MASTER OF ARTS IN POLITICAL SCIENCE – LEGISLATIVE STUDIES  
(M.A.L.S.)

ADVISING GUIDE  
2015 - 2016

Political Science Program  
University of Texas at Dallas  
School of Economic, Political and Policy Sciences  
Mail Station GR31  
800 West Campbell Road  
Richardson, TX 75080-3021  
http://epps.utdallas.edu/polsci/  
Last Updated: May 2015

For General Information or Extra Assistance  
Political Science Graduate Program Assistant, Cheryl Berry  
cheryl.berry@utdallas.edu or 972-883-2932

Prospective students should contact one of the following  
PSCI Director of Graduate Studies, Dr. Banks Miller  
millerbp@utdallas.edu or 972-883-2930

PSCI Program Head, Dr. Jennifer Holmes  
jholmes@utdallas.edu or 972 883 6843

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Welcome from the PSCI Program Head

Welcome to the MACLS program in the School of Economic, Political and Policy Sciences at the University of Texas at Dallas. This masters program in political science is an excellent choice for students who are interesting in careers in government relations, as a legislative staffer, political consultant or other role within politics.

Qualified students are encouraged to consider the Ph.D. in Political Science. Such students should meet with Director of Graduate Studies as soon as possible to discuss options.

Mission
The mission of the Master of Arts in Political Science - Legislative Studies degree is to offer instruction for students interested in positions as legislative staff, political consultants, or other careers in professional politics. Students will receive instruction that moves beyond the standard coursework in American and Texas government and politics by advancing their knowledge of legislative processes and the role that legislatures play at the local, state, and national levels of government.

Objectives
Students in the Master of Arts in Political Science - Legislative Studies program will:

• Demonstrate knowledge of political institutions and processes in the United States and their effects on politics and policy.
• Demonstrate knowledge of issues in contemporary democracies involving representation, influence, and the balance of majority and minority interests, and the ability to evaluate political institutions and processes in the United States.
• Demonstrate proficiency in skills required for at least one position in the practice of politics by successfully completing an internship.

Degree Requirements
The University's general degree requirements are discussed on the Graduate Policies and Procedures page (catalog.utdallas.edu/2015/graduate/policies/policy). Students seeking a Master of Arts in Political Science - Legislative Studies must complete at least 30 semester credit hours of work in the program, must receive a grade of B- or better in all required classes, and must maintain at least a 3.0 grade point average to graduate. The curriculum has four components:
(1) nine semester hours of required coursework
(2) nine semester hours of prescribed electives
(3) six hours of free electives
(4) six hours of internship
**Major Required Courses: 9 semester credit hours**
EPPS 6313 Introduction to Quantitative Methods or EPPS 7313 Descriptive and Inferential Statistics
PSCI 6347 Proseminar in Political Institutions and American Politics
PSCI 6350 Logic, Methodology, and Scope of Political Science

**Prescribed Electives: 9 semester credit hours**
Three from the following list of courses:
EPPS 6316 Applied Regression or EPPS 7316 Regression and Multivariate Analysis
EPPS 7386 Survey Research
PSCI 6324 Local and State Government and Politics
PSCI 6330 Campaigns and Elections
PSCI 6331 Executives, Legislatures and Public Policy
PSCI 6332 The U.S. Congress
PSCI 6333 Political and Civic Organizations
PSCI 6339 Election Law and Electoral Systems
PSCI 6341 Texas Legislative Process
PSCI 6343 Law and the Policy Process
PSCI 6352 Empirical Democratic Theory
PSCI 7350 Institutions and Citizen Behavior
PSCI 6364 Public Opinion and Survey Research
Other courses as approved by the Director of Graduate Studies or Program Head.

**Free Electives: 6 semester credit hours**
Two additional courses at the 6000-level or above offered by programs in the School of Economic, Political and Policy Sciences, subject to approval by the Director of Graduate Studies or Program Head. These may include additional courses from the list above.

**Internship: 6 semester credit hours**
PSCI 6V42 Legislative Affairs Internship (6 semester credit hours total; can be spread over more than one semester). Internships can be done in Austin, TX or Washington, D.C., or with another state or local government agency or political organization.

**Student Ethics and Conduct**
Student behavior is expected to conform to the highest academic and professional standards. Students are expected to conduct themselves in an ethical and professional manner. In particular, fraudulent behavior, including cheating and plagiarism, is not tolerated.

**Policies and Procedures**
The university's general degree requirements are discussed on the Graduate Policies and Procedures page (catalog.utdallas.edu/2015/graduate/policies/policy).
Transfer Policies
Students who have taken graduate courses in another program may transfer these courses after they have attained nine credit hours in the program. Courses which received a grade of "B" or better may be transferred. Also, students may transfer up to 25% of the required hours for a masters degree from another university. This may consist of up to 6 semester hours.

All students who are interested in transferring courses must meet with the EPPS Masters Advisor and they must complete a “Request for Transfer Credit” form. The form is available in the Graduate Program Office. The completed form, transcript, and syllabus are forwarded for the approval of the Dean of Graduate Studies. If approved, then the courses appear as transfer credits on the student's record.

Grading Policy
Students seeking a Master of Arts in Political Science - Constitutional Law Studies must complete at least 30 semester credit hours of work in the program, must receive a grade of B- or better in all required courses, and must maintain at least a 3.0 grade point average to graduate.

Helpful Hints
Before the start of each semester, the EPPS Masters Advisors will email students with suggested classes for the core and prescribed electives. Students are also strongly encouraged to consult the degree plan when choosing their classes to maximize efficiency and to promote rapid progress through the program.

Registration
Once admitted, students will be primarily advised by the EPPS Masters Advisors. Please contact either Nora Hernandez (GR 2.701) 972-883-4524 (nora.hernandez@utdallas.edu) or Christina Rhodes (GR 2.703) 972 883 4239 (christina.rhodes@utdallas.edu).

The standard (and minimum) course load for a full-time graduate student during the Fall or Spring semester is 9 hours. The maximum is 15 hours, although it is rare for students to be able to successfully manage this workload. Students who have work, family, or other nonacademic obligations should consult with the EPPS Masters advisor on strategies for fulfilling program requirements.

Courses in the PSCI MALS program are currently listed under PSCI or EPPS in the university’s course schedule (available on-line in Course Lookup). The EPPS Advisor will also email the Political Science Masters listserve with suggested courses that would fulfill core and concentration requirements prior to registration each semester.

Students are expected to maintain continuous registration (excluding Summer) of at least three semester credit hours in the program. Such registration includes, but is not limited to, the semester of graduation. A student who does not maintain registration and has not requested
and received permission for a leave of absence, must apply for readmission. All requests for leave of absence must be sent to the PSCI Program Head, who will forward the request to the Dean of Graduate Studies. The student is subject to the Graduate Catalog in effect at the time of readmission. Since the Catalog is revised biennially, students taking leaves may be required to satisfy different degree requirements than were in effect prior to their leave. And thus may need additional time to complete the program.

**PSCI MALS Advising Protocol**

All Students are required to contact the EPPS Masters Advisor before enrolling in classes for the first time. They will be given advice for the first year of courses. Afterwards, students can register online for classes through Orion [http://www.utdallas.edu/orion/]. Most advising can be handled via e-mail correspondence.

**Future advising and registration**
- The EPPS Masters Advisor will circulate list of courses and identify where they fit in the degree plan to facilitate registration and planning.
- At the end of each semester and as you register for the next, enter all the relevant courses you have taken, including semester completed and grade received, on the excel spreadsheet degree plan. This information is available from your transcripts, which can be accessed from Orion. Students are to choose their courses, update their degree plan, and send the degree plan to the EPPS Masters Advisor for approval.
- Simple clarifications can be handled via email with a completed degree plan. However you will need an updated degree plan on file with the EPPS Masters Advisor at least once a year (by 8/1) or you will have an advising hold placed on your account.
- Please email us with questions or concerns.
- Please note that all email correspondence must be via your official UTD email.

**What we expect from students**
- Responsible for degree plan, which is the basis for advising
- Send email from your UTD email
- Familiarity with academic calendar and academic catalog; deadlines, requirements

**What to expect from the EPPS Masters Advisor**
- Review the updated degree plan
- Answer any questions/concerns raised

Periodically, the Program Head and Director of Graduate Studies will provide more in-depth information and announcements of opportunities. These meetings and other opportunities will be announced via email, through the Political Science Masters student list. Therefore, it is important that you check your UTD email.
## PSCI MALS Degree Plan

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<th>NAME</th>
<th>SEMESTER</th>
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<td>Required Courses (9 hours)</td>
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<td>Prescribed Electives (9 hours)</td>
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<td>Internship (6 hours)</td>
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<td>Free Electives (6 hours)</td>
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