortium?*

Yes. You may take up to 9 credits in graduate courses from other parts of the GW curriculum or from another university in the Washington Metropolitan Area Consortium of Universities. However, before taking a course, you need to check with the Associate Dean's office to be sure the course fulfills GSPM requirements. This strategy is particularly recommended for students in the leadership focus area.

VI. *Can I Get Transfer Credits for Courses Taken at Other Universities?*

Yes. There are, however, several requirements: the course 1) must be graduate-level; 2) it cannot be used to fulfill another degree; 3) it must have been taken prior to admission within the last five calendar years; 4) must have a final grade of B or better, and above all, 5) it must be relevant to GSPM curriculum. Further, you must get approval from the Associate Dean for the course to count for credit. Only three such courses, or nine credits, can be counted. *If you would like to get transfer credit, you must do so at the beginning of your studies by submitting a syllabus of the course(s) to the Associate Dean.*

VII. *How do I get my student identification card?*

Once you have registered for courses, go to the fifth floor of the Marvin Center, GWorld

Office, to obtain your student i.d. card. The identification card is essential for getting service at the library, computer center, at university functions, and a variety of other events. You must present some other form of identification (i.e., driver's license) when you go for your GWorld card.

VIII. *Where do I get computer support?*

If you want to learn about specific programs, you can visit Information Systems and Services (ISS), basement level one of the Academic Center. You may also consult the program of free courses in basic computer utilities (Word, Excel, PowerPoint). *The Hatchet*, GW's student newspaper, regularly includes an insert with upcoming course offerings. Many of these are free.

IX. *What is MyGW?*

It is the on-line student information system. Log on to my.gwu.edu to look at your grades, financial accounts, personal information and to register for and drop classes. Your login is your GWid, issued to you upon starting classes. First time users click on the "Don't know your PIN?" field to acquire a temporary PIN.

X *What is Blackboard?*

Many of our professors use the web-based Blackboard service as a course management tool. Course materials and syllabi are readily available over the web, and will make life much easier for you and your professors. E-mail messages can be broadcast to all students in a course, articles can be hyper-linked to course syllabi, and some professors will even hold virtual office hours. You can get information on Blackboard training at my.gwu.edu.

XI. *What is this Yahoo group all about?*

The GSPM Yahoo! group was formed by students and alumni a few years ago to develop and enhance networking opportunities within the GSPM family. It has been a great success. It is not affiliated with the GSPM directly, but we strongly encourage all students and alumni to sign up and take advantage of its many features and services.

I. CAREER SERVICES AND THE PM FIELDWORK REQUIREMENT

During orientation, students start preparing for a career in practical politics; **you** will be your own best resource for career management, and one of the most important things you do will be developing your own career. Our Office of Career Services has extensive resources to help you in advancing their political careers, and we will introduce the Office during the orientation. Students should also attend career panels and other professional events sponsored by Career Services throughout the year. You can also work with the Office of Career Services to develop a career search strategy and conduct research on issues and organizations that match their career interests. The GSPM will assist students in preparing resumes, cover letters and perfecting interviewing techniques. Students are responsible for applying for and arranging interviews for jobs.

PM Students are required to work a minimum of 400 hours in the political arena with an emphasis on continuing those hours in a full-time professional position in the field of political

management. Successful completion of professional fieldwork is a degree requirement, but it does not carry course credit. Students are encouraged to complete the paperwork associated with this requirement as promptly as possible. The purpose of the fieldwork requirement is to help students apply their growing knowledge to situations they will encounter as professionals. Students who have significant professional experience in politics have often fulfilled the fieldwork requirement and may apply to waive it.

III. UNIVERSITY REGULATIONS, TUITION AND FEES

A. UNIVERSITY REGULATIONS

The University has published important information on registration, student status, attendance, scholarship requirements (grades, incompletes, grade point average), academic dishonesty, student conduct, withdrawal, leave of absence, graduation requirements and other information. Students are required to know and conform to these policies and to further comply with rules set forth by the College of Professional Studies. You will find these University regulations stated in the *GW Graduate Bulletin* (see <http://www.gwu.edu/~bulletin/>).

You must also become familiar with the University's *Statement of Student Rights and Responsibilities*, available at <http://gwired.gwu.edu/dos/GuidetoStudentRights/>. This statement includes the Code of Student Conduct that defines student behavior considered disruptive to the academic enterprise and life within the campus community. The Code also details the University' disciplinary process.

B. TUITION AND UNIVERSITY FEES

You should take note of the tuition and university fees as listed in the *GW Graduate Bulletin*. In addition, several GSPM courses have a special Laboratory Fee, due at the time of registration, for courses, which require use of laboratory facilities such as a computer or media lab as part of the conduct of the course. For the 2009-2010 academic year, the following courses require these additional fees: PMGT 212, *Political Management and the Media* (\$250); PMGT 241, *Campaign Advertising and Promotion* (\$250).

C. FINANCIAL ASSISTANCE

Financial aid questions should be directed to the Office of Student Financial Assistance in Colonial Central, Ground Floor, Marvin Central or by calling 202-994-6620. Please have your GWid or Social Security number ready with your questions.

D. RESEARCH ASSISTANTSHIPS

GSPM can sometimes award a limited number of GSPM Research Assistantships to some of its students, depending on the University budget. These students perform a variety of duties at the GSPM, including helping to produce and distribute GSPM publications, assisting in the development of course materials, conducting political management research, planning career and external program events. GSPM Research Assistants are expected to devote twenty-

five hours per week to their duties. GSPM Research Assistantships are awarded subject to satisfactory completion of all academic requirements and the agreed upon course of study.

E. UNIVERSITY FELLOWS

The GSPM awards a limited number of University Fellows each year, generally to entering students. These awards are based on academic merit and each award covers tuition for two to four GSPM courses. The Fellowships are given on a one-time, non-renewable basis.

F. SEXUAL HARASSMENT/DISCRIMINATION

The George Washington University affirms its commitment to maintaining a positive climate for study and work in which individuals are judged solely by relevant factors such as ability and performance and are free to pursue their academic and work activities in an atmosphere that is free from coercion and intimidation. Sexual harassment of students by faculty or administration or of employees by those in a position to affect their employment status or by other employees in the work unit is inimical to such an atmosphere and will not be condoned.

Students who wish to discuss sexual harassment complaints informally and confidentially may contact the Dean of the CPS or a member of the Committee on Student Sexual Harassment. The names and telephone numbers of committee members may be obtained from the office of the Dean of Students.

IV. GSPM COURSE LISTING AND DESCRIPTION

Up to date course listings are available online for each of the GSPM's programs. Not all courses are offered every semester; please consult the schedule of classes each semester: <http://www.gspm.org/coursessyllabi>.

V. GSPM FACULTY

Many faculty members of the GSPM serve as part-time/adjunct faculty members. If you need information about a particular instructor, contact David Marshall (dwm@gwu.edu).

You can find current information about the GSPM faculty at the web address below:

<http://gspm.org/facultyadministration>

VI. ADMINISTRATIVE DIRECTORY

Christopher Arterton, Dean arterton@gwu.edu	994-6000
Chuck Cushman, Associate Dean cushmanc@gwu.edu	994-9598
Steven E. Billet, Director of Legislative Affairs and PACs sbillet@gwu.edu	994-1149
Larry Parnell, Director of Strategic Public Relations lparnell@gwu.edu	994-7746
Suzanne Farrand, Director of Student Services sfarrand@gwu.edu	994-9309
David Marshall, Executive Aide dwm@gwu.edu	994-7726
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Julie Barko-Germany, Director, Institute for Politics, Democracy & the Internet And Marketing Director julie@ipdi.org	994-5141
Mag Gottlieb, Director of Career Services mag@gwu.edu	994-9590
Greg Lebel, Director, Semester in Washington Program glebel@gwu.edu	994-2526
Assistant Director, Semester in Washington Program	994-8908

General Number for GSPM Administrative Offices 994-6000

Fax Number 994-6006

Mailing Address:

Graduate School of Political Management

The George Washington University

805 21st Street, N.W.

Suite 401

Washington, D.C. 20052

On the Web:

<http://www.gwu.edu/~gspm>

gspmmail@gwu.edu

VII. OTHER USEFUL INFORMATION

A. FIVE STEPS TOWARDS A HASSLE-FREE STUDENT LIFE

1. *Register for classes promptly*--before classes start. If you register when classes begin or at a later date, it will cost you \$80.00 in late fees.
2. *Withdrawing from courses.* If you withdraw from a course, you must fill out the proper form and return it to the GSPM immediately. Note that there are some pretty strict financial penalties for late withdrawal. If you withdraw after the fourth week of the semester, you will get no tuition money back. You **cannot** withdraw after the seventh week of classes.
3. *Don't disappear!* A student who, for personal reasons, is temporarily unable to continue the program of studies may request leave of absence for a specific period of time, not to exceed two semesters during the total period of degree candidacy. If the request is approved, the student must register for leave of absence each semester. If a student fails to register, degree candidacy is terminated.
4. *Financial aid.* If you are receiving financial aid, be sure to check with the Office of Student Financial Assistance. Get to know your account representative and make sure you understand all your benefits and obligations.
5. *Read the rules, watch the deadlines.* Make sure you read the university rules and follow the deadlines, particularly for such items as receiving a refund for a class you drop, the deadline for dropping or withdrawing from courses, deadline for filling out program of studies forms, thesis deadlines, graduation application deadlines, and so forth.

B. THE CONSORTIUM OF D.C. AREA UNIVERSITIES

The following Universities have formed a consortium to share academic resources: George Washington University, Catholic University, American University, Georgetown University, Howard University, the University of the District of Columbia, the University of Maryland, George Mason University, Marymount University and Gallaudet University.

GSPM students may take courses for academic credit at any of the universities in the Consortium, upon approval from the GSPM Associate Dean, if they are not available at GW. See Suzanne Farrand and/or the Registrar's website for the needed forms.

In addition, students may also borrow books from the other Consortium members' libraries. To borrow books from the Consortium library students must use their GWorld i.d. or request them through Gelman Library circulation. You may logon to the university system, Aladin, to borrow books.

C. HOUSING INFORMATION

GW provides limited on-campus dormitory housing for graduate students. Here are a few suggestions that might make finding housing easier.

1. If possible, make a trip to the area four weeks before you intend to move. Metropolitan Washington is a highly transient area, and apartments open up on a month's notice. Develop a reasonable plan of attack that includes at a minimum: (a) how much rent you are able to pay and (b) an appreciation of the value of convenient access to the mass transit system, especially the subway system. Remember that parking in the city is an expensive hassle. Plan to spend several days. You will probably need three or four days of concentrated effort to canvas the area and obtain a suitable apartment. The area around GW ("Foggy Bottom") has numerous apartment buildings. Many students also like to live in nearby Arlington (in Virginia just across the Potomac River), which has several convenient subway stops and reasonable, affordable housing as well.
2. The University's Off-Campus Housing Resource Center (OCHRC) can give you information regarding nearby off-campus housing, as well as housing opportunities in Maryland and Virginia. This includes apartments, persons seeking roommates, rooms in private homes, and rooms in exchange for services. Visit their website at www.och.gwu.edu. Also, be sure to visit the GSPM housing link at www.gspm.edu/~gspm/prospective/housing.html.

D. GRADUATION PROCEDURES & CEREMONIES

Degrees are conferred in January, May, and August, although the May commencement ceremony is the only one for the academic year. To be eligible for the granting of a Graduate Certificate or Master's Degree, students must complete all course requirements with a minimum GPA of 3.0, with no grades of "F".

Graduate Degree Program Requirements

Graduating students must file an Application for Graduation early in the student's final semester by the date noted in the academic calendar and all applicable fees must be paid. Master's students may obtain an application for graduation on the GSPM web site (www.gspm.org). Students who do not graduate at the end of that semester must reapply for graduation at the beginning of the next semester (no additional graduation fee is charged).

GW Graduation Ceremonies

GSPM students take part in GW's major graduation exercises, usually held on the third weekend in May. All GSPM students who have completed their degree requirements during the

year (i.e., the prior July, December or May) are able to participate in these exercises. The primary events are a CPS School celebration on Saturday and the Sunday commencement is for all GW graduates on the National Mall. Students rent academic gowns, hoods and caps to participate in both ceremonies.

E. THE WRITING CENTER

In conjunction with the Department of English, the Writing Center provides writing instruction to GW students at all levels of experience and expertise. Students are assisted in identifying writing problems and learning how best to express ideas. Trained tutors (undergraduate peer tutors, graduate students, and the director and other members of the faculty) work with students individually on areas of specific need or interest. Tutors provide assistance in such areas as organizing a mass of information efficiently and clearly, using correct grammar and punctuation, getting started on a writing project, developing a thesis, providing evidence in support of an argument, and presenting the findings of an experiment or the solution to a research problem.

F. EXTRACURRICULAR

There's always something going on in Washington so there's no excuse for staying at home. For the athletically inclined, remember that your student fees include free access to the GW Health and Wellness Center. Although it gets a bit crowded at peak hours, the facility is first class. The GSPM also sponsors a team each year in the Congressional Softball league. They play much of the spring and all summer and offer a chance to have fun on and off the field. Announcements about signing up for the team activity are sent at the beginning of each season. Announcements on other events are regularly carried by the Yahoo E-group and a weekly e-mail from the school.

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